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# PREFACE

## WHAT THE CONTROLLER DOES

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The Controller is a collection of computer programs designed to allow a small business to use an Apple II computer to automate its accounting procedures. The Controller consists of three major systems which may be used separately or in conjunction with one another:

Accounts Receivable (A/R)  
Accounts Payable (A/P)  
General Ledger (G/L)

The Controller presents you with lists of options called "menus". By selecting from the menu options, you create an accounting system that is custom-tailored to your business. The Controller can help you control cash, organize information and make better planning decisions in the following ways:

- . Intelligent cash management is achieved through the use of the General Ledger, Accounts Receivable and Accounts Payable systems.
- . Slow paying customers are identified and monitored through The Controller's customer account aging feature. \*
- . Planning cash need for expenditures is done more effectively because of The Controller's ability to track Accounts Payable by due date. It also assists you in planning your bill paying to take full advantage of discounts and varying net terms offers.
- . Reduction of clerical time is achieved by The Controller's automatic posting and updating features. These will make your bookkeeping more effective by eliminating redundant writing, calculating and typing. The Controller automatically prints management summaries, detailed reports, vendor and customer lists, mailing labels and account statements.
- . Bookkeeping errors are virtually eliminated by The Controller's ability to detect typing errors, and to verify the accuracy and "sensitivity" of your data.
- . The Controller regulates your monthly accounting by standardizing your processing and providing archival copies of each month's data for your historical records.

. The Apple II computer decreases the time required to process your accounts. It makes information available to you when you need it; simply choose an option and your Apple will supply you with the desired data.

. Immediate assistance is always available. If you have questions about either your equipment or the system itself, you can always contact your Apple dealer or use the special Controller System Support Hotline. The toll-free number is 1-800-525-0463. We'll be there to assist you if any problems occur. Be sure you know your customer serial number before you call. The number is located in the upper right-hand corner of your customer license agreement.

## HOW TO USE THIS MANUAL

---

This manual has two major functions: (1) to teach you how to use The Controller system and (2) to serve as a reference manual once you have begun using the system for your business.

The Controller will be purchased by people who already own an Apple II computer and by those who don't. The entire Business System includes an Apple II Plus computer, a monitor or TV, disk drives, printer (hardware) and The Controller programs themselves (software). Those who already own an Apple II can purchase just The Controller programs. This manual addresses both groups of users. If you are already familiar with the Apple, you're one step ahead of the game. If this is your first computer, this manual will lead you through all the steps you need to make the system work.

Before describing the recommended sequence for using the system, here's a summary of each chapter.

CHAPTER 1: INTRODUCTION outlines the capabilities of The Controller. It poses a fundamental question for every user, "How will you use this system?" In other words, you must know what you hope to achieve with the system before you begin. Also in this chapter, the equipment you need to use The Controller is described.

CHAPTER 2: SETTING UP THE CONTROLLER describes the fundamental structure and procedures of the system. This chapter gives detailed information on the diskettes used, and you will learn how to start up the system for the first time.

CHAPTER 3: ACCOUNTS RECEIVABLE is a step-by-step tutorial on using all the features of A/R. Each menu is presented as a separate unit, providing you easily identifiable break-points at which to stop.

CHAPTER 4: ACCOUNTS PAYABLE is the tutorial chapter for A/P. Its structure is identical to Chapter 3's.

CHAPTER 5: GENERAL LEDGER is the tutorial for the General Ledger system.

CHAPTERS 6, 7 and 8: SETTING UP ACCOUNTS RECEIVABLE, SETTING UP ACCOUNTS PAYABLE and SETTING UP GENERAL LEDGER (respectively) are guides to assist you in beginning to use The Controller for your own business. Do not use these chapters until you have completed the tutorials in Chapters 3, 4 and 5!

CHAPTER 9: UTILITIES describes a set of computer programs included with The Controller that allows you to manage the use of your diskettes and to monitor the amount of "processing space" available on the system.

APPENDIX A: REPORTS provides annotated report samples and descriptions of every report The Controller can produce.

APPENDIX B: STANDARDS is a compilation of the conventions and standard procedures you might need while using The Controller. A section on troubleshooting is included to assist you in resolving any problems that might occur.

APPENDIX C: MENU MAP shows the hierarchy of the menus and how to get from one place in the system to another.

The following instructions for using the manual apply to all Controller users -- whether familiar with the Apple or not.

1. Read Chapter 1 before turning on your Apple. Follow all directions in setting up the hardware.
2. Read and use Chapter 2, SETTING UP THE CONTROLLER. Please FOLLOW THE DIRECTIONS EXACTLY AS THEY ARE WRITTEN!! The Controller is designed to provide only one opportunity for you to set up your system properly during the practice session. Some procedures, such as making copies of diskettes, may seem unnecessarily conservative. However, such practices allow you to freely experiment with The Controller's many options without risking the loss of information.
3. Read and use each of Chapters 3, 4 or 5 beginning with the system that interests you the most, again following the instructions EXACTLY as they appear. Genuine interest in a subject is the strongest incentive to learning.
4. When you've completed the learning phase for all three systems, turn to Chapters 6, 7 or 8 and use The Controller to set up your customized accounting system on the Apple. Again, resist the temptation to put your business data on any one system without practicing all three systems first.

Think of The Controller as a college course in learning to use automated accounting equipment. Like any course in a new subject, it will require time and effort on your part. With The Controller, however, you will not be subjected to the conventions of a classroom. You can schedule the sessions for a time most convenient for you, and expand the capabilities of The Controller at your own pace to suit your own needs.

\* As you read through this manual you will notice the presence of little stars in the margins. These mark the places in which this edition of The Controller manual differs from the last edition. If you have an earlier edition of the manual, you may use these stars to complement your understanding of The Controller.



## CHAPTER 1

# INTRODUCTION

## WHAT THE CONTROLLER CAN DO FOR YOU

---

This section describes the numeric and financial limits of what The Controller can do for you: the number of accounts, the dollar amounts, and other factors that will help you decide how to use this system. If your business fits within these limits, you should have no problems using The Controller.

### ACCOUNTS RECEIVABLE

The Accounts Receivable system can be used independently or in conjunction with the General Ledger system. Using it with G/L will provide you with an automated way of transferring your A/R data into the proper G/L accounts.

The A/R system can accommodate up to 250 customers per diskette, with a maximum of 1000 transactions (for all customers) per month per diskette. Although it is possible to use up to nine diskette volumes with A/R, we suggest that you use only three. Each diskette volume must be processed separately.

With A/R you can have up to 100 (numbered 0-99) salespeople. The largest allowable amount for one sale is \$99,999.99 and the limit for one tax amount is \$999.99. \*

A/R can prepare up to 250 statements per diskette per month. The largest single A/R balance for any one customer per aging period is \$99,999.99. The largest overall balance allowable for any customer is \$399,999.96. \*

Sales Entries and Payment Entries can be entered in batches as large as 100. From the Finance Charges program, batches of 125 Sales Entries can be made. The total batch amount for Sales and Payment entries is \$9,999,999.99. \*

Up to 100 Transfer Journal Entries per diskette can be made to the General Ledger system from A/R at one time. You must not exceed 250 entries during any one transfer.

## 2 THE CONTROLLER

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### ACCOUNTS PAYABLE

Like the A/R system, Accounts Payable works either independently or in conjunction with the G/L system. If you use A/P independently, some features will need to be performed manually by your accountant.

- \* The A/P system can accommodate up to 125 vendors at any one time. The total of all Accounts Payable for any one month can be as large as \$99,999,999.99.

You may print as many as 300 checks each month with the A/P system.

- \* Accounts Payable can process 300 invoices per month. These may be entered in batches of 100 invoices at a time subject to a batch maximum of \$99,999,999.99. Up to 300 Unpaid Invoices may be in the A/P system at one time.

Up to 100 Transfer Journal Entries may be made to the General Ledger system at a time.

### GENERAL LEDGER

The General Ledger system can handle up to 250 accounts with a maximum balance of \$99,999,999.99 per account.

G/L provides a Chart of Accounts that will satisfy nearly all accounting situations. A sample of this Chart of Accounts (as provided) is included in Appendix A. You will be able to customize this Chart of Accounts for your needs, or you have the option of supplying your own personal Chart of Accounts.

If your business is departmentalized, your Chart of Accounts may be divided into 10 different departments.

- \* The G/L system can handle up to 1000 Journal Entry transactions (including 100 Standard Entry transactions) per month. Whenever you post Journal Entry transactions for future months, they are counted within the present month's file allocation limit. The rule is that you can never have more than 1000 entries in the General Ledger system at any one time, whether they are for the present month or for future months. The G/L system will accept up to 250 transfer entries at any one time. This process can be repeated as often as you wish, within the file allocation limit of 1000.

### RECOMMENDED LIMITS

- \* Even within the limits cited above, The Controller requires a considerable amount of time (in some cases) for processing the data. The operations which require the most processing time, and their recommended limits (which ensure shorter processing times) are listed below.

NOTE: When you are processing numbers of entries that approach the limits, even these recommended ones, your Apple may have periods of up to many minutes when it appears to be doing nothing. If there is no cursor (the blinking rectangle) or error message on the screen, assume that it is taking some time to process your entries.

	<u>Actual</u>	<u>Recommended</u>
A/R Transactions per month per diskette	1000	750
G/L Transactions per month	1000	750
G/L Journal Entries per month	1000	700
G/L Batch Entries	250	100

\*

## HOW WILL YOU USE THIS SYSTEM?

The Controller automates many time-consuming activities by providing rapid access to data, error-free computation and reporting procedures, and centralized record-keeping. Other advantages include the reduction of accounting services fees, more efficient use of your bookkeeping time and month-to-month consistency in reporting procedures. Finally, you will gain personally from the experience of using a computer-based accounting system that is under your control.

How you use the Controller depends on what you hope to accomplish. This manual guides you in setting up the General Ledger, Accounts Receivable and Accounts Payable systems to meet the needs of your business.

Computerized accounting can be very different from manual accounting. Make sure you realize the potentials and utilize the new capabilities that suit your business. Resist the temptation to put your business "on-line" before determining what is best from an accounting standpoint. The better you understand your accounting needs, the more success you will have in using this system. Consider consulting your accountant to determine which features of The Controller you will want to use.

It's a good idea to have some reference materials available to "brush up" on those aspects of accounting of which you are uncertain.

The Chart of Accounts (which is provided in the General Ledger system) may be used as the basis on which to organize your business. This Chart of Accounts can be transferred from G/L to the Accounts Payable system if you wish. If you choose to, you may provide your own Chart of Accounts. Consult your accountant before making any decision regarding the Chart of Accounts.

\*

The procedures we have designed to teach you how to use this system are not identical to the procedures for actually using the system. The

## 4 THE CONTROLLER

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Controller is designed to be open-ended -- this means that you can do just about anything you wish with the system. There are realistic requirements which ensure that all processing will be consistent and accurate, but you will be in charge of what happens!

Remember that the time and effort you spend learning the system fully will be returned when you are using it for your business. The better you understand the use of each system's options, the more your business will benefit.

## HARDWARE FOR THE CONTROLLER SYSTEM

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Before using The Controller system, you should be familiar with each piece of equipment or "hardware" that is included in the package. If you have purchased The Controller in the Apple II Business System, it is doubly important that you take some time to become familiar with each piece, what it can do, and how to set it up. The Controller requires the following items.

<u>ITEM</u>	<u>MANUAL</u>
Apple II 48K or Apple II Plus 48K	BASIC Programming Manual or Applesoft II Tutorial
2 Disk II drives 1 Disk II Controller Card	DOS Manual DOS Manual
B/W Video Monitor (preferred) or TV set and modulator (not available from Apple)	Manufacturer provides manual
Apple Language System or Applesoft II Firmware Card (one of these is needed only with the Apple II, not II Plus)	Language System Manual or Applesoft II BASIC Programming Reference Manual and Applesoft II Tutorial
Printer*	Manufacturer provides manual
Apple's Parallel Printer Interface Card or Apple's Serial Interface Card Autostart ROM (optional, not (needed with II Plus)	Apple II Parallel Printer Interface Card Manual or Serial Interface Card Manual Autostart ROM Manual

\* Any of several printers can be used, such as the Qume Sprint 5 and the Centronics 779. Your Apple dealer will know which interface card is needed by your printer.

In addition to the hardware listed above, The Controller includes diskettes labelled as follows:

	<u>SYSTEM</u>	<u>DATA</u>	<u>BACKUP</u>
Master Diskette	MST001		BKM001
General Ledger	SYS001		BKS001
	SYS002		BKS002
		DAT001	BKD001
Accounts Receivable	SYS006		BKS006
	SYS007		BKS007
		DAT006	BKD006
Accounts Payable	SYS011		BKS011
	SYS012		BKS012
		DAT011	BKD011

You are also provided with four blank diskettes which will be used during the instructional phase. It is advisable to obtain a supply of additional blank diskettes for making backup copies of your system diskettes.

## SETTING UP THE HARDWARE

After you have unpacked all the parts listed above, you are ready to assemble them into the configuration needed by The Controller system. Be sure to read each device's set-up instructions before attempting to assemble the system. When you have read all the necessary information, you may begin.

1. Turn OFF all power switches! Make this a standard procedure. NEVER connect or disconnect any parts, cards or remote devices to or from your Apple with the power on.
2. Insert the Applesoft Firmware card (or the Language System) in slot #0 on the Apple's board. (Consult the appropriate manual for instructions on inserting the firmware card.) The red switch on the Applesoft card must be in the up position. You will not need either of these firmware cards if you have the Apple II Plus, since Applesoft comes "built in".
3. The Disk II Controller card must be inserted in slot #6 on the board. Before inserting the card, the DRIVE #1 cable connector must be installed on the top set of pins (on the Controller card) and the DRIVE #2 cable connector must be installed on the bottom set of pins. (Consult the DOS manual for instructions on connecting the drives to the controller card and on installing the controller card.) Do not use two Disk II Controller cards with the system.

## 6 THE CONTROLLER

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4. Insert the printer interface card in slot #1 on the board. (See the appropriate manual for instructions.) As always, be careful when inserting this or any card into the slots. Improper pin alignment could cause serious damage to your Apple.

\* Once the printer is set up and working, you will need to get it to print 96 characters per (8 inch) line. Your printer manual will describe how to regulate the line length. It may be more convenient to wait until you're getting ready to print your first report, and then, following the instructions in the printer manual, experiment until you can get 96 characters to print on a single line. Make sure the date on the right border of each report prints entirely within the perforated edge of the paper.

5. The small end of the video monitor cable should be plugged into the jack on the back of the Apple marked VIDEO OUT. The large end should be plugged into the VIDEO IN jack on the back of the monitor. The switch on the back of the monitor must be in the High Impedance position. Be sure to leave at least two inches of space behind the monitor for ventilation.

6. If you are using the Autostart ROM, install it according to the directions included with its manual. Again, careful pin alignment is essential.

7. The RESET key on your Apple should be "disabled" in one manner or another. This is to protect you from accidentally pressing the key. An easy way is to gently pry the cap off the key. This will not actually disable it, but will make it much more difficult to depress the key accidentally. No damage will be done to your Apple. Be sure to save the RESET key cap, and as always, be sure you do this with the power OFF.

## CHAPTER 2

# SETTING UP THE CONTROLLER

The procedure outlined in this chapter is one that you will be required to go through each time you turn on your Apple to use The Controller. You will use this procedure initially whether you are going to use Accounts Receivable, Accounts Payable, General Ledger or all three. The procedure will vary slightly, as will be explained, depending upon whether you are customizing The Controller for the very first time, or simply turning on the computer again to continue your use of the programs.

\*

## DISKETTES USED

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Each of the different systems of The Controller -- Accounts Receivable (A/R), Accounts Payable (A/P) and General Ledger (G/L) has its own set of system and data diskettes. Data diskettes are identified by the DAT prefix, system diskettes by the MST or SYS prefix and backup diskettes by BKD, BKS or BKM.

At the beginning of the chapter for each system, you are told which diskettes are used with that system so that you may keep them close by. In all cases, any diskette labelled BKSnnn, such as BKS001 or BKS006, is a backup copy of the system diskette which has the same identifying number, i.e., SYS001 or SYS006. These backup diskettes are for emergency use in the event your system diskettes are lost, damaged or no longer work for some unknown reason. They should be stored in the protective plastic sleeve they come in and kept in a location that is separate from where you use The Controller.

The diskettes labelled BKDnnn are backup diskettes for the DATnnn diskettes which you will be using constantly with The Controller to store your business data. It is essential that you maintain current backup copies of your business data diskettes. To ensure that your BKDnnn diskettes are current, The Controller has been designed to require that the DATnnn diskettes be copied at certain times during a system's cycle. Backup procedures are required'

- after posting entries,
- prior to closing the month, and
- after closing the month.

You are taken to the DISKETTE COPY part of The Controller automatically when the copies are required. Don't get shaken up -- The Controller will tell you what to do when the time comes.

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In the chapter called "Utilities", we describe how to use the programs that are provided with The Controller which allow you to restore data from your BKDnnn diskettes, make copies of existing diskettes, and to make new BKDnnn diskettes if a diskette becomes damaged.

To start using The Controller, you will need only the diskette labelled MST001.

Your BKM001 diskette is the emergency backup diskette corresponding to MST001 and should be kept safely away in the plastic sleeve it comes in at an off-site location.

## STARTING UP

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1. With your computer turned off, insert the diskette marked MST001 into drive 1.
2. Turn on your Apple. (In computerese, the process of turning on the computer and having it read what is on the diskette is called "booting" the system.)
3. If you have an Autostart ROM, the red "in use" light on the disk drive will come on and on the screen will appear

APPLE ][

]

After several seconds of displaying this message, the screen will change and you will see the following "menu". A "menu" is simply a list of choices you may make. The Controller has a series of menus for each of its systems.

\*\*\* APPLE GENERAL BUSINESS SYSTEM \*\*\*  
TODAY'S DATE 00/00/00

1. THE CONTROLLER
2. CHANGE TODAY'S DATE

ENTER YOUR SELECTION -> .

4. If you don't see the above menu, don't panic. It merely means that you do not have an Autostart ROM in your computer and will have to type a few extra keys to tell your Apple to use the disk drive. You should



have an asterisk (\*) on the screen in the lower left-hand corner with a blinking rectangle beside it.

Now type

6

and then hold down the control key (marked CTRL) and simultaneously press the key marked "P". The "P" you type will not appear on the screen. Release both keys and press RETURN.

This procedure will result in what was described in step 3, above.

Your Apple is now waiting for you to tell it what to do. The flashing rectangle in the lower right-hand corner after the arrow is called the "cursor" and whenever it appears it is the computer's way of telling you that it is waiting for you to give it some input. While your Apple is processing what you type in, the cursor will disappear, sometimes for several seconds, sometimes for several minutes.

The menu on the screen has two selections available for this part of the program. In this manual, we will always give a short description of each choice on a menu before actually going through the selections one by one. Each selection will be more fully described and explained when actually used in context. We will do this to give you an overview of what a particular menu will make available for your use.

1. THE CONTROLLER will load a program into the computer and show you another menu.
2. CHANGE TODAY'S DATE allows you to change the date shown under the menu title to any that you choose. Most likely it will be the current date. The date you tell the computer will appear on all reports you print until you make this selection again and revise the date. The date must be entered in the format shown on the screen and must be between 1969 and 2000.

While you are learning to use The Controller system, we recommend that you explore and master each option. You may use a different sequence later, when you understand all the selections and how they interact with each other. While learning, follow the sequence presented here to maximize your understanding of the programs.

With this in mind, choose selection 2 from the menu on the screen to change today's date. You indicate your choice to the computer by typing

2

and then pressing RETURN. If you try to type a period after the 2, or type an additional character either by mistake or on purpose, the Apple will "beep". Only one character is wanted by the computer and it will not accept any more than that. You can always tell how many characters the computer will accept by the number of periods (.) shown at the cursor.

If your Apple gives you two beeps, it means that it has printed a message on the screen that it wants you to read.

## 10 THE CONTROLLER

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You must press RETURN whenever you have finished entering data. This tells the computer that you have finished and that it should proceed with processing. We will frequently remind you to press RETURN after your entries in the beginning of your use of The Controller. It will become a habit after a while, and then we'll only mention it sporadically.

**NOTE:** Never press the key marked RESET! It is located just above the RETURN key. Pressing it either on purpose or accidentally will damage the data and programs on the diskettes currently in the drives, and you will have to refer to the "Utilities" chapter to restore them. Should you press RESET, you could lose many hours of data entry work.

Study the screen and you will see that it has changed somewhat. The message

ENTER YOUR SELECTION -> .

has disappeared from the bottom of the screen and the cursor (the blinking rectangle) has positioned itself on the first digit of the date in the upper part of the screen. The words before the date have also changed. They now read

ENTER DATE (MM/DD/YY)

The characters within the parentheses indicate the format for the date. The digits for the month, day and year must be separated by a slash (/) and you must include leading zeros (06/01/79). There is a range limit for your date -- all dates entered in The Controller must be between 1969 and 2000. In other words, the earliest date you can specify is 01/01/70 and the latest is 12/31/99.

Enter your desired date and press RETURN. If the date is valid, you are taken back to the Apple General Business System Menu. Take selection 2 again to change today's date. Change the date you just entered to another one, but don't press RETURN. Now press the key with the left-pointing arrow (<-) on it eight times. You just restored the date that was there previously. This was just to illustrate that by using the left arrow key, you will restore whatever characters were previously there.

You can duplicate an entire date on the screen if you want to use it as is by pressing RETURN when the cursor is on the first digit of the date. If you wish to use a digit already on the screen, press the right arrow key (->) once for each digit you wish to copy. If you make a mistake, press the left arrow key to place the cursor over the digit you wish to change. Play with the arrow keys for a while until you are comfortable with them. You won't hurt anything and they can be used in the manner described here throughout all the programs in The Controller.

When you are satisfied with your date, press RETURN. The computer will check the validity of your date. If the date you typed is out of range, for example 06/32/79, or incorrect in some other way, you will get the message

DATE IS INVALID.  
PRESS 'RETURN' KEY TO CONTINUE.

Press RETURN as instructed and the computer will give you another chance. In fact, it will not let you proceed to another selection until you have entered a valid date. There is a way out, though, which is to press the ESC key to get back to the Apple General Business System Menu. If you do this, you will see that the old date has been restored by the computer as TODAY'S DATE. Using Control X will also return the original date. Press the X key while holding down the key marked CTRL.

When you have entered a valid date, the computer will store the date in the proper file. You will see the "in use" light come on as the computer writes the information on the diskette. DO NOT OPEN THE DRIVE DOOR WHILE THE "IN USE" LIGHT IS ON. You may damage the diskette and your files. It is good practice never to touch the disk drives unless the computer is off or you have received instructions on the screen to insert different diskettes.

Having pressed RETURN after entering your date, you should be back at the menu. Now choose selection 1 for THE CONTROLLER. Type  
1  
and press RETURN.

The computer loads The Controller program from the diskette and puts another menu on the screen for your use. It looks like this

```
      ** THE CONTROLLER **  
TODAY'S DATE      mm/dd/yy  
  
1. GENERAL LEDGER  
2. ACCOUNTS RECEIVABLE  
3. ACCOUNTS PAYABLE  
4. UTILITIES  
5. CHANGE TODAY'S DATE  
6. RETURN TO MASTER MENU  
  
ENTER YOUR SELECTION -> .
```

To learn how the ESC key works, press it now to see what the computer does. Surprise, it takes you back to the menu that immediately preceded the one you currently have on the screen. In this case, it serves the same purpose as does selection 6, RETURN TO MASTER MENU on The Controller Menu, above.

NOTE: Before you turn your machine off, to ensure the integrity of your data on the diskettes, press the ESC key until you see the screen that

\*

## 12 THE CONTROLLER

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1. GENERAL LEDGER will prompt you to insert the first General Ledger program diskette (SYS001) in drive 1 and the General Ledger data diskette (DAT001) in drive 2. Once this has been done, another menu will be displayed which allows you to select the programs necessary to run the General Ledger system. This system maintains your financial reports.

2. ACCOUNTS RECEIVABLE will prompt you to insert the first Accounts Receivable program diskette (SYS006) in drive 1 and the Accounts Receivable data diskette (DAT006) in drive 2. Another menu will be displayed from which Accounts Receivable programs can be selected. These programs will aid you in keeping track of customers who owe you money.

3. ACCOUNTS PAYABLE uses the first Accounts Payable program diskette (SYS011) in drive 1 and the Accounts Payable data diskette (DAT011) in drive 2. Once this has been done, another program menu will be displayed. The Accounts Payable system keeps track of the vendors to whom you owe money.

4. UTILITIES presents a menu of programs which are used for copying, restoring and making new backup diskettes. There is also a program on this menu which you can use to find out how much of your data file space you have used and how much is still available.

5. CHANGE TODAY'S DATE behaves exactly like selection 2 in the Apple General Business System Menu.

6. RETURN TO MASTER MENU tells the computer to take you back to the Apple General Business System Menu. In this case, pressing ESC will also take you back to that menu, since it was the menu immediately preceding this one.

Selections 1, 2, 3 and 4 each have a chapter devoted to the explanation of their use. Before beginning to use them, however, we advise you to take the precaution of making duplicate copies of your DAT001, DAT006, DAT011 and MST001 diskettes.

When you have completed the practice sessions and begin your real use of The Controller, the data diskettes will never again be blank. It may happen that you want to start your use of The Controller from the very beginning a second time and in this case, you would need the blank data diskettes. From the blank DATnnn diskettes you can make new, blank BKDnnn diskettes; this process is described in the chapter on Utilities. The duplicate MST001 is a safeguard against the day when you need it at a critical moment during processing, and you discover that the diskette is damaged.

Before finishing this chapter, plan to duplicate these diskettes. In order to do this, you'll need 4 blank diskettes from the supply we advised you to obtain in Chapter 1. Do not use the blank diskettes which come with The Controller package. Their purpose will become clear.

\*

With your four new blank diskettes at hand, find the diskettes labelled DAT001, DAT006 and DAT011 and keep them nearby. Use your MST001 to get The Controller Menu on the screen (if it isn't there already) and select UTILITIES by typing

4

and pressing RETURN. You will see the message that the Utilities program is being loaded, and then the Utilities Menu appears on the screen.

**\*\* UTILITIES MENU \*\***

1. DISKETTE COPY (BACKUP)
2. DISKETTE RESTORE
3. DISKETTE DUPLICATION
4. FILE ALLOCATION
5. RETURN TO THE CONTROLLER

ENTER YOUR SELECTION -> .

This menu is explained in detail in the chapter called "Utilities". For our purposes, choose selection 3, DISKETTE DUPLICATION by typing

3

and pressing RETURN. You are simply going to duplicate the DATnnn and MST001 diskettes. The next screen you see is

**\*\* DISKETTE DUPLICATION \*\***

ENTER THE NAME OF THE DISKETTE  
TO BE DUPLICATED .....

Notice that there are six periods -- one for each character of the diskette label. You are first going to duplicate your DAT001 diskette, so type  
DAT001

and press RETURN. In the next message, the Apple instructs you to

INSERT A NEW DISKETTE IN DRIVE 1.

Open the door to drive 1, remove the MST001 diskette that you have been using, and insert one of the new blank diskettes. When you have done this and closed the drive door, press RETURN. The computer examines the diskette you have inserted in drive 1 and then examines the contents of drive 2. You should not have any diskette in drive 2 at this point, and the computer prints the message on the screen

INSERT THE DISKETTE MARKED DAT001  
IN DRIVE 2.

Do as instructed, using the DAT001 diskette you located earlier. Don't forget to close the drive door -- the computer cannot read the contents of the diskette unless the door is closed. Press RETURN. The Apple first examines the diskette in drive 2 to insure that it is truly the

## 14 THE CONTROLLER

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diskette you told it you wanted to duplicate. When it is satisfied that all is in order it prints the message

YOUR DISKETTE IS NOW BEING COPIED.  
DO NOT INTERRUPT!

Do not touch anything during the copying process or you run the risk of interrupting it, which could ruin the data on the diskette. After about a minute you are told that copying is completed and then

REMOVE THE DISKETTE IN DRIVE 1  
LABEL THIS DISKETTE AS DAT001.

Do as instructed, and also remove the original DAT001 that is in drive 2. To stay organized, replace the original DAT001 in the binder it came in. Put your duplicate DAT001 aside for the moment.

Repeat the duplication process described above for your DAT006, DAT011 and MST001 diskettes. Upon completion, you should have replaced the original diskettes in the binder. Store the duplicates that you just made with your backup master and system diskettes (those labelled BKM001 and BKSnnn).

During practice, you will be using diskettes labelled PRACTICE DATnnn and PRACTICE BKDnnn. (For real use, the word "PRACTICE" does not apply.) You will use two of the blank diskettes that come with your Controller package for these practice diskettes. The two practice diskettes will correspond to the data and backup diskettes for the particular system you choose to practice. Should you decide to practice Accounts Receivable, you would create practice diskettes that correspond to the data and backup diskettes used with that system. For Accounts Receivable, these would be PRACTICE DAT006 and PRACTICE BKD006. For Accounts Payable, these would be PRACTICE DAT011 and PRACTICE BKD011. For General Ledger, these would be PRACTICE DAT001 and PRACTICE BKD001.

After you decide which system you will practice first, locate that system's DATnnn and BKDnnn diskettes. Using the DISKETTE DUPLICATION selection from the Utilities Menu and the two blank diskettes, copy the DATnnn diskette to one of the blanks and be sure to label the new diskette "PRACTICE DATnnn". Do the same with the BKDnnn, labeling the new diskette "PRACTICE BKDnnn". Replace the real DATnnn and BKDnnn diskettes in their plastic sleeves.

When you are ready to practice one of the other systems, make the appropriate practice diskettes for that system. You may, however, use your old practice diskettes in place of the blank diskettes mentioned in the preceding paragraph when you use the DISKETTE DUPLICATION program. The computer will display the message that the diskettes are not blank, and ask if you wish to copy over them anyway. Be sure to change the labels if you do this.

When you have finished making duplicates and the practice diskettes, choose selection 6, RETURN TO THE CONTROLLER, from the Utilites Menu. The Apple will tell you to

\*

INSERT THE DISKETTE MARKED MST001  
IN DRIVE 1.

\*

and press RETURN. You are returned to The Controller Menu.

## IMPORTANT REMINDERS

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You are now ready to begin your practice use of any or all of the three systems of The Controller. In our writing, we will frequently abbreviate Accounts Receivable to A/R, Accounts Payable to A/P and General Ledger to G/L.

Never press the RESET key during your use of The Controller.

Before turning off your Apple after a session with The Controller, always return first to the Apple General System Menu. Then press the ESC key, and you will see a screen that instructs you

PROCESSING USING THE CONTROLLER HAS  
BEEN COMPLETED.  
YOU MAY NOW TURN OFF YOUR APPLE.

At this time you may now turn your computer off, with the assurance that the integrity of your data has not been altered or damaged.





## CHAPTER 3

# ACCOUNTS RECEIVABLE

In business, instead of requiring the payment of cash at the time services or goods are sold, a business may make sales on account. In such a situation, the business acquires a claim against the customer called an Account Receivable. When the money is collected later, there will be an exchange of one asset for another, Cash increasing and the Account Receivable decreasing. The Accounts which record the sums owed to the business by customers or clients are called Accounts Receivable.

The Accounts Receivable program will allow you to put records for up to 250 customers on one diskette. Should you have to keep records of more than 250 on your computer, you will have to create new diskettes for the data and process each diskette individually. See the chapter on Utilities for the procedure to make a duplicate DAT006 diskette and BKD006 diskette. Also, if you think you will have more than 250 customers by the end of a year or so, you may want to use two diskettes immediately, placing the customers with names beginning with A-K on one volume and those with L-Z on the other volume.

It is advisable not to use more than 3 diskette volumes for your Accounts Receivable. Each A/R diskette you create must be processed individually, as though it's the only diskette you are using.

In A/R, you can post up to 1000 transactions, in batches of Sales and Payment entries of up to 100 entries per batch. Batches of 125 Sales Entries can be made from the Finance Charges program. Note that the total number of entries is considered to be the combined numbers of Sales and Payment entries. Use the FILE ALLOCATION program explained in the chapter "UTILITIES" to examine the number of entries in the batch.

\*

NOTE: This is an instance where the actual limit of 1000 transactions and the recommended limit differ. Setting your limit at 750 transactions will prevent excessive sorting times. If you decide to use A/R with G/L, 750 is also the recommended limit for G/L transactions. You can never have more than 1000 entries in the General Ledger system at any one time.

During your practice session you will not use more than one diskette.

NOTE: NEVER PRESS THE RESET KEY! Doing so can have devastating effects upon your programs and data and you will have to try to restore them.

## DISKETTES USED

---

MST001  
SYS006  
SYS007  
DAT006 (use practice diskette during learning phase)  
BKD006 (use practice diskette during learning phase)  
One new blank diskette for making a new data diskette.

Your diskettes labelled BKS006, BKS007, and BKM001 are for emergencies and should be left in the plastic sleeves they came in.

See the chapter on Utilities for making PRACTICE DAT006 and PRACTICE BKD006 diskettes if you have not already made them.

In the instructional phase, you will always be using practice DAT006 and BKD006 diskettes. The regular SYS006 and SYS007 diskettes may be used.

## STARTING UP

---

In order to tell the computer that you are going to use Accounts Receivable, you must first perform the actions described in the chapter on Setting Up The Controller. We will begin here with The Controller Menu, which was the last menu you had on the screen when you finished that chapter.

You should now have The Controller Menu on your screen. If you do not, refer to Setting Up The Controller and follow the steps to get this menu on your screen.

```
***** THE CONTROLLER *****
TODAY'S DATE      (mm/dd/yy)
```

1. GENERAL LEDGER
2. ACCOUNTS RECEIVABLE
3. ACCOUNTS PAYABLE
4. UTILITIES
5. CHANGE TODAY'S DATE
6. RETURN TO MASTER MENU

```
ENTER YOUR SELECTION -> .
```

We have briefly defined each of the selections in Setting Up The Controller. You should know by now how to use selection 5, CHANGE TODAY'S DATE, whether or not you wish to use it now.

To get started with Accounts Receivable, tell the computer you want selection 2. Type  
2  
and press RETURN.

Immediately the Apple begins to get set up for this program. You will see the "in use" lights on both disk drives light up as the computer checks the contents of the drives. If you are following this manual exactly, you have only the diskette marked MST001 in drive 1. Drive 2 is empty. The Apple puts the following prompt on the screen to tell you which diskettes it needs in which drives in order to continue with Accounts Receivable.

NOTE: It is good practice never to touch your disk drives or to insert diskettes until your Apple prompts you for another diskette.

\*\* THE CONTROLLER \*\*

INSERT THE DISKETTE MARKED SYS006  
IN DRIVE 1

INSERT THE DISKETTE MARKED DAT006  
IN DRIVE 2

PRESS 'RETURN' KEY TO CONTINUE.

Remove MST001 from drive 1 and insert the appropriately marked diskettes in the corresponding drives, as you are instructed on the computer screen. Be sure to close the disk drive doors. If you forget to close the door or insert the wrong diskette and press RETURN, the computer will prompt you again to insert the correct diskette. The computer cannot tell that you have anything in the disk drive if the door is open.

It may happen that you have the correct diskette in the drive and the door closed, but the Apple continues to prompt for that diskette. If this happens, remove the diskette and re-insert it -- sometimes the plastic disk is not centered properly in its jacket and does not seat properly in the drive.

Press RETURN when you are ready. The Apple begins loading programs and data from the two diskettes in the drives, and you will see several

## 20 THE CONTROLLER

---

messages appear briefly on the screen to keep you informed. They disappear as each process is completed. Here is what you will see:

\*\* ACCOUNTS RECEIVABLE MENU \*\*

YOUR PROGRAM IS NOW BEING LOADED.

Next appears:

\*\* ACCOUNTS RECEIVABLE MENU \*\*

YOUR DATA FILES ARE NOW BEING LOADED.

NOTE: If this is the first time you are using the A/R system, the next step will precede your being taken to the Accounts Receivable Menu. It is called the ACCOUNTS RECEIVABLE STARTUP. With it you give the Apple information that is basic to all Accounts Receivable processing.

IMPORTANT! Be aware that you will only be able to experience this startup in Accounts Receivable ONE time for the practice learning session and ONE time when you begin using the system for your own business.

Then you will see the title change to

\*\* ACCOUNTS RECEIVABLE STARTUP \*\*

YOUR PROGRAM IS NOW BEING LOADED.

This is followed by

YOUR DATA FILES ARE NOW BEING LOADED.

and then

\*\* ACCOUNTS RECEIVABLE STARTUP \*\*

WELCOME TO THE APPLE GENERAL BUSINESS  
ACCOUNTS RECEIVABLE SYSTEM

If this is your first time using The Controller A/R system and you have not answered the next two questions previously, you will see the following:

\*\* ACCOUNTS RECEIVABLE STARTUP \*\*

ENTER YOUR FISCAL YEAR-END DATE  
(MM/DD/YY) 00/00/00

Enter the date you are using in the format shown in parentheses. Remember, you must include leading zeros. For example, 12/31/80. Press RETURN when you have typed all six digits and two slashes (/).

The date you enter will be permanent and unchangeable once you have completed the Startup procedure, so study the date carefully before typing Y or N to the question on the screen

IS THIS DATE CORRECT? .

If you type N for No, the cursor is placed at the beginning of the date, and you can change it. Typing Y for Yes will take you to the next question.

ENTER YOUR CURRENT MONTH-END DATE  
(MM/DD/YY) 00/00/00

Again, enter the appropriate date, for example 06/30/79, press RETURN, and check it carefully before answering Y (Yes) this date is correct. The month-end date must be within the twelve months prior to the year-end date. As you use The Controller month by month, you will be changing this date to correspond to the current month's data. However, once the month has been entered at the point of this question, all further month-end date entries will be automatically checked by the computer to insure that the month you enter immediately succeeds the previous month. You will be able to change the day on which you wish to end the month. For example, if you enter 06/30/79 at this question, do your bookkeeping and then close the month, the next time you are asked for the current month-end date, the computer will check to see that you enter 07 for the month and 79 for the year. The day merely has to be within the valid days for that month. Otherwise, you will get an error message.

After you press Y and then RETURN, you are taken to the A/R Customizing Features program.

The Customizing Features program will ask you for data which will be used to set up the computer's files so that they are designed to accommodate your company.

You are prompted

ENTER YOUR COMPANY NAME  
COMPANY NAME.....

and you can enter a maximum of 30 characters. In this practice run of The Controller, we are going to call our company SAMPLE COMPANY. Press RETURN when you've finished typing the company name.

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There are three lines of address for the company name. After entering your company name you will see

ENTER YOUR FIRST ADDRESS LINE  
ADDRESS 1.....

Again, the address line can have up to 30 characters. Type in any address line you wish, within the 30-character limit. Press RETURN and you see

ENTER YOUR SECOND ADDRESS LINE  
ADDRESS 2.....

Enter it, press RETURN and you will see

ENTER YOUR THIRD ADDRESS LINE  
ADDRESS 3.....

The third address line can be left blank by typing a space over the "A" in "ADDRESS 3" and pressing RETURN.

If you do not have an address line, simply move the cursor past the address prompt and press RETURN to record that line as blank. Now you see

ENTER YOUR TELEPHONE NUMBER  
.....

Enter numbers only. For example, if you type 8005250463 and press RETURN, your Apple will record that number with parentheses around the 800 area code and a hyphen after 525.

Check your entries before you answer

ARE THESE ENTRIES CORRECT? .

After you've typed Y, your company name and address are stored on the data diskette and the computer proceeds to the next question in the Customizing Features program. This question deals with your Accounts Receivable data diskettes. The answer to this query

IS THIS YOUR FIRST A/R DATA DISKETTE? .

will tell the computer whether it should ask for the volume number of the diskette currently in drive 2.

If you answer N (No), the program will ask you for the volume number of the A/R data diskette, before going on to the next customizing question. If you use more than one diskette in your real use of A/R, write the volume number you enter here on the diskette's label. Later you will see that each customer has an identifying number. The first digit of that number will be the same as the volume number you enter here. For example, the customers on the diskette with the volume number 5 will be numbered from 5001 to 5250.

If you answer Yes (Y), this is your first Accounts Receivable data diskette, the next customizing question is

ARE STATEMENTS TO BE PRINTED  
BY THE COMPUTER? N

You will notice the letter N showing through the blinking cursor. This means you can simply press RETURN without pressing either Y or N and the computer will assume your response is No. In computerese, N is the "default" answer to the question. For experience printing statements during this learning phase, type

Y  
over the N and press RETURN.

The next message is

IS YOUR COMPANY NAME TO BE  
PRINTED ON THE STATEMENTS  
BY THE COMPUTER? Y

Answer Y, at least for this practice session. This will cause your company name, address and telephone number to be printed on your statements. You might wish to answer No if your statements have the company name pre-printed. If you had told the computer that you did not want to print statements, you would not have seen this question. The next question you must answer is

ARE FINANCE CHARGES TO BE CALCULATED  
BY THE COMPUTER? N

The default answer is No. If you were to accept the default, you would not be able to run the Finance Charges program and you would not see the next prompt. For our purposes, answer Y for Yes and the next question you must answer is

WHAT IS YOUR MONTHLY FINANCE  
CHARGE PERCENT? ....

During the learning phase, enter 1.00% as  
100

\*

Do not supply the leading zero in this instance. You will see the computer put in the decimal point and format the entry to 1.00. When the time comes to determine the finance charges to be calculated, the Finance Charges program will compute the finance charge based on the total dollar amount for a customer over 30 days. All customers will be charged the percent you specify here.

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The computer next prompts you

DO YOU WANT TO REPORT SALES COMMISSION  
BY SALESPERSON? N

As you can see at the blinking cursor, the default is No. By answering N, you cannot print the Sales Commission Report and you will not be prompted for salesperson number or commission percent when you make your sales entries.

If you answer Y, you will be required to run this report before you can close your Accounts Receivable for the month.

For practice using this feature, answer Y and press RETURN. The next customizing question you see is

ARE YOU USING THE  
GENERAL LEDGER SYSTEM? N

Again there is a default provided, in this case No. This prompt has a more explicit meaning. The question is asking, "Have you already begun using the General Ledger system, at this time?" For now, while learning how the A/R system works by itself, accept the default by pressing RETURN.

When you have learned how The Controller works and are using it for your real business accounting, you may wish to use the General Ledger system. In that case, you will have set up General Ledger already and then can answer Y to the question above. The considerations you must make when using G/L with A/R are covered in the chapters on Setting Up Accounts Receivable and Setting Up General Ledger.

The next customized feature is departments. You are asked

ARE YOU USING DEPARTMENTS? N

Using departments will allow you to designate department numbers as part of the information about a sale. When you are ready to use The Controller for your business, the chapters on Setting Up Accounts Receivable and Setting Up General Ledger discuss the use of departments (if you are using Accounts Receivable with General Ledger) and which accounts must be present in your Chart of Accounts for each department.



For now, answer Y to see the following queries. If you had answered N to the above question, you would not be asked which departments you are using.

ARE YOU USING DEPARTMENT 0? .

Answer with a Y for Yes. Answer Yes to the next two departments.

ARE YOU USING DEPARTMENT 1? .

ARE YOU USING DEPARTMENT 2? .

And answer N to departments 3 through 9. Departments are numbered 0 to 9. The maximum number of departments you may use is 10.

You'll now be asked for the numbers for the eight accounts that are needed for the General Ledger Summary. This report indicates what amount in each designated account will be transferred to the General Ledger from a Sales or Payment batch. If you are not using The Controller's General Ledger, the report shows you what amounts should be transferred to your own General Ledger for any batch of either Sales or Payment entries.

You are prompted to

ENTER YOUR GENERAL LEDGER SUMMARY  
ACCOUNT NUMBER FOR  
CASH-CHECKING ACCT. ....

If you are not using General Ledger you will supply the appropriate number as listed on your own Chart of Accounts. The number provided with The Controller's Chart of Accounts is 10100. The account numbers must contain five digits, and fall within the range of 10000-69999. Since you have indicated that you have departments 0, 1, and 2, as soon as the first department account is registered (ending in 0), such as 10100, accounts 10101 and 10102 will be automatically recorded as department accounts. The chapter on Setting Up Accounts Receivable explains this in greater detail. Now enter your number and press RETURN. (For this practice session you may enter the numbers shown here for the accounts.)

\*

The other seven accounts you are asked to enter numbers for are:  
SALES - MERCHANDISE (40100), SALES - OTHER (40200), SALES/TERMS  
DISCOUNT (40400), SALES RETURNS/ALLOWANCES (40300), FINANCE CHARGES  
(47100), SALES TAXES PAYABLE (22600) and ACCOUNTS RECEIVABLE - TRADE  
(11100).

After you have furnished the number for ACCOUNTS RECEIVABLE - TRADE and pressed RETURN, you will see a message telling you that your Apple is

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computing and must not be interrupted. When the computing is finished you will be asked to

TURN ON THE PRINTER AND ALIGN PAPER.  
PRESS 'RETURN' KEY TO CONTINUE.

Once you have turned your printer on and pressed RETURN, your Current System Status report of the Accounts Receivable Customizing Features for your business will be printed and you'll be taken to the A/R Customizing Features Menu.

\*\*\* A/R CUSTOMIZING FEATURES MENU \*\*\*

FISCAL	CURRENT
YEAR-END	MONTH-END
12/31/79	6/30/79

1. CHANGE CUSTOMIZING FEATURES
2. PRINT CUSTOMIZING FEATURES
3. RETURN TO A/R MENU

ENTER YOUR SELECTION -> .

\* NOTE: If you try to change customizing features while you have either an open sales batch or an open payment batch, you'll see

CUSTOMIZING FEATURES CANNOT BE CHANGED  
AT THIS TIME

\* Once you have been presented with the A/R Customizing Features Menu, you have completed starting up the Accounts Receivable system and are ready to continue. Choose selection 3, RETURN TO A/R MENU.

You are presented with the Accounts Receivable Menu as shown in the next section.

## ACCOUNTS RECEIVABLE MENU

\*\*\* ACCOUNTS RECEIVABLE MENU \*\*\*  
TODAY'S DATE (MM/DD/YY)

1. CUSTOMER MASTER
2. SALES ENTRIES
3. PAYMENT ENTRIES
4. AGED TRIAL BALANCE
5. FINANCE CHARGES
6. STATEMENTS
7. SALES COMMISSIONS
8. CLOSE MONTH
9. CUSTOMIZING FEATURES
10. UTILITIES
11. CHANGE TODAY'S DATE
12. RETURN TO THE CONTROLLER

ENTER YOUR SELECTION -> ..

1. CUSTOMER MASTER allows you to make entries to establish and maintain an up-to-date listing of your customers. You may store the data for up to 250 customers on each diskette.

2. SALES ENTRIES allows you to enter your sales by batch. The limit for each batch is 100 entries. You can add and change your sales entries and print reports for proofing. When you post them, they are put into a summarized form that can be transferred to the General Ledger if you choose to do so. You must post your Sales Entries before you can make Payment Entries.

3. PAYMENT ENTRIES allows you to record the payments made by your customers. As a checking measure, you are not allowed to enter any payments until you have posted your sales entries. You enter the payments in batches. Like Sales Entries, you can put up to 100 payments in one batch. You must post your Payment Entries before you can make Sales Entries.

4. AGED TRIAL BALANCE prints three different reports. It keeps track of outstanding balances and then distributes them among four aging periods: 0-30 days, 31-60 days, 61-90 days, and past 90 days outstanding. The reports cannot be printed until your Sales and Payment Entries have been posted. The DETAIL REPORT that can be generated with this selection is required before you can close the month.

\*

5. FINANCE CHARGES computes the finance charge percentages entered during Customizing Features against your customer's balances once a month. There is allocation space for 125 entries per batch. If you have more than 125 finance charges, you'll need to run this program again.

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The program will automatically begin with the 126th finance charge if you run it a second time. Before you run Finance Charges, you must post all previously entered Sales Entries and Payment Entries.

6. STATEMENTS generates computer printed statements, if you specify in Customizing Features that you will be using the computer for this purpose.

7. SALES COMMISSIONS prints a report to tell you how much is owed your commissioned salespeople based on their sales for the month.

8. CLOSE MONTH initiates the procedure that ends the monthly business cycle for billing. It eliminates all detailed transactions from the Accounts Receivable, and transfers the totals to the balance forward amount for the next month. Outstanding Accounts Receivable are aged by one month.

\* 9. CUSTOMIZING FEATURES takes you through the same procedure used in this chapter for starting up Accounts Receivable. It allows you to change any feature you have customized, except for fiscal year-end date and current month-end date. If you are using General Ledger and/or Accounts Payable systems, some of the customized features in Accounts Receivable must be compatible with features in those systems. These are covered in the chapter on Setting Up Accounts Receivable. Every session in which you change customizing features will produce a current system status report.

10. UTILITIES is a set of computer programs which enable you to copy or restore diskettes if you experience a problem with any of your diskettes. Also in Utilities is a program called FILE ALLOCATION which you will want to use periodically to check how many records you have left in a certain process. For instance, there are 250 records available for customers on each diskette. As you enter customers, you can use this program to see whether you are approaching the 250-customer limit. The use of this feature is covered in detail in the chapter on Utilities.

11. CHANGE TODAY'S DATE is the same as was explained in the chapter, Setting Up the Controller.

12. RETURN TO THE CONTROLLER returns you to The Controller Menu. In this instance, pressing ESC would also return you to this menu, since it is the menu that immediately precedes the A/R Menu.

You will not necessarily use all of these selections in any one processing sequence. In particular, you may not use

- 9. CUSTOMIZING FEATURES
- 10. UTILITIES

## A/R CUSTOMER MASTER

While learning to use the Accounts Receivable options, follow the learning sequence described here, although it may not be the one you choose to use with your real business data.

Choose selection 1, CUSTOMER MASTER by typing

1

and pressing RETURN. By now, you are probably expert at entering the selection number and pressing RETURN, so we will not consistently describe the procedure in the rest of this chapter.

The Apple will load the Customer Master program, and then the banner CUSTOMER MASTER appears as the computer tells you it is loading the program and data files. It then displays the Customer Master Menu on the screen.

\*\* CUSTOMER MASTER MENU \*\*

1. ADD CUSTOMER
2. CHANGE CUSTOMER
3. INITIALIZE CUSTOMER BALANCES
4. REMOVE CUSTOMER
5. PRINT CUSTOMERS
6. PRINT CUSTOMER LABELS
7. EXAMINE CUSTOMER
8. RETURN TO A/R MENU

ENTER YOUR SELECTION -> .

Selections 1 through 4 allow you to add up to 250 customers per diskette, manipulate the data you have entered for each customer, enter and initialize their balances and remove customers.

Selections 5 and 6 are reporting programs. You can print a list of all your customers or have the computer print their addresses on special form-feed labels.

Selection 7 will allow you to examine the contents of each customer's record.

Selection 8 will take you back to the Accounts Receivable Menu. Pressing ESC will also return you to the A/R Menu, since it immediately preceded the Customer Master Menu.

While you are learning to use The Controller follow the sequence of selections as presented here.

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Choose selection 1, ADD CUSTOMER. For your first time using the system, you will have to add customers to your files. The first time you enter customer data, the initial screen will begin with

CUST NO 1001

The customer number is automatically assigned by the computer. When you remove a customer, its corresponding customer number is removed from the files as well. The customer numbers you remove will not be available for use again until you start a new fiscal year. The first digit of the customer number is the same as the volume number you gave in Customizing Features to the DAT006 diskette you are using.

The full screen you now see is

\*\*\* ADD CUSTOMER \*\*\*

CUST NO 1001

- |                      |               |
|----------------------|---------------|
| 1. NAME              |               |
| 2. ADDRESS           |               |
| 3. ADDRESS           |               |
| 4. CITY              |               |
| 5. STATE             | 6. ZIP        |
| 7. PHONE             |               |
| 8. SALESPERSON       | 9. TAX EXEMPT |
| 10. DISCOUNT PERCENT |               |

You must enter the name, address and phone of your customer, as well as all other data. For learning purposes, enter the following data:

- |                          |          |
|--------------------------|----------|
| 1. SAMPLE; TEST CUSTOMER |          |
| 2. TEST ADDRESS          |          |
| 3. TEST ADDRESS          |          |
| 4. TEST CITY             |          |
| 5. CA                    | 6. 94104 |
| 7. 5555555               |          |
| 8. 1                     | 9. N     |
| 10. 100                  |          |

Entry 1, NAME, is your customer name and cannot be left blank. Put the last name first, as The Controller alphabetizes by the first five letters of the name. If there is more than one customer name with the same first five letters, they are alphabetized in the order of their customer numbers. You must have at least one alphabetic character in the first five character positions. Do not use commas, but you may use semicolons to separate the names, as in the example above. Enter data for the address and city lines also (lines 2, 3 and 4).

Entry 5, STATE, expects one of the valid, two-character state abbreviations approved by the Post Office. The abbreviations CN for Canada, MX for Mexico and JP for Japan are also accepted as valid state

codes. If you leave the field blank or use an invalid state abbreviation, the warning message

WARNING...INVALID STATE

appears on the screen. This is for your information. You do not have to enter a valid state code.

Entry 8, SALESPERSON, is asking for a number you have assigned to your salesperson. Press RETURN without entering anything if you have no salesperson number to enter. During the learning phase, we have entered the number 1 for our salesperson number. You can enter any number you wish from 0 to 99. If you just press RETURN, 0 is put in automatically by the computer.

Entry 9, TAX EXEMPT, must be answered with a Y or an N. This information will be printed on a report, but will not have any effect on calculations.

Entry 10, DISCOUNT PERCENT can accept up to 99.9 percent discount. The data we instructed you to enter is for a 10.0 percent discount. Do not use periods when entering the percent: the computer will do it for you. This category is for your reference only -- the computer will not calculate discounts automatically.

When the computer asks if the customer entry is correct try answering with N for No. You will see how the computer lets you change any of the information in the categories. Then answer Y. Another entry format for the next customer number will be placed on the screen. Go ahead on your own and add data for at least three more customers. Experiment with adding customer data until you get the feel of it. The computer will inform you if data is unacceptable, if you left a field blank that must have an entry, or if it wants you to reconfirm an entry you made.

When you do not wish to continue with ADD CUSTOMER, press the ESC key to return to the Customer Master Menu.

NOTE: Be sure you specify Y to the query

IS THIS ENTRY CORRECT? .

before pressing ESC or your last entry will not be accepted by the computer.

When you feel curious about how many customers you have entered, you can use the FILE ALLOCATION option explained in the chapter "UTILITIES" to see a display of how many records you have used and how many are available. This is especially advisable if you think you may be approaching the limit of 250 customers.

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Now choose selection 2, CHANGE CUSTOMER. The same format appears that was used with the ADD CUSTOMER feature, except now the banner reads

**\*\* CHANGE CUSTOMER \*\***

and the cursor is flashing next to the word "NAME" in

CUST NO OR NAME .....

\* You must enter the customer number or name that you wish to change. If you don't remember the customer number, enter one to five of the characters of the customer's name and the computer will search for all names beginning with the characters you specify. If there is more than one customer with the characters, you will be shown a screen with all the possible customer names and you can then use the customer number to differentiate. You can change any information you entered about the customer except for the customer number.

Try using this feature and type the customer number  
1001

The Apple searches the data files and displays the customer data for that number on the screen. You are asked

CHANGE WHICH SELECTION? ..

By way of example, choose number 1 to modify the customer name. The cursor is ready for you by appearing on line one, at the beginning of the name on file. Change SAMPLE; TEST CUSTOMER to CUSTOMER; TEST by simply typing the new name over the old one. Press RETURN at the end of your entry and, if there are any characters left over from the original name, they disappear.

After pressing RETURN you are asked to verify your change with a Y or N. After everything is confirmed, your change is immediately recorded in the data files and an empty CHANGE CUSTOMER screen appears so you can continue changing.

If you request a customer number, and when the data appears you find you have the wrong one or you don't wish to change anything, you can either press ESC to return to the Customer Master Menu, or you can enter a selection number and press RETURN when the cursor appears next to that selection. The selection will not be changed.

To cause a line to be changed to a blank, type a space for the first character and then press RETURN. The lines for NAME and TAX EXEMPT status cannot be blank.

Use the ESC key to leave the CHANGE CUSTOMER program and return to the Customer Master Menu.

During your learning phase with The Controller, we will next take selection 4, REMOVE CUSTOMER to demonstrate the feature. You should have at least four customers in your data file if you followed the



instructions given in the ADD CUSTOMER selection above. If you do not have four, go back to selection 1 and make the necessary entries.

After pressing 4 for the REMOVE CUSTOMER selection, the Apple's screen displays the REMOVE CUSTOMER format for the customer's number, name and address. As in CHANGE CUSTOMER, you have to tell the computer which customer you want by specifying the customer number or the first five letters of the name. Type

CUST

press RETURN, and wait while the data for that customer name is read in from the diskette. You will see the data on the screen and the question

REMOVE THIS ENTRY? .

Answer with a Y, and Presto! Customer number 1001 with the name CUSTOMER; TEST no longer exists for the rest of the year as far as the computer is concerned. After you close the year, the customer number 1001 will again be available for you to use, but the customer data will be erased from the files. You can re-enter the customer's data by returning to ADD ENTRIES, but the identification number 1001 is gone and cannot be used again.

NOTE: Keep in mind that if, during a year, you add 200 customers and remove 50 of them, you really only have space for 50 additional customers on this diskette volume until you close the year. Remember that you can use the FILE ALLOCATION program to see how many customers the computer has in its files.

Press the ESC key to return to the Customer Master Menu.

The customers you entered do not have any balances recorded as yet. Selection 3, INITIALIZE CUSTOMER BALANCES, allows you to enter your starting balances for all four aging periods. An aging period tells you how old each unpaid balance is. The aging periods fall within the following ranges: 0 to 30 days, 31 to 60 days, 61 to 90 days and past 90 days. The chapter on Setting Up Accounts Receivable gives instructions for loading your customers' balances for the first time.

NOTE: You are only allowed to use this option prior to the posting of any sales or payment activity. If you need to alter a customer balance at any other point during the fiscal year, you must do so with an adjustment entry using selection 2, SALES ENTRIES or 3, PAYMENT ENTRIES from the A/R Menu.

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Select number 3 for INITIALIZE CUSTOMER BALANCES. You see on the screen

\*\* INITIALIZE CUSTOMER BALANCES \*\*

CUST NO OR NAME .....  
NAME  
TOTAL AMOUNT DUE  
0 - 30 DAY BALANCE  
31 - 60 DAY BALANCE  
61 - 90 DAY BALANCE  
PAST 90 DAY BALANCE

Indicate the customer number or name as you have done previously. Remember that customer 1001 no longer exists because you removed that customer. You will have to use one of the other customers that you entered.

The computer now prints the customer's name, and places zeros in a column to the right of all the balance descriptions. To change these zeros, answer N to the question

IS THIS ENTRY CORRECT? .

and the cursor will travel up to TOTAL AMOUNT DUE and wait for an entry. Pressing RETURN before entering a number will leave the entry as zero.

For our purposes, however, we'll assume that this customer has a balance of \$500.00. Type 50000 and the computer will automatically place the decimal point two digits from the right. In making these entries, do not use dollar signs, commas, or periods.

The cursor will move down after each entry. Of the \$500.00 that is due, we'll assume that \$350.00 is current and enter 35000 for the 0-30 DAY BALANCE.

Distribute the remaining \$150.00 yourself between the 31-60 DAY and 61-90 DAY BALANCE for practice. If after making all your entries, the past due balances do not add up to the TOTAL AMOUNT DUE, you will get an error message and be instructed to fix the discrepancy.

Type Y when the entry is correct. We recommend that you experiment with this feature and change a few more customer balances. Remember that the customer must be on file before you can change the balances. Press ESC to return to the Customer Master Menu.

You are now back at the Customer Master Menu. You have explored selections 1, 2, 3 and 4.

Skip to selection 7, EXAMINE CUSTOMER, to see how it works. Make the selection and you will see the following on your screen

\*\* EXAMINE CUSTOMER \*\*

CUST NO OR NAME .....

NAME

ADDRESS

ADDRESS

CITY

STATE

ZIP

PHONE

SALESPERSON

TAX EXEMPT

DSCNT %

DATE OF LAST ACTIVITY

Ø - 3Ø DAYS

31 - 6Ø DAYS

61 - 9Ø DAYS

PAST 9Ø DAYS

TOTAL BALANCE DUE

Choose the customer you wish to examine in the same way as you have been doing. Do not forget to press RETURN after your entry.

The computer will display all the data it has on file for that customer so that you can study it. If you want to make changes, you must return to the Customer Master Menu, using the ESC key, and make the appropriate selection to change customer data and balances.

Pressing RETURN now will tell the computer you wish to examine another customer's file.

Press ESC to return to the Customer Master Menu.

If you want to have a hard-copy report (computerese for a report on paper) of your customers, choose selection 5, PRINT CUSTOMERS. While you are learning, you should understand each option, so make this selection.

You are first asked

DO YOU WANT THE REPORT IN  
ALPHABETIC ORDER? .

Answer Y or N. If you answer N, the report will be printed by customer number. If you answer Y, the names will be alphabetized by the first five letters of the name. If two or more names have the same first five letters, they will be printed in customer number order.

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The next instructions you see are

TURN ON THE PRINTER AND ALIGN PAPER.

Do so and press RETURN. Your printer will produce a report showing the customers, their numbers, other data and the balance due for the account. You are automatically returned to the Customer Master Menu when the report is finished.

NOTE: When aligning the paper in your printer, never move the left tractor feed. Adjust the right one to the appropriate width.

Now make selection 6, PRINT CUSTOMER LABELS. Ordinarily you would insert form-feed mailing labels and make the adjustments to the tractor feed width on the printer. (You would need a single-label width strip of continuous-form labels, 3-1/2" long and 15/16" high.) During the learning period, you can print the labels on standard paper to see the format.

Before printing begins, you will briefly see a message whose main purpose is to give you an idea of the size of the file being sorted. The greater the number of records being sorted, the longer the sorting will take.

n RECORDS ARE BEING SORTED  
n ACTIVE                    n REMOVED

This message will disappear and is followed by a reminder to check the printer before pressing RETURN to print the labels.

A message that your labels are being prepared will flash on the screen and then they will begin to print. The number that appears in the upper right-hand corner of the label is the salesperson number followed by the customer number. You will be returned automatically to the Customer Master Menu when printing is finished.

Make selection 8, RETURN TO A/R MENU, to return you to the Accounts Receivable Menu.

## Possible Problems—Solutions

This section lists messages that may appear on the screen, what you probably did to get each message, and what you should do when you see each message.

NAME CANNOT BE BLANK

You cannot leave the name entry blank. Press RETURN and re-enter.

CUSTOMER DOES NOT EXIST

You have requested a customer that is not in your computer files. Press RETURN and re-enter your request or add the customer to your files.

**CUSTOMER HAS BEEN REMOVED**

You have tried to remove or change the balance of a customer that has previously been removed. Press RETURN and re-enter.

**CUSTOMER NOT DISPLAYED ON SCREEN**

The customer number entered must be one that is displayed on the CUSTOMER VERIFICATION screen. Press RETURN and re-enter.

**INVALID CUSTOMER NUMBER**

The number must be a valid four-digit number. Press RETURN and re-enter.

**WARNING...INVALID STATE**

You have entered a state that is not an acceptable state abbreviation. You can change the state entry or leave it as you entered it.

**BALANCES DO NOT EQUAL TOTAL DUE**

The amount entered for TOTAL BALANCE DUE for the customer balance must equal the sum of the aging period balances.

THE CUSTOMER FILE IS FULL. ALL RECORDS HAVE BEEN USED. CUSTOMERS CANNOT BE ADDED UNTIL SOME HAVE BEEN REMOVED AND YEAR-END PROCESSED. The customer file has no more space available for additional customers. You must remove some of them and close your year before new customers can be added to this diskette. \*

CUSTOMER BALANCES CAN ONLY BE INITIALIZED DIRECTLY AFTER STARTUP OF ACCOUNTS RECEIVABLE. ADJUSTMENTS TO CUSTOMER BALANCES SHOULD BE MADE WITH A SALES OR PAYMENTS JOURNAL. You have chosen selection 3, INITIALIZE CUSTOMER BALANCES from the Customer Master Menu. Customer balances cannot be initialized again. \*

## A/R SALES ENTRIES

You have chosen selection 8 from the Customer Master Menu and returned to the Accounts Receivable Menu. The computer started loading the programs and data files for the Accounts Receivable Menu. That menu is now on your screen.

Choose selection 2, SALES ENTRIES, from the Accounts Receivable Menu.

The Sales Entries program will allow you to make batch entries of your sales to customers. You may add, change and remove sales entries, and print a report of them for proofing until they are correct. There is a maximum of 100 entries per batch. If you want to know how many entries you have made to a batch, use the FILE ALLOCATION program procedures described in the "UTILITIES" chapter of this manual.

You will be using the customer numbers and names that you entered on the CUSTOMER MASTER and the computer will check to see that a customer exists before recording a sales entry to that customer's account.

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When you post these sales entries, a summary of the entries will be printed and recorded on diskette. This information would be transferred to the General Ledger system, should you be using it. Remember that we specified N to this option during the startup procedures for Accounts Receivable. However, during your real use of The Controller, remember that there is a maximum of 100 of these summarized entries that you can transfer to the General Ledger at one time. These 100 summarized entries are inclusive of the entries for the G/L summary that are created in the PAYMENT ENTRIES. You can use the FILE ALLOCATION program to see how many G/L Transfer entries you have at any time.

Since this is your first time using The Controller, after your programs and data files have been loaded, the message

```
NO ACTIVE ENTRIES IN BATCH.  
ENTER BATCH DATE .....
```

appears on the screen. This may be any date within the current month which you entered when you started up the system. Use the MM/DD/YY format to enter the date that is within the month you specified at A/R Startup. If you don't remember the date you entered, consult the Current System Status report of your Customizing Features of Accounts Receivable.

Enter your date and answer Y, this date is correct.

### \*\* SALES ENTRIES MENU \*\*

TOTAL CHARGES	TOTAL CREDITS
.00	.00
1. ADD ENTRIES	
2. CHANGE ENTRIES	
3. REMOVE ENTRIES	
4. PRINT ENTRIES	
5. POST ENTRIES	
6. RETURN TO A/R MENU	

ENTER YOUR SELECTION -> .

Total charges is the amount sold for this batch. Total credits is the sum of credit memos and adjustments. The two columns don't need to balance. TOTAL CHARGES minus TOTAL CREDITS equals NET SALES for this batch.

1. ADD ENTRIES allows you to enter sales for customers (already added to CUSTOMER MASTER) and define them.

2. CHANGE ENTRIES lets you examine the entries you have added and change them until they are correct.

3. REMOVE ENTRIES lets you delete any entry that you have added before posting.

4. PRINT ENTRIES prints a report for you to use for your records and for proofing the sales you have entered. The report shows entries by entry number.

5. POST ENTRIES posts the batch of entries you have entered. Your Apple will automatically print a report of the entries before you can post. This report is produced in document number sequence. This option returns you to the Accounts Receivable Menu.

6. RETURN TO A/R MENU returns you to the Accounts Receivable Menu. This option might be used in a situation where you want to enter a sale to a customer that you have not added to the CUSTOMER MASTER. You would, in this type of situation, need to go back and add the customer to the master list before you could enter the sales data. At this point, ESC will also take you back to the A/R Menu.

You cannot print or post sales entries, since none exist if you have been following our instructions. Choose selection 1, ADD ENTRIES, from the Sales Entries Menu.

On the screen you see

\*\* ADD SALES ENTRIES \*\*

ENTRY NO        1

1. CUST NO OR NAME    .....
2. DOCUMENT TYPE
3. DOCUMENT NO
4. DOCUMENT DATE
5. SALES AMOUNT
6. OTHER AMOUNT
7. TAX AMOUNT
8. SALESPERSON
9. COMMISSION %
10. DEPARTMENT

We will take these one at a time, describing how you determine your entry.

The ENTRY NO is automatically assigned by the computer, in a manner similar to the way in which the customer number was assigned in ADD CUSTOMER. These numbers are permanently assigned during a batch entry, and will not be re-used until after you have posted this batch and started a new one.

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### 1. CUST NO OR NAME .....

Again, you must enter the correct customer number for the sale entry, or the first one to five letters of the customer's last name. The customer must exist or you get the error message

CUSTOMER DOES NOT EXIST

### 2. DOCUMENT TYPE

Here you identify this entry as being either:

Sale(S) -- dollars charged for goods sold or services rendered.  
Usually, these amounts are taken from your manually prepared invoices.

Adjustment(A) -- used to adjust the customer's current period balance in the event the customer was charged incorrectly or the balance entered is not correct.

Finance Charges(F) -- any flat service or handling charge or percentage of past due balances that are levied.

Use these charts for reference in determining how an entry will affect a customer's balance.

### SALES ENTRIES

#### Sales Amount

<u>Doc.</u>	<u>Entry</u>			<u>Customer's</u>
<u>Type</u>	<u>Amount</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
S	+	Accounts Receivable	Sales-Merchandise	Increases
S	-	Sales-Merchandise	Accounts Receivable	Decreases
A	+	Accounts Receivable	Sales Returns/Allow.	Increases
A	-	Sales Returns/Allow.	Accounts Receivable	Decreases

#### Other Amount

<u>Doc.</u>	<u>Entry</u>			<u>Customer's</u>
<u>Type</u>	<u>Amount</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
S	+	Accounts Receivable	Sales-Other	Increases
S	-	Sales-Other	Accounts Receivable	Decreases
A	+	Accounts Receivable	Sales Returns/Allow.	Increases
A	-	Sales Returns/Allow.	Accounts Receivable	Decreases
F	+	Accounts Receivable	Finance Charges	Increases
F	-	Finance Charges	Accounts Receivable	Decreases



Tax Amount

<u>Doc.</u>	<u>Entry</u>			<u>Customer's</u>
<u>Type</u>	<u>Amount</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
S	+	Accounts Receivable	Sales Taxes Payable	Increases
S	-	Sales Taxes Payable	Accounts Receivable	Decreases
A	+	Accounts Receivable	Sales Taxes Payable	Increases
A	-	Sales Taxes Payable	Accounts Receivable	Decreases

You can use only S, A or F for this entry.

## 3. DOCUMENT NO

ENTER any five-digit number or combination of numbers and letters of your choosing. It may be your invoice number, credit memo number, or even left blank.

## 4. DOCUMENT DATE

Displays the Batch Date you entered at the start of ADD ENTRIES. You may change it to any day which precedes the current month-end date. Once changed, it defaults to the last entered date.

## 5. SALES AMOUNT

The dollar amount of items sold, not including tax. This is usually merchandise. When you enter dollar amounts, do not use dollar signs, commas or decimal points. This is the amount used to calculate commissions of sales personnel if you are using that option.

## 6. OTHER AMOUNT

A dollar amount, which can never be larger than \$9,999.99. If this is a credit, the minus sign must be entered as the last character. The recommended dollar limit is \$9,000.00.

## 7. TAX AMOUNT

You must calculate the tax by hand and enter the amount. If you enter a tax greater than 10%, you will be warned by a message on the screen, but you can continue.

The sum of lines 5, 6 and 7 cannot exceed \$99,999.99. The recommended upper limit is \$90,000.00.

## 8. SALESPERSON

Here, you are to verify the salesperson's number for the sale to this customer. You can either change it or leave it as it is. The number that appears is the number you entered for the salesperson during ADD CUSTOMER.

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If you specify N in the Accounts Receivable Customizing Features to each of the questions

DO YOU WANT TO REPORT SALES COMMISSION BY SALESPERSON? .

and

ARE YOU USING DEPARTMENTS? .

then entry 8, SALESPERSON is the last entry on your screen. However, if you answered Y, you do want to report sales commission by salesperson, there is another entry line on your screen called

### 9. COMMISSION %

Enter any commission up to 99.99 percent; this line does not appear if you answered N.

For learning purposes, you were instructed to answer Y to departments and the next entry would be numbered either 9 or 10, depending on whether you had been asked for commission percent. If you had answered N to departments, you would not see the entry.

### 9. or 10. DEPARTMENT NO

In general you must enter a single digit from 0 to 9. Since you are only using departments 0 through 2, you must enter a single digit from 0 to 2.

When you have completed the screen, ENTRY TOTAL appears at the bottom and displays the total of lines 5, 6, and 7. This total cannot exceed \$99,999.99. When you are making sales entries in your real use of the A/R system, you should total all the invoices you enter separately and compare your total to the total reached by the computer.

When you press Y and all entries are correct, you are taken to the next entry number to add another sales entry. To return to the Sales Entries Menu, press ESC.

For experience, make your next selection number 6, RETURN TO A/R MENU. When the menu is displayed, choose selection 2, SALES ENTRIES again. This is to illustrate the following message that appears when you have active entries in a batch ("active" entries are those that have not been posted). You do not need to post the entries before returning to the A/R Menu.

n ACTIVE ENTRIES IN BATCH.  
CURRENT BATCH DATE IS (mm/dd/yy)

IS THIS ENTRY CORRECT? .

This message is to inform you that you have these active entries. The question at the bottom really intends to say: Is the current batch date correct? If you answer N for No, you can change the batch date for further processing of the active entries. When you have answered the question with a Y, you will be shown the Sales Entries Menu again.

NOTE: You should always make a manual total of all the invoices credits and adjustments that will be entered in a batch, before you actually make the entries. Both the manual total and the computer total should be the same before you post your sales entries.

Choose selection 4, PRINT ENTRIES, so that you can have a record on paper of the entries you have made to customers, and the entry number for each. You will be using the entry number to identify each sales entry you made, and the report will provide easy reference to the entry numbers.

Printing this report is not required, but it allows you to see the entries in the same order you entered them. Another report will be produced later, when you post your entries; that report will be used for your permanent records and audit trail.

The message that your report is being prepared appears, and then you are instructed to turn on the printer and adjust the paper, if necessary. Press RETURN to begin printing your report.

When printing begins, press the ESC key. Notice that this interrupts the printing process. On your screen you will see a new selection, 7, CONTINUE PROCESSING. Make this selection and the computer will resume printing the report where it was interrupted. Whenever you are printing, you can use this feature to stop the report. The CONTINUE PROCESSING option will be added to your current menu and you can either resume printing or make some other menu selection.

The PRINT ENTRIES option produces a report titled "SALES JOURNAL" and lists the sales entries you have made by entry number. Keep this report handy for the next procedures.

Now select number 2, CHANGE ENTRIES, from the Sales Entries Menu. You see the following

    \*\* CHANGE SALES ENTRIES \*\*

ENTRY NO ...

1. CUST NO OR NAME

2. DOCUMENT TYPE

3. DOCUMENT NO

4. DOCUMENT DATE

5. SALES AMOUNT

6. OTHER AMOUNT

7. TAX AMOUNT

8. SALESPERSON

9. COMMISSION %

10. DEPARTMENT

The placement of the cursor indicates that the computer needs an entry

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number to identify the sales entry you wish to change. If you type in an entry number that you haven't yet used, the message

ENTRY DOES NOT EXIST

appears. Consult the report you printed in the last selection we instructed you to make (PRINT ENTRIES), and select the entry number for a sale you would like to change. Enter the entry number and press RETURN. The Apple will go to the diskette for that number and fill in the information on the screen with the data you entered for that sale.

If all the entries have been removed, you are returned to the message

NO ACTIVE ENTRIES IN BATCH  
ENTER BATCH DATE .....

For practice, change one or two of the entry lines. The computer will warn you if you try to make any unacceptable entries. By this time you should be familiar with entering the changes; return to the Sales Entries Menu when you have completed (hint: press ESC).

Notice on the Sales Entries Menu that the TOTAL CHARGES and TOTAL CREDITS are re-calculated each time you display the menu. If you have made any changes to these categories, they will be reflected in these totals.

NOTE: Keep in mind as you make sales entires that each customer may generate a finance charge. Each finance charge is considered one of the 1,000 transactions that A/R is capable of handling each month. Since you MUST process finance charges before you can close the month, it's important that you leave enough space to process finance charges. If you are approaching the point (within 100 entries) of entering so many sales transactions that there will not be room left for processing finance charges, you'll see the message:

THERE ARE XXX REMAINING MONTHLY  
TRANSACTIONS. PROCESSSSING FINANCE  
CHARGES, A MONTH-END REQUIREMENT, CAN  
GENERATE UP TO XXX ENTRIES.  
REFER TO YOUR USER'S MANUAL FOR FURTHER  
INFORMATION.

This tells you how many finance charge transactions would be necessary if every customer had a past-due balance.

When you first see this message, it is advisable for you to immediately print a Summary Aged Trial Balance Report. From that report, you can determine the exact number of finance charges that need to be processed. As a result, you will know how many sales entries you can safely enter and still have adequate space for all your finance charges.

Selection 3, REMOVE ENTRIES, behaves in a similar fashion to the REMOVE CUSTOMER option in the Customer Master Menu. We will not go through it again, step by step, but for experience you should try removing one or two of your entries. Feel free to consult the Sales Journal report you printed with the PRINT ENTRIES selection. Entry numbers are permanently assigned to a sale during each batch entry so if you remove an entry, that number will not be available until after the batch has been posted.

There are only two selections you haven't tried to use. Selection 6 will return you to the Accounts Receivable Menu at any time. We are going to go ahead and post your sales entries with selection 5, POST ENTRIES. This selection will automatically take you to the Accounts Receivable Menu when posting is completed, so we will not demonstrate selection 6. Feel free to try it yourself, and to practice getting yourself back to this point by making the appropriate selections and responses.

Now choose selection 5 from the Sales Entries Menu. This selection will run the POST ENTRIES program to post the sales entries you have made.

The first instruction you are given on the screen is to turn on the printer and align the paper. The computer will print a final Sales Journal report before it will continue with the posting. The report is similar to the previous one, but is produced in document number sequence and will not reflect any entries that you may have removed since the last time you used the PRINT ENTRIES option. This is the report that you should put securely in a binder to save as part of your audit trail.

Be patient: it may take a while for the computer to do all its calculations and complete the printing of the report.

When the report is finished, check it thoroughly before answering Y to the question

DO YOU WANT TO  
POST ENTRIES? .

Answering N for No will allow you to go back and make any changes or reprint the report before finally posting.

The computer informs you that it is posting and the message

DO NOT INTERRUPT!

must be heeded if your files and diskettes are to be intact. To be on the safe side, do not touch your computer.

When posting is completed, the Apple prepares to make a backup copy of your DAT006 diskette. The Contr0ller is designed to require that a

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backup copy of your data diskette be made after each posting. The following message will appear on the screen:

YOUR DATA DISKETTE WILL  
NOW BE COPIED.  
PRESS 'RETURN' TO CONTINUE

Press RETURN and the DISKETTE COPY program is automatically loaded into the computer. It instructs you to

INSERT THE DISKETTE MARKED BKD006  
IN DRIVE 1.

- \* This means you remove the diskette SYS006 currently in drive 1 and replace it with your BKD006 diskette.

NOTE: Remember that during any learning phase, you should be using the special copies you have made expressly for practice. They should be labelled PRACTICE DATnnn and PRACTICE BKDnnn. We instructed you how to make them in the chapter "SETTING UP THE CONTROLLER".

Press RETURN after inserting the diskette and the Copy program will begin. Do not interrupt during this phase, or you may ruin your data.

The DISKETTE COPY program has just copied all the data you have entered on your PRACTICE DAT006 to your PRACTICE BKD006 diskette. The data on the DAT006 diskette has not been affected by this transfer. You have been forced to make a backup copy of all your data, so that in the event some mishap damages your DAT006 diskette or the data on it is ruined, you can restore the data from the backup copy.

- \* When the copying is finished, you are instructed on the screen to insert SYS006 into drive 1 again and put the BKD006 diskette safely away in its place. Do not change diskettes until instructed to do so by the computer. Posting sales entries completed the session with selection 2, SALES ENTRIES on the Accounts Receivable Menu, so we will now proceed to selection 3, PAYMENT ENTRIES.

NOTE: If you use G/L with A/R, it is worthwhile to make a habit of transferring your entries from A/R to G/L immediately after you have posted a batch of Sales Entries and again after you have completed posting a batch of Payment Entries. The maximum number of transactions that can be transferred at one time to G/L is 100 (Sales and Payment entries added together). You are protected from inadvertently exceeding this limit. The FILE ALLOCATION program will tell you how many transactions you have ready to transfer and you should use it if you are unsure of the number of entries you have made. There is no limit to the number of times you can use the G/L TRANSFER JOURNALS program each month.

## Possible Problems—Solutions

### SALES CANNOT BE ENTERED

#### AT THIS TIME

#### PREVIOUS ENTRIES MUST BE POSTED

You have previously entered Payment Entries and have not posted them. You may not enter Sales Entries until you post the Payment Entries. Press RETURN, choose selection 3, and post entries.

### BATCH DATE IS INVALID

You have entered an invalid calendar date. Press RETURN and re-enter.

### ENTRY AMOUNT CANNOT BE ZERO

Re-enter your sales data with the correct dollar amount.

### BATCH DATE OUT OF RANGE

The batch date must be within the current fiscal month. Press RETURN and re-enter.

### ENTRY IS GREATER THAN 99999.99

The total sales entry cannot exceed \$99,999.99. Press RETURN and re-enter. NOTE: You may need to make two entries to accommodate the sale.

### INVALID CUSTOMER NUMBER

You have entered an invalid customer number. The number must be four digits beginning with the diskette volume number. For example, customer number 3050 would be the fiftieth customer on the Volume 3 A/R diskette. Press RETURN and re-enter.

### CUSTOMER DOES NOT EXIST

The customer requested does not exist. Press RETURN and re-enter.

### WARNING... TAX IS MORE THAN 10% OF SALE

This is a warning message that may be overridden by pressing RETURN.

### NO ACTIVE ENTRIES IN BATCH

#### ENTER BATCH DATE

You have either not added entries or have removed all the entries. Enter the same or a new batch date. Choose selection 1, ADD ENTRIES, from the menu.

### NO ENTRIES TO PRINT

There are no entries in the batch to print. Press RETURN, choose selection 1, ADD ENTRIES, from the menu if you have entries to add.

### NO ENTRIES TO POST

There are no entries in the batch to post. Press RETURN, choose selection 1, ADD ENTRIES, from the menu if you have entries you want to post.

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### CUSTOMER NOT DISPLAYED ON SCREEN

The customer number entered must be one that is displayed on the CUSTOMER VERIFICATION screen. Press RETURN and re-enter.

### A/R NOT CUSTOMIZED FOR THIS DEPARTMENT?

In Startup, you responded N to the Department number just given.

### CUSTOMER HAS BEEN REMOVED

The customer you are seeking has been removed from the Customer Master File.

MORE ENTRIES TO THIS BATCH WILL EXCEED THE MONTHLY TRANSACTION LIMIT. NEW ENTRIES CANNOT BE ADDED UNTIL THIS BATCH IS POSTED AND MONTH-END PROCESSED.

You cannot make additional entries to this batch or your A/R transaction limit of 1000 will be exceeded. You must post this batch, and process CLOSE MONTH before beginning a new batch. Press RETURN to return to the Sales Entries Menu.

THE BATCH FILE IS FULL. NEW ENTRIES CANNOT BE ADDED UNTIL THIS BATCH HAS BEEN POSTED.

The batch file for Sales entries will not accept more than 100 entries (125 for Finance Charges). You must post this batch before making any more entries. Press RETURN to be taken to the Sales Entries Menu.

UNABLE TO POST THIS BATCH. IT EXCEEDS THE TRANSFER FILE LIMITS. THIS BATCH CANNOT BE POSTED UNTIL TRANSFERRING FROM A/R TO G/L HAS BEEN COMPLETED.

The A/R transfer file limit of 100 entries would be exceeded if you were permitted to post this batch. You must transfer the entries which are presently in the A/R Transfer File to the General Ledger. Then you will be allowed to post this batch. Press RETURN to be taken back to the A/R Menu.

### ENTRY DATE IS INVALID

You have entered an invalid calendar date. Press RETURN and re-enter.

### ENTRY DATE IS OUT OF RANGE

The entry date must be within the current processing month. Press RETURN and re-enter.

THERE ARE XXX REMAINING MONTHLY TRANSACTIONS. PROCESSING FINANCE CHARGES, A MONTH-END REQUIREMENT, CAN GENERATE UP TO XXX ENTRIES.  
\* REFER TO YOUR USER'S MANUAL FOR FURTHER INFORMATION.

You are approaching the point of entering so many transactions that you won't have enough space left to process finance charges. To determine  
\* exactly how many finance charges will need to be processed, print a Summary Aged Trial Balance Report.



## A/R PAYMENT ENTRIES

In this option you will be recording the payments made by your customers and adjusting their balances. This will be done in a batch in a manner similar to the Sales Entries procedure. Each batch can have a maximum of 100 entries. You can use the FILE ALLOCATION program explained in the "UTILITIES" chapter to examine how many entries you have in a batch. Choose selection 3, PAYMENTS.

Before you can use this selection, you must post all previously entered sales entries or you will get the message

PAYMENTS CANNOT BE ENTERED  
AT THIS TIME.

PREVIOUS ENTRIES MUST BE POSTED.

If you have been following along with the learning procedures, you should not get this message.

NOTE: You cannot enter payments if sales previously entered were not posted; you cannot enter sales if payments previously entered were not posted.

You should have a request for a batch date on the screen

NO ACTIVE ENTRIES IN BATCH  
ENTER BATCH DATE .....

This date must be within the current month you specified. Enter the date in the regular format always used for dates (MM/DD/YY).

\*\* PAYMENT ENTRIES MENU \*\*

TOTAL PAYMENTS                      TOTAL ADJUSTMENTS

.00

.00

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
4. PRINT ENTRIES
5. POST ENTRIES
6. RETURN TO A/R MENU

ENTER YOUR SELECTION -> .

Does this menu seem familiar? It is exactly like the Sales Entries Menu you just practiced, with the exception of the TOTAL PAYMENTS and TOTAL ADJUSTMENTS categories. You use it in a similar manner as well.

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1. ADD ENTRIES allows you to record payments made by your customers.
2. CHANGE ENTRIES lets you modify any data before it is permanently posted to the file.
3. REMOVE ENTRIES lets you do just that. Entries are removed from the files by this feature.
4. PRINT ENTRIES prints a report called the "Payment Journal", listing the payment records you have entered so that you can proof them. The entries will be printed in the order you entered them.
5. POST ENTRIES posts the payments. First it will print another Payment Journal report, this time in document number sequence. Then it posts the data and leads you through the process of copying this data onto your backup diskette. When finished, this option takes you to the Accounts Receivable Menu.
6. RETURN TO A/R MENU does just that.

At this point you only have options 1 and 6 available to you, since no payments have been entered.

Choose selection 1, ADD ENTRIES, from the Payment Entries Menu. The screen shows description lines as follows

\*\* ADD PAYMENT ENTRIES \*\*

ENTRY NO        1

1. CUST NO OR NAME .....
2. DOCUMENT TYPE
3. DOCUMENT NO
4. DOCUMENT DATE
5. PAYMENT/ADJ AMOUNT
6. DISCOUNT AMOUNT
7. AGE PERIOD
8. DEPARTMENT

The first line, ENTRY NO, shows the entry number for this payment. It is automatically assigned by the computer for this entry and will always be associated with the payment until posted. After posting, your entry numbers will start at 1 again for the next batch.

1. CUST NO OR NAME is used to identify the customer to whom the payment will be recorded. It works the same way as Sales Entries.
2. DOCUMENT TYPE indicates the type of entry you are making. Enter: P if you are making a payment entry; and A if you are making an adjustment to the customer's account balance.
3. DOCUMENT NO is the check or receipt number of the payment or adjustment. You may leave this field blank.

4. DOCUMENT DATE may be the date the check was dated or the date you received it. The date shown is the batch date you entered, and it can be changed simply by typing over it. If you do change this date it must be to one which precedes the current month end date. This new date will then become the default.

5. PAYMENT/ADJ AMOUNT is the total amount received or the adjustment amount you want to enter for this transaction. The decimal point is inserted by the computer, so enter the number (dollars and cents) without any commas, spaces, dollar sign or the decimal point.

6. DISCOUNT AMOUNT is the dollar amount that the customer deducted from his/her amount owed, if s/he was eligible for one. You enter the dollar amount the customer deducted on this line.

7. AGE PERIOD will always present a default of 4, the oldest age period of past 90 days. You may override the default and credit the payment to any aging period you wish. Do this by typing the age period you want directly over the 4.

For reference

Age Periods

- 1 = 0 to 30 days
- 2 = 31 to 60 days
- 3 = 61 to 90 days
- 4 = past 90 days

The positive payment (or negative adjustment) will be applied to the oldest balance you specify first, then the next oldest, and work down to the current balance. Negative payment (or positive adjustment) entries, as in the case of a bad check, are added only to the period specified, and do not work their way down to the current period.

8. DEPARTMENT will only appear for an adjustment entry, or if DISCOUNT AMOUNT is not equal to zero. This feature allows you to charge the appropriate department for discounts taken by your customers.

When you have completed the screen, using the descriptions above as a guideline, the total amount of the entry is displayed for verification. If you have made an error, you are able to change it before completing the entry. If the total entry amount is greater than the total amount the customer owes, The Controller will inform you:

ENTRY IS GREATER THAN TOTAL AMOUNT DUE.

You do not have to change the amount if you do not want to. When all is as you want it, enter Y and a new screen for ENTRY NO 2 will appear so you can continue.

Before proceeding, make more payment entries for some or all of the customers for whom you recorded sales to give yourself practice and to help understand the interaction of the CUSTOMER MASTER, SALES ENTRIES and PAYMENT ENTRIES programs.

Payments are entered as positive numbers -- the computer will put the negative sign in for you. Adjustments must be entered as positive numbers if you are increasing the customer's balance. An adjustment made to decrease the customer's balance must be entered with a minus sign. The following chart lists the type of entry, how to enter it, and how it affects the customer's balance:

## PAYMENT ENTRIES

Payment/Adjustment Amount

<u>Doc.</u>	<u>Entry</u>			<u>Customer's</u>
<u>Type</u>	<u>Amount</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
P	+	Cash-Checking Acct.	Accounts Receivable	Decreases
P	-	Accounts Receivable	Cash-Checking Acct.	Increases
A	+	Accounts Receivable	Sales Returns/Allow.	Increases
A	-	Sales Returns/Allow.	Accounts Receivable	Decreases

Discount Amount

<u>Doc.</u>	<u>Entry</u>			<u>Customer's</u>
<u>Type</u>	<u>Amount</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
P	+	Sales/Terms Discount	Accounts Receivable	Decreases
P	-	Accounts Receivable	Sales/Terms Discount	Increases
A	+	Accounts Receivable	Sales/Terms Discount	Increases
A	-	Sales/Terms Discount	Accounts Receivable	Decreases

NOTE: In your real use of The Controller, you should always compute the total of your payment entries yourself and then compare them with the computer's totals of your payment entries. These totals should always be the same before you post payment entries.

Press ESC to return to the Payment Entries Menu. We will let you explore selections 2, 3 and 4 on your own -- they operate in exactly the same manner as did these features in the SALES ENTRIES program.

When you are ready to post, choose selection 5, POST ENTRIES. As when you posted your sales entries, you are required to print another Payment Journal that is in document number sequence. Save this report in a binder for your records and audit trail purposes.

When the question

DO YOU WANT TO  
POST ENTRIES? .

appears, check that the printed report is correct and complete. Be sure that the computer-printed dollar totals on the report agree with your manually prepared batch totals. Answer Y and the posting will start. Do not interrupt or touch the computer.

Posting completed, you are now taken to the DISKETTE COPY program and required to back up the DAT006 diskette again. The new data you have just entered will be copied to your BKD006 diskette.

Following the directions, insert BKD006 (remember, you are using PRACTICE DAT AND BKD diskettes for the learning session) in drive 1 when instructed on the screen. Take a break while the copying is going on -- the computer will stop processing when the copying is complete and wait for you.

You will be instructed to re-insert SYS006 into drive 1 and press RETURN. Put your backup data diskette safely away while the computer loads the Accounts Receivable programs and returns you automatically to the Accounts Receivable Menu. \*

## Possible Problems—Solutions

PAYMENTS CANNOT BE ENTERED  
AT THIS TIME

PREVIOUS ENTRIES MUST BE POSTED

You have entered sales entries and have not posted them. Press RETURN, select Sales Entries and post sales entries.

BATCH DATE IS INVALID

You have entered an invalid calendar date. Press RETURN and re-enter.

BATCH DATE OUT OF RANGE

You have entered a date that is not within the current fiscal month. Press RETURN and re-enter.

ENTRY IS GREATER THAN 99999.99

The total payment entry cannot exceed \$99,999.99. Press RETURN and re-enter.

INVALID CUSTOMER NUMBER

You have entered an invalid customer number. The number must be four digits, beginning with the diskette volume number. Press RETURN and re-enter.

CUSTOMER DOES NOT EXIST

The customer requested does not exist. Press RETURN and re-enter.

CUSTOMER HAS BEEN REMOVED

The customer you are seeking has been removed from the Customer Master File.

NO ACTIVE ENTRIES IN BATCH ENTER BATCH DATE

You have either not entered any entries or have removed all the entries. Enter the same or a new batch date. Choose selection 1, ADD ENTRIES, from the menu.

NO ENTRIES TO POST

There are no entries in the batch to post. Press RETURN and choose selection 1, ADD ENTRIES.

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### NO ENTRIES TO PRINT

There are no entries in the batch to print. Press RETURN and choose selection 1, ADD ENTRIES.

### ENTRY IS GREATER THAN TOTAL AMOUNT DUE

The entry amount is greater than the customer's outstanding balance. You may ignore the warning if you wish.

### LEAVING NEGATIVE BALANCE IN PERIOD X

The aging period you have designated has a balance less than the payment amount. You may ignore the warning if you wish.

### CUSTOMER NOT DISPLAYED ON SCREEN

The customer number entered must be one that is displayed on the CUSTOMER VERIFICATION screen. Press RETURN and re-enter.

### MORE ENTRIES TO THIS BATCH WILL EXCEED THE MONTHLY TRANSACTION LIMIT. NEW ENTRIES CANNOT BE ADDED UNTIL THIS BATCH IS POSTED AND MONTH-END PROCESSED

You cannot make additional entries to this batch or your A/R transaction limit of 10000 will be exceeded. You must post this batch, and process CLOSE MONTH before beginning a new batch. Press RETURN to return to the Payment Entries Menu.

### THE BATCH FILE IS FULL. NEW ENTRIES CANNOT BE ADDED UNTIL THIS BATCH HAS BEEN POSTED

The batch file for Payment Entries will not accept more than 100 entries. You must post this batch before making any more entries. Press RETURN to be taken to the Payment Entries Menu.

### UNABLE TO POST THIS BATCH. IT EXCEEDS THE TRANSFER FILE LIMITS. THIS BATCH CANNOT BE POSTED UNTIL TRANSFERRING FROM A/R TO G/L HAS BEEN COMPLETED

The A/R transfer file limit of 100 entries would be exceeded if you were permitted to post this batch. You must transfer the entries which are presently in the A/R Transfer File to the General Ledger. Then you will be allowed to post this batch. Press RETURN to be taken back to the A/R Menu.

### ENTRY DATE IS INVALID

You have entered an invalid calendar date. Press RETURN and re-enter.

### ENTRY DATE IS OUT OF RANGE

The entry date must be within the current processing month. Press RETURN and re-enter.

When you have finished posting your payment entries, select number 5, FINANCE CHARGES, from the Accounts Receivable Menu. You must run the FINANCE CHARGES program before selection 4, AGED TRIAL BALANCE, because selection 4 produces reports of all the current month's records. The Controller will only allow you to run the FINANCE CHARGES program once a month, therefore you should use it after you have finished posting all the sales and payment entries for the month. Consider it as the first step in the procedure to close the month.

## A/R FINANCE CHARGES

The finance charge is a set percentage of the customer's past-due balance that is charged to the customer each month. It is calculated on the sum of the balances in the 31-60 day, 61-90 day and past 90 day past due categories. The charge is then added to the balance in the most current aging period, 0-30 days.

If you followed our example in INITIALIZE CUSTOMER BALANCES, you will have at least one customer with a balance past 30 days. The message

NO ENTRIES TO POST

is displayed if none of your customers have past due balances. This message is considered acceptable for processing month-end.

NOTE: Finance charges are posted by the computer in a batch with a maximum of 125. Therefore, if you have more than 125 customers with balances in the aging periods 2-4, you will use the FINANCE CHARGES program twice before you can close the month. The computer will notify you when this is necessary. To find out how many customers have past due balances, you can print a SUMMARY AGED TRIAL BALANCE report and count them.

After loading the program and data files, you'll see on your screen one of several messages.

Because you have been following along faithfully, the message on your screen should be

\*\* FINANCE CHARGES \*\*  
BEFORE PROCESSING FINANCE CHARGES, ENTER  
AND POST ALL CUSTOMER PAYMENTS RECEIVED.  
THIS WILL ENSURE THAT CUSTOMER BALANCES  
ARE CURRENT, AND ACCURATE FINANCE  
CHARGES GENERATED.

\*

REFER TO YOUR USER'S MANUAL FOR FURTHER  
INFORMATION.

DO YOU WANT TO  
PROCESS FINANCE CHARGES? .

This is your last chance to change your mind about this. It is to prevent you from doing the processing by accidentally pressing this option and also to give you the chance to be sure that you have no more entries to make. You can only process finance charges with this program once a month (or twice at the most, if you have more than 125 customers with past due balances). If ALL payments for the month have not been entered and posted, the finance charge calculations will NOT be correct. If you have more than 125 customers with past due accounts, consider the two runs of the Finance Charges program as a single process to be completed.

When you answer Y, the computer automatically calculates all the finance charges for your customers with past due balances. These entries are placed in a batch just as if you had typed them in during Sales Entries. All entries in this batch will be type F, for finance charges. Revenue from this finance charges sales batch will be reflected in the balance of the FINANCE CHARGES account entered during A/R customizing. Do not interrupt during this process. When all the computing is completed, you are returned to the Sales Entries Menu so that you can print a report to check your calculated finance charges and change any if you wish.

\*

\*

If you have more than 125 Finance Charges to process, as soon as the 125th is reached you will see this message on the screen

\*

THERE ARE MORE FINANCE CHARGES TO BE  
PROCESSED. YOU WILL NOW BE SENT TO  
SALES ENTRIES SO YOU MAY POST THIS  
BATCH BEFORE PROCESSING THE REMAINING  
FINANCE CHARGES.

\*

Press RETURN, and when you see the Sales Entries Menu, post your entries. When you return to complete Finance Charges, the 126th charge will automatically be calculated (creating the 126th Sales Entry type F). These entries will also need to be posted to complete the processing for the Finance Charges program.

On the Sales Entries Menu, the total finance charges are listed under TOTAL CHARGES. We recommend that you check the finance charges made to customers. When you have verified that all is correct, select 5, POST ENTRIES. It is necessary to do the posting of the sales entries and print another Sales Journal report to have the finance charges recorded properly. Just as in Sales Entries and Payment Entries, the finance charges will be printed before the customer's balances are updated. A backup of your data diskette will also be made.

NOTE: If you use A/R with G/L, plan to make a habit of transferring the finance charges records to the G/L accounts right after posting and before you continue doing the month-end processing.

\*

You are returned to the Accounts Receivable Menu after posting.

## Possible Problems—Solutions

### FINANCE CHARGES HAVE ALREADY BEEN PROCESSED

You can only process finance charges once a month. This should be done after all sales, payments and adjustments for the month have been entered and posted. Press RETURN to go back to the Accounts Receivable Menu.

### FINANCE CHARGES CANNOT BE PROCESSED

#### AT THIS TIME

#### PREVIOUS ENTRIES MUST BE POSTED

If you have entries outstanding, you are not permitted to process



finance charges. Return to the Accounts Receivable Menu, where you will be told which entries need to be posted.

#### NO ENTRIES TO POST

None of the customers on the Customer Master have past due balances. Return to the Accounts Receivable Menu.

GENERATING ADDITIONAL FINANCE CHARGES WILL EXCEED THE MONTHLY TRANSACTION LIMIT. NEW FINANCE CHARGES CANNOT BE ADDED UNTIL THIS BATCH HAS BEEN POSTED AND MONTH-END PROCESSED. You've reached your monthly transaction limit and can't add any more finance charges for this month. \*

Choose selection 4, AGED TRIAL BALANCE. You will be instructed to

INSERT THE DISKETTE MARKED SYS007.  
IN DRIVE 1.

## A/R AGED TRIAL BALANCE

The Controller is designed to keep track of the aging of customers' balances. There are four aging periods, designated by numbers 1 through 4.

- 1 = 0 to 30 days
- 2 = 31 to 60 days
- 3 = 61 to 90 days
- 4 = past 90 days

To run either of the Aged Trial Balance reports, all sales and payment journal entries that have been entered must first be posted.

#### \*\* AGED TRIAL BALANCE MENU \*\*

- 1. SUMMARY REPORT
- 2. DETAIL REPORT
- 3. MONTHLY ACTIVITY REPORT
- 4. RETURN TO A/R MENU

ENTER YOUR SELECTION -> .

1. SUMMARY REPORT prints a summarized report showing customer number, name, phone number, the four aging periods and the total amount due. Any sales and payment entries must be posted prior to running this report. Only customers with outstanding balances are printed.

2. DETAIL REPORT also shows the customer number, name, phone number, the four aging periods and total amount due as well as balance forward for the month and current monthly transactions. It shows you each type of activity identified as a sale, payment, adjustment or finance charge. You must run this report in its entirety (accepting the default range of A-Z) before you can close the month. Only customers who have outstanding balances or have had transactions for the month, such as a payment or adjustment, are printed.

3. MONTHLY ACTIVITY REPORT shows you your total activity for the month. Each transaction is broken down into sale, tax, and other amount categories.

Choose selection 1, SUMMARY REPORT, to print the summary Aged Trial Balance. On the screen you see

```
ENTER BEGINNING CUSTOMER NAME A ....  
ENDING CUSTOMER NAME Z ....
```

You may run a complete report by simply pressing RETURN twice. If you wish only a partial report, you can alter the ranges by changing the beginning and/or ending letters.

Print your report by following the directions on the screen. Remember you can stop the printing by pressing ESC and resume with the new menu selection CONTINUE PROCESSING.

Choose selection 2, DETAIL REPORT. You must print the complete report before you can close the month, so accept the default ranges on the screen and print the report. Put this report away in a binder to be saved for your audit trail.

Now print the last report, the MONTHLY ACTIVITY REPORT. This report will show all your activity for the month and ought to be saved in a secure binder for your audit trail. Printing of this report is NOT required.

When you have printed all three reports, return to the Accounts Receivable Menu.

## Possible Problems—Solutions

XXXX IS GREATER THAN XXXX

You have entered alphabetic letters out of sequence, i.e., beginning with G and ending with A. Re-enter letters in correct sequence.

NO ENTRIES TO PRINT

In the ranges you designated for the report, there are no entries.

AGED TRIAL BALANCE CANNOT BE GENERATED AT THIS TIME

PREVIOUS ENTRIES MUST BE POSTED

You are not permitted to print the report if any entries exist which have not been posted. Press RETURN, and you are taken back to the Accounts Receivable Menu where you are told which entries need to be posted.

## A/R STATEMENTS

We instructed you during learning to enter Y during Customizing Features when you were asked whether you wanted to use the computer to print your statements. If you had answered N for No, you would not be able to use this option -- you could, of course, select the CUSTOMIZING FEATURES program again and change your answer.

Unless you bill only by invoice, Accounts Receivable will include sending out statements to your customers at regular intervals, normally monthly. Statements must be printed before the month is closed if you customized your A/R system for them. All batches of sales and payment entries must be posted before statements can be printed.

Although you can print statements at any time after you have posted sales or payments (before closing the month), the final monthly printing would normally be made after the Detail Aged Trial Balance program has been run and before closing the month.

You are first presented with the

\*\* STATEMENTS MENU \*\*

1. PRINT STATEMENTS
2. RETURN TO A/R MENU

From this menu, choose 1, PRINT STATEMENTS, and the first message is

ENTER BEGINNING CUSTOMER NAME A....

followed by

ENDING CUSTOMER NAME Z....

You can print either a complete or partial list of customer statements depending on the alphabetic range you enter. By accepting the default letters on the screen by pressing RETURN, you will print statements for all customers except those customers with a zero balance and no activity. During the learning phase, accept the A-Z default values.

Do not interrupt or touch the computer or disk drives while the Apple is computing and sorting your entries. Insert the statements form in your printer when the message appears to align the paper. Remember to move only the right-hand tractor feed to adjust to the width of the statements.

Your statements have your company name, address and telephone number at the top, followed by the customer's name and address. Each statement shows the beginning balance for that customer plus all of the different transactions posted this month: charges, credits, adjustments, payments and finance charges. The dates and numbers of all transactions are also shown. Each statement also shows the amounts due for all four aging periods.

At the end of the statements, totals for all statements issued are printed for your reference. They show total beginning balance, total charges, credits, adjustments, finance charges, payments and the total balance due, in that order. These totals should be verified with the totals on the Aged Trial Balance report.

After your statements are printed, you are again shown the Statements Menu.

**\*\* STATEMENTS MENU \*\***

1. PRINT STATEMENTS
2. RETURN TO A/R MENU

This menu is self-explanatory and is merely for your convenience, should you want to print another set of statements in case the paper jammed, was incorrectly aligned, or for some other reason.

Choose 2, and return to the Accounts Receivable Menu.

## Possible Problems—Solutions

### THIS MONTH HAS ALREADY BEEN CLOSED

Your statements have been printed, and the month closed. You must have active entries before you print statements again.

### PREVIOUS ENTRIES MUST BE POSTED

You must post any entries that are outstanding before printing your statements. Return and post either payment or sales entries.

### XXXX IS GREATER THAN XXXX

Re-enter following correct sequential format.

### NO ENTRIES TO PRINT

In the ranges given, there are no entries. Enter different ranges.

### NOT A CUSTOMIZED FEATURE

You answered N to the question in the Customizing Features asking if you want computer-printed statements. Go back to Customizing Features and answer Y to the question.

Now that you've printed your statements, choose selection 7, SALES COMMISSIONS.

## A/R SALES COMMISSIONS

To use this selection from the Accounts Receivable Menu, you had to answer Y during Customizing Features to the option for reporting sales commissions. For the learning phase, we instructed you to answer Y.

Your Apple will load the program for SALES COMMISSIONS. If you answered N, the message

NOT A CUSTOMIZED FEATURE

would appear.

This selection produces a report to inform you how much your company owes the commissioned salespeople based on their sales for the month.

You are first presented with the

\*\* SALES COMMISSION MENU \*\*

1. SALES COMMISSION REPORT
2. RETURN TO A/R MENU

From this menu, choose selection 1, SALES COMMISSION REPORT, and the following message appears on the screen

ENTER BEGINNING SALESPERSON 0

and then

ENDING SALESPERSON 99

Again, 0 and 99 are the default numbers to print a complete list of your commissioned sales personnel. If you've customized this feature, a complete printing of this report is required before you are permitted to close the month.

If no entries are found the message

NO ENTRIES TO PRINT

appears. If you do not have any sales entries for the month you would see this message on your screen. Otherwise, you would prepare your printer and the reporting process would begin. At the end of the report, the Sales Commission Menu again appears.

\*\* SALES COMMISSION MENU \*\*

1. SALES COMMISSION REPORT
2. RETURN TO A/R MENU

This menu is for your convenience should you want to reprint the report.

If you press ESC to stop the report while it is printing you will see the same message with an additional option, CONTINUE PROCESSING.  
Now return to the Accounts Receivable Menu.

\*

## Possible Problems—Solutions

### NOT A CUSTOMIZED FEATURE

Accounts Receivable is not customized for the Sales Commission Report. Go back to A/R Customizing Features and make the customizing change.

### XXXX IS GREATER THAN XXXX

Your first number is larger than the last. Re-enter the numbers correctly.

### NO ENTRIES TO PRINT

In the ranges you designated there are no entries.

### PREVIOUS ENTRIES MUST BE POSTED

You are not permitted to print the report if any entries exist which have not been posted. Press RETURN, and you are taken back to the Accounts Receivable Menu, where you are told which entries need to be posted.

### SALES COMMISSIONS CANNOT BE GENERATED AT THIS TIME.

#### NO ENTRIES TO PRINT.

No sales entries have been made. Press RETURN, and you are taken back to the Accounts Receivable Menu, where you should choose selection 2, SALES ENTRIES.

You have now explored all the options on the Accounts Receivable Menu, with the exception of CUSTOMIZING FEATURES and UTILITIES. These features are for controlling your data and diskettes. The Utilities are covered in their own chapter. You have been using the Customizing Features option as you practice the system, and should be familiar with its use.

You are ready to close the month, so use selection 8, CLOSE MONTH.

## A/R CLOSE MONTH

This selection initiates the procedure that ends the monthly business cycle for billing.

NOTE: In your real use, if you are using the G/L system, you need not close your General Ledger at the same time. The Controller allows two future months of activity to be transferred to G/L. You should transfer the A/R data to the General Ledger before closing the month for A/R.

The Controller will not let you close the current fiscal month until you have completed all necessary reports and tasks. These are

1. Sales Entries entered and posted
2. Payment Entries entered and posted
3. Adjustments entered and posted
4. Finance Charges calculated and posted  
(only if a customized feature)
5. Detail Aged Trial Balance printed \*
6. Sales Commission Report printed \*
- (only if a customized feature)
7. Statements printed and reviewed \*
- (only if a customized feature)

Note: The Detail Aged Trial Balance report and the Sales Commission report should be saved, and the statements mailed. \*

8. A/R data transfer to General Ledger  
(only if a customized feature)  
A/R data transfer to General Ledger is not  
checked by The Controller, but be sure  
to do so before closing General Ledger  
for that month.

If you have somehow overlooked a posting procedure, running a required report, or some procedure that must be done before the month is closed, you will be informed on the screen (except for 8 above) of the necessary action to take.

If there are no messages about incomplete reporting or some other oversight, you'll then see

A NEW DISKETTE IS REQUIRED TO CLOSE THE  
MONTH. BEFORE CONTINUING, MAKE SURE THAT  
YOU HAVE A NEW DISKETTE AVAILABLE.

\*

DO YOU WANT TO CLOSE A/R? .

Answer with a Y. The Apple will first make a backup of your data diskette before the data on it is posted. You are told

YOUR DATA DISKETTE  
WILL NOW BE COPIED.

Follow the instructions on the screen and

INSERT THE DISKETTE MARKED BKD006  
IN DRIVE 1.

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Your DAT006 in drive 2 will be copied to the BKD006 diskette in drive 1. When the copy is completed, you are instructed to

\*  
INSERT THE DISKETTE MARKED SYS007  
IN DRIVE 1.

and the computer will load the appropriate programs for closing the month.

A message will appear on the screen telling you to

\*  
LABEL THE DISKETTE MARKED BKD006  
AS (current month name)'s (volume #x)  
ARCHIVE DISKETTE AND STORE IT IN THE  
APPROPRIATE HISTORICAL NOTEBOOK PAGE.

This BKD006 diskette is going to become your archival copy, only to be used in an emergency. Mark the box next to the ARC (for "archival" copy) and fill in the date with the CURRENT MONTH-END DATE you are using. This is a copy of your month's data before the month is closed, and can be used in an emergency should you have to get the data back in the state it was before you closed the month. After the archival copy is made, the computer will run the close month procedures on your data.

The message

YOUR ENTRIES ARE NOW BEING POSTED  
DO NOT INTERRUPT!

appears. When posting is completed you are instructed

ENTER YOUR NEXT MONTH-END DATE  
(MM/DD/YY) .....

Enter the correct date. The computer will only accept the next month and same year (or January of the following year if this month is December) as input, but you can change the day to be any day within the month.

This done, another copy of your data diskette will be made. You are probably aware that since you put your backup diskette in the historical notebook, you don't have a backup diskette to use for next month's data. The copy procedure that you do now will take care of that situation, and this is where the blank diskette you need for Accounts Receivable is used. Every month you will be rotating diskettes and introducing a new one into the system.

There is a good reason for making this switch. You will be doing it every time you complete close month procedures and place a backup diskette in your historical notebook. Diskettes wear out with use in the disk drives, and The Controller does a quantity of reading and writing to the diskettes, as you can tell by the "in use" light. By



rotating the diskettes with the procedure below, you are assured that the current DAT006 is the one with the least amount of wear.

You Apple tells you

YOUR DATA DISKETTE  
WILL NOW BE COPIED.

and to press RETURN. Do so, and when the DISKETTE COPY program has been loaded you are told

INSERT A NEW DISKETTE IN DRIVE 1.

If the diskette you insert is not blank, you will be warned and asked if you still wish to copy onto it. If it was your intention to insert a used diskette, make sure it is not your MST001 or a system diskette before answering.

Next, you are told DO NOT INTERRUPT! while your data is being copied onto the diskette in drive 1.

COPYING COMPLETED.  
REMOVE THE DISKETTE IN DRIVE 1.  
LABEL THIS DISKETTE AS DAT006.

But, you ask, isn't my data diskette in drive 2 labelled DAT006? At this moment, it is, but label the new diskette in drive 1 as instructed. The Controller package includes special labels for its diskettes, which are to be applied to diskettes used with its systems.

NOTE: Always use a felt-tip pen when writing on diskettes -- anything harder may damage the plastic disk within the sleeve -- and be careful not to touch the plastic showing through the oval cutout in the sleeve.

The next instruction from the computer is

REMOVE THE DISKETTE IN DRIVE 2.  
LABEL THIS DISKETTE AS BKD006.

In other words, cross out the current label and fill in the box for BKD006 and the date with the date you just entered for CURRENT MONTH-END DATE.

When the copy procedure is completed, your Apple tells you

INSERT THE DISKETTE MARKED SYS007  
IN DRIVE 1.

\*

and

INSERT THE DISKETTE MARKED DAT006  
IN DRIVE 2.

You will be presented with the Accounts Receivable Menu so that you may begin processing for the new current month.

## Possible Problems—Solutions

THE MONTH CANNOT BE CLOSED

AT THIS TIME

PREVIOUS ENTRIES MUST BE POSTED

You must post any entries that are outstanding before closing the month. Return to the A/R Menu and choose the recommended selection.

THE MONTH CANNOT BE CLOSED

THE FOLLOWING REPORTS MUST BE RUN

IN FULL DETAIL

You have tried to close the month without running all the required reports. Press RETURN and run the specified reports, accepting all the defaults.

\*

MONTH-END OUT OF RANGE

You have entered a month-end date that does not immediately follow the month you have closed. Press RETURN and re-enter.

YEAR-END OUT OF RANGE

You have entered a year that does not immediately follow the year you have closed. Press RETURN and re-enter.

## CHAPTER 4

# ACCOUNTS PAYABLE

In this chapter, you will learn to use the Accounts Payable Menu to guide yourself through the various choices available in the Accounts Payable section of The Controller system.

The purpose of this menu is to provide you with a means of choosing each option for processing. As we discussed in the beginning chapters of the manual, the sequence of presentation here is designed for optimal learning. In your normal use of the Accounts Payable system, you will not always choose every selection every time you use the system, nor in the order chosen here.

## DISKETTES USED

---

MST001

SYS011

SYS012

DAT011 (use the practice diskette while learning)

BKD011 (use the practice diskette while learning)

One new blank diskette for making a new data diskette.

Keep the backup diskettes, BKM001, BKS011 and BKS012, in their binder stored in a safe place. These diskettes should only be used if you have to restore the original diskettes. The restoring process is discussed in the chapter called "UTILITIES".

## IMPORTANT REMINDERS

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In the instructional phase, you will always be using the diskettes labelled PRACTICE DAT011 and PRACTICE BKD011. The normal SYSnnn diskettes may be used.

Do NOT press the RESET key!! Doing so can have devastating effects on your programs and data. If this should somehow happen, see the chapter called "UTILITIES", which explains how to restore a diskette from the backup copy.

## STARTING UP

---

The following steps will take you to the Accounts Payable Menu:

1. Insert MST001 in drive 1 and "boot" the system. This was discussed in the "SETTING UP THE CONTROLLER" chapter.

2. From the Apple General Business System Menu, first choose selection 2, CHANGE TODAY'S DATE, and enter 06/29/79 as the date. The sample data you are instructed to enter while learning to use the A/P system is based on 06/29/79 being on record as Today's Date. After changing the date, choose selection 1, THE CONTROLLER, and press RETURN.

3. From The Controller Menu, choose selection 3, ACCOUNTS PAYABLE, and press RETURN.

4. You are instructed to

INSERT THE DISKETTE MARKED SYS011  
IN DRIVE 1.

and to

INSERT THE DISKETTE MARKED DAT011  
IN DRIVE 2.

5. The computer will inform you that you are at the A/P Menu by a screen with a banner across the top which says:

\*\* ACCOUNTS PAYABLE MENU \*\*

NOTE: If this is the first time you are using the Accounts Payable system of The Controller, the next step will precede your being taken to the A/P Menu. This procedure is called the A/P STARTUP. This procedure will prompt you for information that will be basic to all your Accounts Payable processing.

Be aware that you will experience this A/P STARTUP procedure ONLY ONE TIME for the practice learning session and one time when you begin using Accounts Payable for your own business.

6. If this were not your first time using the Accounts Payable system, The Controller would now show you the A/P Menu. Otherwise, the first time you use A/P, the computer will take you to the A/P STARTUP program and you will be prompted with the questions which appear below:

\*\* ACCOUNTS PAYABLE STARTUP \*\*

WELCOME TO THE APPLE GENERAL BUSINESS  
ACCOUNTS PAYABLE SYSTEM

NOTE: When you are starting up Accounts Payable for your real business use, see the chapter "SETTING UP ACCOUNTS PAYABLE" for instructions on how to answer the following questions in order to load your currently unpaid vendor invoices into the A/P system. During your practice session, perform the actions as you are instructed in this chapter.

Do not interrupt while the Apple is computing. When it is ready, the computer prompts you to

ENTER YOUR FISCAL YEAR-END DATE  
(MM/DD/YY) 00/00/00

Enter the date for your fiscal year-end in the format shown. Be aware that this date cannot be changed once A/P STARTUP has been completed (when you see the A/P Menu on the screen). This date must be the same for the Accounts Receivable and General Ledger systems should you use them. For this practice learning session, during which you should be using the diskettes you made expressly for practice, enter 12/31/79

The IS THIS DATE CORRECT? prompt will then appear. Enter Y for Yes or N for No and press RETURN to continue.

The next prompt will be

ENTER YOUR PRIOR MONTH-END DATE  
(MM/DD/YY) 00/00/00

Enter the ending date for the last accounting month that you completed using your manual (pre-Apple) bookkeeping proceedings. Once the A/P STARTUP procedures are completed, you will not be able to change this date until you close the month. For the learning phase, enter 06/30/79 and press RETURN to continue. Enter Y when asked if the date is correct.

Although the computer asked you for the "prior" month-end date, the date you enter will be referred to as the "current" month-end. The prior month-end date is required initially so that the unpaid balances from the vendors' invoices can be loaded into the computer.

The next prompt is

ENTER YOUR COMPANY NAME  
COMPANY NAME.....

with the cursor flashing on the letter "C". For this learning phase, enter  
SAMPLE COMPANY

by typing directly over the words "COMPANY NAME", and pressing RETURN. The next prompt is

ENTER YOUR FIRST ADDRESS LINE  
ADDRESS 1.....

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For this learning phase, enter  
ADDRESS LINE 1  
and press RETURN. The next prompt is

ENTER YOUR SECOND ADDRESS LINE  
ADDRESS 2.....

For the learning phase, enter  
ADDRESS LINE 2

The next prompt is

ENTER YOUR THIRD ADDRESS LINE  
ADDRESS 3.....

For the learning phase, enter  
ADDRESS LINE 3

If you do not have a third address line, this can be left blank. To cause the line to be blank, type a space and then press RETURN. You may want to use this line for the telephone number.

You are then prompted

ARE THESE ENTRIES CORRECT? .

Enter Y for Yes, or N for No and press RETURN.

The next prompt is

ARE YOU USING OR PLANNING TO USE THE  
GENERAL LEDGER SYSTEM? N

with the cursor flashing over the letter N, the current default value. You would enter Y over the N if you had already begun using G/L or were planning to use it, and then press RETURN. For the learning phase, simply press RETURN and the system will accept the default value of N. (When you begin using The Controller for your business, you may decide to use General Ledger with Accounts Payable. The instructions for doing this will be available when you need them, in the chapter "SETTING UP ACCOUNTS PAYABLE".)

The next prompt is

ARE CHECKS TO BE PRINTED? N

with the cursor indicating a default value of N. Since we wish to examine all possibilities of using the system in this learning phase, enter Y and press RETURN.

When you indicate to your Apple that you are not using or planning to use the General Ledger system, you must create a Chart of Accounts for your Accounts Payable. The Chart of Accounts you create must include those accounts which will have expenses distributed to them, as well as

CASH-CHECKING, ACCOUNTS PAYABLE AND VENDOR DISCOUNTS TAKEN. The accounts you add to your A/P Chart of Accounts must follow the account ranges specified in the GENERAL LEDGER chapter under the section "Chart of Account Ranges".

The next screen will inform you that the Apple is computing. Be sure not to interrupt. The system will automatically take you to the Chart of Accounts Menu, just as if you had chosen it from the Customizing Features Menu. (The Customizing Features Menu will be displayed and explained later in this section.)

\*\* CHART OF ACCOUNTS MENU \*\*

1. ADD ACCOUNT
2. CHANGE ACCOUNT
3. REMOVE ACCOUNT
4. PRINT ACCOUNTS
5. DISPLAY ACCOUNTS
6. PROCEED WITH CUSTOMIZING

(After startup has been completed, whenever you see the Chart of Accounts Menu, selection 6 will be "RETURN TO CUSTOMIZING MENU".)

Since you specified that you are not using General Ledger, you will have to add your own account numbers and descriptions. If you are using General Ledger and the Chart of Accounts it provides, the computer led you through procedures to copy the G/L Chart of Accounts to your DAT011 diskette during Startup. For now, you will create your own A/P Chart of Accounts. Choose 1, ADD ACCOUNT.

NOTE: Whenever you add any accounts, the account number must conform to the account ranges explained in the "GENERAL LEDGER" chapter in the section on Chart of Account Ranges.

A screen appears, prompting you for

ACCOUNT NO .....

Enter  
52500

The next prompt on this screen is

DESCRIPTION  
.....

Enter  
OFFICE SUPPLIES

You will then be asked

IS THIS ENTRY CORRECT? .

\* Enter Y and press RETURN. The system will next prompt you for another account number. Follow the procedure we just used, and enter these two account numbers and their descriptions

53400 INSURANCE  
52300 UTILITIES

If you make an error in entering these accounts or the descriptions, you can respond N to the prompt IS THIS ENTRY CORRECT?, and the cursor will be positioned first at the account number and then at the description.

You must also add the account numbers for CASH-CHECKING (10100), VENDOR DISCOUNTS TAKEN (48100) and ACCOUNTS PAYABLE (21100). The numbers in parentheses are those that are provided with The Controller's Chart of Accounts for those accounts. If you are adding your own Chart of Accounts, you may supply your own numbers for these accounts.

After you have entered these six account numbers, press ESC and return to the Chart of Accounts Menu.

The final choice on the Chart of Accounts Menu is 6, PROCEED WITH CUSTOMIZING. Make that selection now. (Pressing ESC now will return you to The Controller Menu, and force you to re-do all your startup customizing.)

PROCEED WITH CUSTOMIZING creates the General Ledger Summary which will appear as a separate page when you print your Disbursement Journal.

You are prompted to

ENTER YOUR GENERAL LEDGER SUMMARY  
ACCOUNT NUMBER FOR  
CASH-CHECKING ACCT .....

The account number must be the same as you entered earlier. You are also asked for the numbers for VENDOR DISCOUNTS TAKEN AND ACCOUNTS PAYABLE. These are the three accounts which appear on the General Ledger Summary. Once you have entered the numbers for these three accounts (and verified their correctness), you are told to

TURN ON THE PRINTER AND ALIGN PAPER.

Press Return and a Current System Status report of the Accounts Payable Customizing Features of your business is printed. After the report is produced, you are taken to the A/P Customizing Features Menu.

NOTE: Even if you answered Y to the question (during A/P Startup) "ARE YOU USING OR PLANNING TO USE THE GENERAL LEDGER SYSTEM?" your Current System Status report will indicate that you are not using General Ledger. The reason that your status remains N at this point is explained in the chapter "SETTING UP ACCOUNTS PAYABLE".

\*



## \*\*\* A/P CUSTOMIZING FEATURES MENU \*\*\*

FISCAL	CURRENT
YEAR-END	MONTH-END

12/31/79	06/30/79
----------	----------

1. CHANGE CUSTOMIZING FEATURES
2. PRINT CUSTOMIZING FEATURES
3. CHART OF ACCOUNTS
4. RETURN TO A/P MENU

ENTER YOUR SELECTION -> .

Choose selection 4, RETURN TO A/P MENU. You have completed the A/P startup procedures.

## ACCOUNTS PAYABLE MENU

## \*\* ACCOUNTS PAYABLE MENU \*\*

TODAY'S DATE MM/DD/YY

1. VENDOR MASTER
2. NEW INVOICES
3. OPEN INVOICES
4. PAY OPEN INVOICES
5. DISTRIBUTION JOURNAL
6. DISBURSEMENT JOURNAL
7. CLOSE MONTH
8. CUSTOMIZING FEATURES
9. UTILITIES
10. CHANGE TODAY'S DATE
11. RETURN TO THE CONTROLLER

ENTER YOUR SELECTION -> ..

1. VENDOR MASTER allows you to create a master file of all vendors from whom your business makes purchases. The vendors may be temporary or permanent. You may have up to 125 active vendors at one time. Your processing options for the Vendor Master are adding, changing, examining and removing vendors from the Vendor Master file. In addition, you can print a Vendor Master report and vendor labels.

- \* 2. NEW INVOICES allows you to enter data for up to 300 invoices, each of which can be distributed to three accounts. An individual invoice can be distributed to as many as 12 accounts, but invoices distributed to more than 3 accounts will use 1 available invoice record for every three accounts. Processing options for New Invoices include adding, changing, displaying and removing entries. You also may print a proof report and post the invoices.
- \* 3. OPEN INVOICES gives you the capability of changing the due date of an invoice that has previously been created but not yet paid. You may examine all unpaid invoices on the basis of either due date or vendor. Your processing options are printing the invoices by due date, printing invoices by vendor, changing the invoice due dates, and displaying the invoices (on the screen) to verify the change.
- \* 4. PAY OPEN INVOICES can be used to have the computer print checks for all invoices with a due date less than or equal to the date you enter as the Pay Thru Date. It also prints a paid invoices register to keep track of all checks printed and posted. If you have chosen to not use the Apple to print checks, this selection must still be used to post the checks. Your options are printing and posting checks, and producing a register of paid invoices.
- 5. DISTRIBUTION JOURNAL provides a report detailing how all Accounts Payable data will be distributed into the General Ledger accounts, based upon the new invoices received and entered. The options are printing the Distribution Journal report, and posting the distribution. You will be required to post at least once before you close the month.
- 6. DISBURSEMENT JOURNAL is similar to the Distribution Journal in how it is processed. This journal provides a printed report of checks which have been written, to whom, the check date, number, net amount and the discount amount. The processing options are printing the report and posting (which must be done at least once a month).
- 7. CLOSE MONTH is the process that ends each monthly business cycle. Before you are allowed to close the month, the system will check to be sure that certain processing functions have taken place, and that the corresponding reports have been printed. You will be required to back up your data diskettes both before and after closing the month.
- 8. CUSTOMIZING FEATURES allows you to tailor the Apple's processing to your accounting practices. This includes changing your company name and address, printing checks, and whether or not you are using the G/L system.
- 9. UTILITIES is a set of computer programs that enables you to copy or restore diskettes if you experience a problem with one of your diskettes. The use of these programs is described in the chapter called "UTILITIES". There is also a program which allows you to see how many entries you have made for each file.

10. CHANGE TODAY'S DATE allows you to change the current date each time you use the system. Normally, this will be changed to the current date, but you have the option to process against another date.
11. RETURN TO THE CONTROLLER simply will return you to The Controller Menu.

While you are learning to use this system, you should attempt to use and understand each option. This manual will guide you through the Accounts Payable Menu selections in the following sequence:

8. CUSTOMIZING FEATURES
  1. VENDOR MASTER
  2. NEW INVOICES
  3. OPEN INVOICES
  4. PAY OPEN INVOICES
  5. DISTRIBUTION JOURNAL
  6. DISBURSEMENT JOURNAL
  7. CLOSE MONTH

The following options need not be expressly practiced while learning to use the A/P system, but you should understand their use before using the system for your business data:

9. UTILITIES
10. CHANGE TODAY'S DATE
11. RETURN TO THE CONTROLLER

## A/P CUSTOMIZING FEATURES

Customizing Features is the program in Accounts Payable that allows you to set up the Apple to process your business data according to your needs and requirements. Each of the three systems in The Controller (A/P, A/R and G/L) has its own set of Customizing Features. Some of the features you establish must be consistent from system to system.

There are two ways of reaching Customizing Features for Accounts Payable. One is by choosing selection 8 from the Accounts Payable Menu; this is the technique we will describe here. It is also the technique that you will use when you wish to change any of the customizing features. The other technique is by way of the very first use of the A/P system, during which time A/P STARTUP automatically takes you through the Customizing Features.

## \*\*\* A/P CUSTOMIZING FEATURES MENU \*\*\*\*

FISCAL YEAR-END	CURRENT MONTH-END
12/31/79	06/30/79

1. CHANGE CUSTOMIZING FEATURES
2. PRINT CUSTOMIZING FEATURES
3. CHART OF ACCOUNTS
4. RETURN TO A/P MENU

ENTER YOUR SELECTION -> .

1. CHANGE CUSTOMIZING FEATURES allows you to change any of the processing features originally established when you started up Accounts Payable. The choices include company name and address, use of the General Ledger system, and computer printing of checks.

2. PRINT CUSTOMIZING FEATURES will print information like your fiscal year-end date, your current month-end date and your General Ledger Summary account numbers.

3. CHART OF ACCOUNTS allows you to maintain account numbers that are used for verification during expense distribution. This selection is particularly important if you are using General Ledger since it copies the entire Chart of Accounts from General Ledger (DAT001) to Accounts Payable. Therefore, whenever you make any changes to your General Ledger Chart of Accounts, you should choose this option.

4. RETURN TO A/P MENU returns you to the A/P Menu.

Having chosen selection 8, CUSTOMIZING FEATURES, from the Accounts Payable Menu, the Customizing Features Menu will be displayed on the screen. At the top of the screen you will see your fiscal year-end date and current month-end date. You are not allowed to change these dates, which you entered during the startup of your system. The month-end date will be changed after the month is closed.

Choose selection 1, CHANGE CUSTOMIZING FEATURES. You are prompted to

ENTER YOUR COMPANY NAME  
SAMPLE COMPANY.....

If the name is correct, press RETURN and the next prompt will appear. If you wish to change the name of your company, type the new name over the (existing) text that appears on the screen. For any address line, if you wish to make the line blank, type a space and press RETURN.

ENTER YOUR FIRST ADDRESS LINE  
ADDRESS LINE 1.....

Make a change if you wish, and press RETURN. Simply pressing RETURN will leave the line as it is.

ENTER YOUR SECOND ADDRESS LINE  
ADDRESS LINE 2.....

Make a change if you wish, and/or press RETURN.

ENTER YOUR THIRD ADDRESS LINE  
ADDRESS LINE 3.....

Make a change if you wish, and/or press RETURN.

ARE THESE ENTRIES CORRECT? .

Enter Y for Yes, N for No.

The next prompt is

ARE YOU USING THE GENERAL LEDGER SYSTEM? N

The default provided is N. At this time, accept the default of N by pressing RETURN. \*

The next prompt is

ARE CHECKS TO BE PRINTED? Y

The default provided is Y because you specified "Yes" to this question during A/P Startup. Since you are going to examine this capability during the instructional phase, leave the default and press RETURN.

The next screen will inform you that the Apple is computing. Be sure not to interrupt. When the computer starts asking questions, press 'ESC' to get to the Customizing Features menu. Now choose selection 3, CHART OF ACCOUNTS to get to the Chart of Accounts menu.

\*\* CHART OF ACCOUNTS MENU \*\*

1. ADD ACCOUNT
2. CHANGE ACCOUNT
3. REMOVE ACCOUNT
4. PRINT ACCOUNTS
5. DISPLAY ACCOUNTS
6. RETURN TO CUSTOMIZING MENU \*

Since you specified that you are not using General Ledger, you will have to add your own account numbers and descriptions. If you are using General Ledger and the Chart of Accounts it provides, the computer leads you through procedures to copy the G/L Chart of Accounts to your DAT011 diskette during Startup. For now, you will create your own A/P Chart of Accounts. Choose 1, ADD ACCOUNT.

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NOTE: Whenever you add any accounts, the account number must conform to the account ranges explained in the "GENERAL LEDGER" chapter in the section on Chart of Account Ranges.

A screen appears, prompting you for

ACCOUNT NO .....

Enter

52600

The next prompt on this screen is

DESCRIPTION

.....

Enter

RENT

You will then be asked

IS THIS ENTRY CORRECT? .

Enter Y, and press RETURN. The system will next prompt you for another account number. Follow the procedure we just used, and enter these two account numbers and their descriptions

52800 TELEPHONE

52900 TRAVEL

If you make an error in entering these accounts or the descriptions, you can respond N to the prompt IS THIS ENTRY CORRECT?, and the cursor will be positioned first at the account number and then at the description.

After you have entered these three account numbers, press ESC and return to the Chart of Accounts Menu.

Now choose selection 2, CHANGE ACCOUNT. A screen that is nearly identical to the ADD ACCOUNT screen appears. Enter

52900

and the corresponding description will appear. If you wish to change it, do so now. Press RETURN if it is correct. You are then asked IS THIS ENTRY CORRECT? Enter Y. If you wish to change another account, you may do so, or press ESC to return to the Chart of Accounts Menu.

Choose selection 3, REMOVE ACCOUNT. After entering an account number, the description will appear, and you will be asked REMOVE THIS ENTRY? Enter Y to remove it, N to leave it. Do not remove any account you were instructed to enter during startup. When you have examined this option, press ESC to return to the menu.

Choose selection 4, PRINT ACCOUNTS. You will see the standard sorting message, then the message that you are to verify that the printer is turned on and the paper is aligned. Press RETURN to initiate printing of the report. This report will print all accounts in the A/P Chart of Accounts.

Choose selection 5, DISPLAY ACCOUNTS. You will be prompted to

ENTER BEGINNING ACCOUNT NUMBER 100000

with the default of 100000. Accept this default by pressing RETURN. You are then prompted to enter

ENDING ACCOUNT NUMBER 69999

with the default of 69999. Accept this default by pressing RETURN and then reply Y to verify that it is correct. Then press RETURN.

The A/P Chart of Accounts is displayed on the screen.

Practice with the Chart of Accounts Menu until you have familiarized yourself with it. Try adding more accounts, consulting the Chart of Accounts Ranges in the "GENERAL LEDGER" chapter, and then changing and removing some of the accounts you have added. After you've finished practicing, return to the A/P menu.

## Possible Problems—Solutions

### CUSTOMIZING FEATURES CANNOT BE CHANGED AT THIS TIME

This message appears when you have selected 1. CHANGE CUSTOMIZING FEATURES and one of the following conditions exist: (a) your New Invoices must be posted, (b) a transfer to G/L must be performed, (c) you must print and post your Disbursement Journal, or (d) you must print and post your Distribution Journal. The screen will tell you which you should do. \*

### MAINTENANCE TO THE CHART OF ACCOUNTS CANNOT BE PERFORMED AT THIS TIME

This message appears when you have selected 3. CHART OF ACCOUNTS, and one of the conditions (a, b, c, or d) listed above exists. The screen will tell you how to proceed. \*

## A/P VENDOR MASTER

In this section, you will learn how to create, examine and maintain a master list of all your vendors. A Vendor Master list can be printed which provides you with the necessary information for all your vendors. Finally, labels can be printed for use in mailing correspondence to the vendors or for your file folders. The Vendor Master list can contain up to 125 vendors. The system will not permit you to exceed this maximum. Periodically, use the FILE ALLOCATION program explained in the "UTILITIES" chapter to examine the Vendor Master file.

From the Accounts Payable Menu, select 1, VENDOR MASTER.

**\*\* VENDOR MASTER MENU \*\***

1. ADD VENDOR
2. CHANGE VENDOR
3. REMOVE VENDOR
4. PRINT VENDORS
5. VENDOR LABELS
6. EXAMINE VENDOR
7. RETURN TO A/P MENU

1. ADD VENDOR allows you to add vendors to the file used by the Accounts Payable system. Each vendor will have a vendor number assigned by the computer. You will be asked to provide the vendor name, address, city, state, zip code, phone, discount terms, status as temporary or permanent vendor, year-to-date purchases and the number of purchases for the year-to-date.

2. CHANGE VENDOR allows you to change information for any vendor in the file. You can specify the vendor by either the name or vendor number.

3. REMOVE VENDOR allows you to remove any vendor provided that you do not owe him/her money, and that the vendor has shown no activity during the current month.

4. PRINT VENDORS allows you to print a report of all vendors in the Vendor File, either in alphabetic or vendor number sequence.

5. VENDOR LABELS provides the capability of producing address labels of all permanent vendors in alphabetic sequence by vendor name. Temporary vendors are not printed. (The labels used should be 3-1/2" long and 15/16" high, on form-feed strips which are single-label width.)

6. EXAMINE VENDOR allows you to examine all information for any one vendor. You may specify either the vendor name or the vendor number.

7. RETURN TO A/P MENU simply returns you to the A/P Menu.

While you are learning to use the Vendor Master Menu, we recommend that each option be attempted and mastered. The recommended sequence for the instructional phase is:

1. ADD VENDOR
2. CHANGE VENDOR
3. REMOVE VENDOR
4. PRINT VENDORS
5. VENDOR LABELS
6. EXAMINE VENDOR



When you have successfully learned to use the Vendor Master Menu, your business use of the system will not always follow the same path as the instructional phase.

With the Vendor Master Menu displayed on the screen, choose selection 1, ADD VENDOR.

The ADD VENDOR screen will appear.

**\*\* ADD VENDOR \*\***

```

      VENDOR NO 1
1. NAME .....
2. ADDRESS
3. ADDRESS
4. CITY
5. STATE           6. ZIP
7. PHONE
8. TERMS
9. TEMPORARY OR PERMANENT (T/P)
10. PURCHASES YEAR TO DATE
11. NO PURCHASES YEAR TO DATE
```

Note that the vendor number has been supplied by the Apple. In this case, it is number 1, indicating that this is the first vendor. The cursor is flashing at the beginning of the dotted line following line 1, NAME.

Enter the vendor's name here, using no more than 25 characters. The number of periods indicates the maximum number of characters that you may enter. One of the first five characters in the name must be a letter and you cannot leave the name blank. The first character cannot be a blank. For this practice session, enter  
TEST VENDOR 1

The cursor has now moved to the next line on the screen. You will continue entering information, as you did for NAME. You can leave an address line blank by typing a space as the first character, followed by a RETURN (but BE CAREFUL, if you ARE entering an address, NOT to begin with a space!) Enter  
ADDRESS LINE 1

For the next address line, enter  
ADDRESS LINE 2

For the prompt for CITY, enter  
TEST CITY 1

For the STATE entry field, one of the two-character state abbreviations approved by the Post Office is expected. Also valid for the STATE entry field are JP for Japan, MX for Mexico and CN for Canada. However, you may make any other two-character entry. In that case, the computer will display a warning that the STATE is not a valid

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abbreviation, but allow you to continue without changing it. For the learning phase, enter

CA

ZIP can be up to 6 characters or can be left blank. Enter

900000

PHONE number is any 10-character entry. The Apple will provide the parentheses around the area code and the dash (-). Enter

4087673456

TERMS, line 8, is where you enter the terms discount the vendor has offered you. This is for your information only. The computer will not use this information for its processing. Enter

3%-30 DAYS

TEMPORARY OR PERMANENT is where you indicate whether a vendor is temporary or permanent. At the end of the month you have the option to remove all temporary vendors to whom you owe no money. Since Test Vendor 1 is a permanent vendor, enter

P

PURCHASES YEAR TO DATE reflects all the purchases you have made from the vendor for this year. The amount is in whole dollars only. Once you enter an initial amount, the Apple will automatically maintain additional purchases you record. Enter

1248

The last line, NO. PURCHASES YEAR TO DATE, is the number of purchases made from the vendor from the beginning of the current fiscal year.

Enter

2

Review the entries on the screen, and determine that they are correct before you answer Y to the prompt IS THIS ENTRY CORRECT? If you have made an error, enter N and the Apple will prompt CHANGE WHICH SELECTION? You can then enter a line number and change the data. When all the information is correct, enter Y.

This vendor is added to the Vendor File and the ADD VENDOR screen will re-appear. This time the vendor number is 2. Enter data for Vendor No 2 and Vendor No 3. Follow the same procedures you did for Vendor No 1, entering data for real vendors or making up imaginary sample data that complies with the specifications for each entry. You will be instructed later in this manual to use vendors 1, 2 and 3.

Press ESC to return to the Vendor Master Menu when you have finished adding vendors to the Vendor File.

Choose selection 2, CHANGE VENDOR, from the Vendor Master Menu to change any data for any one vendor. You can request the vendor by name or by number. Enter 1 to display the data which was assigned to Vendor No 1. All the information for that vendor appears, along with

the prompt CHANGE WHICH SELECTION? Experiment until you feel comfortable with this option. At the request for Vendor No or Name, try entering 1 to 5 characters of the vendor's name to observe this method of searching for the vendor. Press ESC to return to the Vendor Master Menu.

NOTE: Two selections, Purchases Year to Date and No Purchases Year to Date (selections 10 and 11) cannot be changed. The only way to change these selections is by using the Remove Vendor and Add Vendor options to remove the vendor and then reenter the information. \*

Now make selection 3, REMOVE VENDOR. Again, the same vendor screen appears. You will enter the vendor number or name, as before. Only vendors to whom you do not owe money can be removed. If you try to remove a vendor that has activity, you receive the message

VENDOR HAS ACTIVITY -- AND CANNOT BE REMOVED

Try entering 3 for Vendor No 3. You were instructed to enter data for this vendor number.

NOTE: If you did not add this vendor, press ESC now and you will be returned to the Vendor Master Menu so that you may add data for Vendor No 3. After doing so, select REMOVE VENDOR again and enter 3 for the vendor number to be removed.

When you are asked

REMOVE THIS VENDOR? .

answer Y, and that vendor's data and the vendor number that was assigned will be removed from the Vendor File. The vendor number, in this case 3, will not be available for re-use until you close the month.

When you are using Accounts Payable for your business data, you may lose track of exactly how many vendors there are in your Vendor File during the process of adding, changing and removing vendors. The maximum number of vendors possible is 125. In the section on File Allocation in the "UTILITIES" chapter, there is an explanation of the procedure you may use to examine how many vendors are actually in the Vendor File at any given time.

Choose selection 4, PRINT VENDORS, and you are asked

DO YOU WANT THE REPORT IN  
ALPHABETICAL ORDER? .

Answer Y, and the report will be in alphabetic sequence. Answering N will cause the report to be printed in vendor number sequence.

A standard SORT message will appear. Do not interrupt the Apple during sorting. When you are instructed, verify that the printer is on and press RETURN and the report will be printed.

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Choose selection 5, VENDOR LABELS, and the system will produce a set of labels for all the permanent vendors in vendor name sequence. For the learning phase, you can print them on regular blank paper; however, when you adjust the tractor feed on the printer for the label width, move only the right-hand tractor feed. (Remember, when you are ready to use real labels, that they must be 3-1/2" x 15/16" and on a single-label width form-feed strip.) After verifying that the printer is on, press RETURN and this will initiate printing.

Selection 6, EXAMINE VENDOR will let you examine the data for any one vendor. You request the vendor either by name or by vendor number. Enter 1 to examine Test Vendor 1, or you can enter Test for the first characters of the vendor name. As with other options, if the vendor has been removed or does not exist, you will be informed of this by a message on the screen. Experiment with this option until you feel familiar with it and then press ESC to return to the Vendor Master Menu.

Last, choose selection 7 to RETURN TO THE A/P MENU.

### Possible Problems—Solutions

#### NO ENTRIES TO PRINT

You have not added any vendors. None can be found to print. Press RETURN and select ADD VENDOR if you have vendors to add.

#### VENDOR DOES NOT EXIST

You have requested a vendor by name or by vendor number that does not exist. Press RETURN to continue, or ESC to return to the previous menu.

#### VENDOR HAS BEEN REMOVED

You have already removed the vendor requested. Press RETURN to continue, or ESC to return to the previous menu.

#### VENDOR NOT DISPLAYED ON SCREEN

The vendor number entered is not found on the VENDOR VERIFICATION SCREEN. Press RETURN and try again or press ESC to return to previous menu.

#### INVALID VENDOR NAME

The vendor's name must have at least one alphabetic character within the first five characters. Press RETURN and re-enter.

#### NAME CANNOT BE BLANK

The first character in the vendor name cannot be blank. Press RETURN and re-enter.

### A/P NEW INVOICES

By using the New Invoices Menu you can enter data about the invoices, or bills, for goods and services received by your company. The program will enable you to print highly detailed invoices with breakdowns of all charges. Each invoice is assigned a unique number by The

Controller, called the "Voucher No". During the process of entering invoice data, you may print a proof list of the invoice records you are creating. Finally, when all entries appear correct, you will post the data. All invoices entered and posted must be paid by using selection 4, PAY OPEN INVOICES from the A/P Menu.

You may enter up to 300 invoice records per month. An individual invoice can be distributed to as many as 12 accounts, but invoices distributed to more than 3 accounts will use one available invoice record for every 3 accounts. The FILE ALLOCATION program explained in the "UTILITIES" chapter will allow you to examine how many invoice records you have used and have left for use.

\*

\*\* NEW INVOICES MENU \*\*

TOTAL INVOICE	TOTAL DISCOUNT	TOTAL NET
.00	.00	.00

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
4. PRINT ENTRIES
5. DISPLAY ENTRIES
6. POST ENTRIES
7. RETURN TO A/P MENU

Before describing the choices available on the New Invoices Menu, observe that at the heading of the menu three columns appear with totals beneath them. They are there to display the accumulation of monies for a batch of invoices. Remember that

TOTAL INVOICES minus TOTAL DISCOUNTS equals TOTAL NET

1. ADD ENTRIES is the procedure you will use to add a new invoice to your data files. The system automatically assigns a voucher number to each invoice. Each voucher entry contains particular data about a bill including the vendor name and number, voucher date, invoice date, whether the invoice is paid, check date and control number.
2. CHANGE ENTRIES is used to change any unposted information you entered during Add Entries. This ONLY applies to entries that have not been posted. Once entries have been posted, you cannot change them with this selection. After posting you would have to make adjusting entries to correct incorrect data.
3. REMOVE ENTRIES displays any one entry at a time, and provides you with the capability of removing an entry that has not been posted.
4. PRINT ENTRIES provides you with a report that details each entry in voucher number sequence. The totals printed on the bottom of the

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report are summarized for transfer to the General Ledger (if you choose to use it).

5. DISPLAY ENTRIES will display any one entry, on the basis of the voucher number.

6. POST ENTRIES will first produce a report which lists all entry activity in vendor number sequence. After the report is printed, you may post the entries.

7. RETURN TO A/P MENU returns you to the Accounts Payable Menu.

While you are learning to use the New Invoices Menu, you should attempt to use and master each option. The recommended sequence for the instructional phase of the system is

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
5. DISPLAY ENTRIES
4. PRINT ENTRIES
6. POST ENTRIES

Your business use of the system will not always follow the same path that you use here for the instructional phase.

With the A/P Menu displayed on the screen, choose selection 2, NEW INVOICES. If there are no active entries, you will receive the message

NO ACTIVE ENTRIES IN BATCH  
ENTER BATCH DATE 06/27/79

The batch date must be within the current month-end date you specified. The batch date you enter here will become the default value for the voucher date. Each batch will handle up to 100 new invoice records.

\*

Enter

06/27/79

for the batch date. You will be prompted to reply to

IS THIS ENTRY CORRECT?

If it is, enter Y. If not, enter N and correct the date.

The New Invoices Menu will then be displayed on the screen. Choose selection 1, ADD ENTRIES and the Add New Invoices screen will appear.

The VOUCHER NO is sequentially assigned by the computer. In this case, the voucher number is 1, since this is the first entry. This voucher number will remain with this invoice until the invoice is paid. Sequential numbering will continue until you have used all 999 voucher numbers; then the computer will start numbering at 1 again.

You must now provide the

1. VENDOR NO. OR NAME ....

to which this invoice will refer. Enter

TEST

to indicate TEST VENDOR 1. Remember that you entered this vendor in the Vendor Master procedures. A vendor must be added to the Vendor Master File before you can enter invoices for that vendor.

The next prompt is for the VOUCHER DATE. Accept the default, which is the batch date you entered at the beginning of this procedure for adding entries.

The next prompt is for INVOICE DATE. This must be a valid calendar date that is prior or equal to the last day of the month in which the batch date occurs. In your business use, you would probably want to use the date actually printed on the vendor's invoice. Enter  
06/10/79

The next prompt is for INVOICE NO. This is optional. Normally, it is the number on the invoice or some other identifying number that can be used for the audit trail. Enter  
INV001

NOTE: To facilitate cross-referencing, write the VOUCHER NO and VOUCHER DATE used by the computer for this invoice on the actual bill from which you are taking your data.

The next prompt

INVOICE PAID? .

is asking if the invoice has already been paid. Enter N to indicate that the invoice has not yet been paid. The Controller will ask for the due date of this invoice. When you instruct the computer to print checks for bills due to be paid, it will write checks only for those invoices with due dates less than or equal to the day you enter as the Pay Thru Date. The check amount will be for the total balance due the vendor. For the practice session, enter the due date as  
06/29/79

\*

If you answer Y to the INVOICE PAID? question, you are informing the computer that a handwritten check for the amount of this invoice has already been written. To keep the records complete, you are asked to enter the check date and an identifying number for this check

CHECK DATE .....  
BEGINNING CNTRL NO.

BEGINNING CNTRL NO. is the identifying number The Controller uses for each check it writes. Since you wrote the check in question yourself, there is no computer-assigned control number, so you have to enter a number of some type.

NOTE: Establish a reliable method of keeping track of your check control numbers. The control number is an additional safety feature along with the actual pre-printed check number on your checks. Two suggested methods: (1) If you are using regular manual checks or voucher checks provided by your bank -- that is, your Apple will not be printing any checks for you -- you should enter the actual pre-printed check number as your control number. (2) If you are using your Apple to print your checks, whenever you need to write a check by hand, use one of the "continuous form" computer checks that you purchased. When you do this, assign to your handcheck the next control number in sequence, just as though that check had been printed by your Apple.

That way, the control numbers for all the checks you write will always be in sequential order.

After entering a control number, verify that the entry is correct, and the second "page" of the ADD NEW INVOICES screen will now appear. Note that the vendor number and voucher number are transferred to the top of this second page. You are then prompted for the

INVOICE TOTAL .....

This is the total amount of the invoice or credit memo. Enter \$1000.00 by typing  
100000

Do not use a dollar sign, commas, or decimal point when entering dollar amounts. When entering credit memos, be sure to include a minus sign (-) as the last character. The next prompt is for the

DISCOUNT AMOUNT .....

Recall that during the Vendor Master procedures, we indicated a 3% discount if paid in 30 days. You must calculate and enter the discount amount yourself -- the discount terms are entered into the computer solely for your own reference. Therefore, enter \$30.00 by typing  
3000

The discount amount should only be entered if you fully expect to take advantage of this discount. The discount amount is not distributed to the General Ledger until the invoice has been paid.

Near the bottom of the screen are prompts for

G/L ACCT NO .....  
DISTRIBUTION AMOUNT .....

Enter the account number  
52300



This is the account number for UTILITIES that you previously entered into the A/P Chart of Accounts. The computer will print the description below the account number. Now you must enter the DISTRIBUTION AMOUNT (the amount of the invoice distributed to this account). Enter the full amount of the invoice, \$1000.00 as 100000

You are asked IS THIS DISTRIBUTION CORRECT? If it is, answer Y, and the account number and the amount will appear on the screen in their respective columns. Since there are no other accounts to which you will distribute this invoice, press RETURN (with the cursor positioned at the G/L ACCT NO prompt), and you are asked IS THIS ENTRY CORRECT? Answer Y and the Apple will accept the entire invoice as you have entered it.

For practice, enter another invoice for Voucher No 2 using the data below:

VENDOR NO OR NAME.....enter TEST  
VOUCHER DATE.....press RETURN to use the batch date  
INVOICE DATE.....enter 06/26/79  
INVOICE NO.....enter INV002  
INVOICE PAID?.....enter N  
DUE DATE.....enter 07/01/79  
ENTRY CORRECT?.....enter Y

The second page of this screen will now appear

INVOICE TOTAL.....enter \$800.00  
DISCOUNT AMOUNT.....press RETURN to leave blank  
G/L ACCT NO.....enter 53400 (the description appears)  
DISTRIBUTION AMT.....enter \$500.00  
DISTRIBUTION CORRECT?.enter Y  
G/L ACCT NO.....enter 52500 (the description appears)  
DISTRIBUTION AMT.....enter \$300.00  
DISTRIBUTION CORRECT?.enter Y  
G/L ACCT NO.....press RETURN to end distribution  
ENTRY CORRECT?.....enter Y to end the data entry

You will now see the Add New Invoices screen again; however, we do not wish to add any more entries. Press ESC to leave the ADD ENTRIES routine, and you will be returned to the New Invoices Menu. Note that the entry amounts have been added to the appropriate columns at the top of the menu.

NOTE: An invoice can be distributed to a maximum of 12 General Ledger accounts. Every time you distribute to 3 accounts, you use up one of the 300 records available each month for the New Invoices program. An example may make this clearer: The first invoice you enter is distributed to 10 accounts. Intuitively, it looks as though you have entered one invoice and should have room for 299 more. But the computer looks at the 10 accounts and computes that you have used up 4 records

\*

\* (the first nine accounts use 3 records and the one remaining uses another) and have only 296 remaining. Whenever you have used up 297 records, you are prevented from entering even one more invoice. If that invoice needed to be distributed to 12 G/L accounts, it would require 4 records, and only 3 remain. Thus a New Invoices batch (which can use 1000 records) will never consist of more than 97 invoices. If you are doing very much distributing, it is advisable that you frequently use the FILE ALLOCATION program described in the "UTILITIES" chapter to see the number of records the computer has calculated as available for use.

When you choose selection 2, CHANGE ENTRIES, from the New Invoices Menu, you are first prompted to supply the VOUCHER NO of the entry you wish to change. Enter  
2

All data for Voucher No 2 appears on the screen. Note line 7, which says CHANGE DOLLAR AMOUNTS. Enter 7 and the second page of the voucher screen appears. You now have the option of changing the invoice total, the discount amount, or the G/L distribution(s).

For practice with this feature, you are going to reverse the dollar amounts distributed to the General Ledger accounts. At the bottom of the screen is the question

CHANGE WHICH SELECTION? .

Enter  
3

since you want to change the amounts distributed to the G/L accounts. The computer finds the first account to which distribution was made, and displays the account number after G/L ACCT NO near the bottom of the screen. The cursor is positioned on the first digit of the account number. Since you do not wish to change the account, simply press RETURN.

The description for this account number, INSURANCE, is displayed and the amount distributed to it, \$5000.00. The cursor is now blinking on the 5 of the distribution amount. Change this amount to \$3000.00 by typing  
300000  
over the 500000 on the screen. Verify your change and press RETURN.

The data you just entered has been moved under the G/L ACCT NO and AMOUNT columns of selection 3 on the screen. You see that the INSURANCE account now has \$3000.00 distributed to it. The number of the second account to which distribution was made is now shown near the bottom of the screen, with the cursor blinking on the first character. Press RETURN, since there is no need to change the account, and the description and distribution amount appear for this account number. Change the amount distributed to OFFICE SUPPLIES from \$3000.00 to \$5000.00 and verify that you correctly typed the entry.

You can use the CHANGE NEW INVOICES program to change the invoice amount, the discount amount, and the accounts to which distribution is made. Do not make any more changes to this voucher at this time. It will be used later during the instructional phase.

The cursor disappears and you are asked

IS THIS ENTRY CORRECT? .

Enter Y to indicate that you have finished with this entry. You are now given the opportunity to enter a new voucher number. Press ESC to escape to the New Invoices Menu.

If you feel that you need more practice with adding invoices, distributing amounts and the CHANGE NEW INVOICES selection, add more invoices and experiment with making various changes to them. Try entering invoice data for the Vendor No 2 you were instructed to enter when you were adding vendors. Remember that you can only make distributions to accounts which you have added to the A/P Chart of Accounts. Be sure to do all your experimenting with the PRACTICE DATØ11 diskette.

Choose selection 3, REMOVE ENTRIES, and you are shown the REMOVE NEW INVOICES screen. Specify the voucher number and the data for the invoice is displayed. Experiment with this option until you feel comfortable using it. When you are prompted, REMOVE THIS ENTRY?, do not remove Voucher No 1 or Voucher No 2 since you will be using them later. If you wish, remove any of the additional vouchers you may have entered. When you have mastered this choice, press ESC to return to the New Invoices Menu.

Choose selection 5, DISPLAY ENTRIES. You will see the standard sorting message which tells you the number of items being sorted. Next, the voucher numbers and their associated data are listed on the screen. If you see an error in any of these vouchers, you could choose the CHANGE ENTRIES option. If they currently all look correct, press RETURN to continue, and you will be returned to the New Invoices Menu.

Choose selection 4, PRINT ENTRIES. The standard sorting message appears. Be sure you have turned on the printer and aligned the paper before pressing RETURN. The report will be printed in voucher number sequence.

Choose selection 6, POST ENTRIES. Another report is printed, but this time by vendor number sequence. Following the printing of the report, you are prompted

DO YOU WANT TO POST YOUR ENTRIES? .

Check the report to see that all new invoices are correct, then type Y and the entries will be posted. If there are problems with any of the entries, enter N, and you will be returned to the New Invoices Menu. In this case, enter Y.

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Do not touch your Apple while it is posting.

Following posting of the new invoices, you are automatically taken to the DISKETTE COPY program in order to back up the data on the DATØ11 diskette to the BKDØ11 diskette. The message appears

YOUR DATA DISKETTE WILL  
NOW BE COPIED.

PRESS 'RETURN' TO CONTINUE

You are told that your program and your data files are being loaded. Then you're prompted to

INSERT THE DISKETTE MARKED BKDØ11  
IN DRIVE 1.

PRESS 'RETURN' KEY TO CONTINUE.

You are then told

YOUR DISKETTE IS NOW BEING COPIED.  
DO NOT INTERRUPT!

When copying is complete, the next instruction is to

INSERT THE DISKETTE MARKED SYSØ11  
IN DRIVE 1.

PRESS 'RETURN' KEY TO CONTINUE.

After you insert the SYSØ11 diskette and press RETURN, you are returned to the Accounts Payable Menu.

NOTE: There are two types of situations in which you may decide to make partial payments to vendors. These can be handled in New Invoices. An example of the first type of situation: (1) Suppose you have an invoice for \$1Ø,ØØØ which you wish to pay in three parts. Using the same document number, enter three different new invoices for your desired payment amounts, which together total \$1Ø,ØØØ. Choose due dates for the three invoices to suit your needs.

An example of the second type of situation: (2) Suppose you have already entered on June 1 a new invoice for \$1Ø,ØØØ with a due date of June 2Ø. On June 5, you realize that you want to make three partial payments, instead of paying it off all at once. You would follow these steps to do this:

- (a) On June 5, in the Open Invoices program, change the due date for the original June 1 invoice for \$10,000 from June 20 to June 12 (your first payment date).
- (b) On June 5 enter a new invoice for -\$10,000, with a due date of June 12 (the date you wish to make your first payment).
- (c) On June 5 enter a new invoice for \$4,000 (your chosen first payment amount) with a due date of June 12 also.
- (d) On June 5 enter a new invoice for \$3,000 (your chosen second payment amount) with a due date of June 18 (the chosen due date of your second payment).
- (e) On June 5, enter a third invoice for \$3000, with a due date of June 20 (the date you choose to make your third payment).

\*

Keep the document numbers the same for all five invoices.

Here is a checklist, showing how various dates in Accounts Payable are determined as acceptable.

Voucher date must be less than or equal to the month-end date.

Invoice date must be less than or equal to the month-end date.

Invoice date must be less than or equal to the voucher date.

Due date must be greater than or equal to the voucher date.

Check date must be greater than or equal to the voucher date.

Check date must be less than or equal to month-end date.

\*

\*

## Possible Problems—Solutions

**BATCH DATE OUT OF RANGE** Batch date must be within the same month as current month-end date. Re-enter date.

### BATCH DATE IS INVALID

Batch date must be a valid calendar date. Re-enter correct date.

### VENDOR DOES NOT EXIST

The vendor requested cannot be found. Re-enter using correct vendor number or name, or add this vendor with the Vendor Master selection.

### VENDOR HAS BEEN REMOVED

The vendor requested was removed. Re-enter using an existing vendor number or name, or add the vendor to the Vendor File again.

### WARNING... DISCOUNT GREATER THAN 10% OF INVOICE

Disregard if you wish. Purpose is to warn you of possible error in entering the data.

ACCOUNT DOES NOT EXIST

The account requested cannot be found on the Chart of Accounts. Re-enter using correct account number or add the account to the Chart of Accounts.

DISTRIBUTION DOES NOT EQUAL INVOICE

Invoice amount must equal the sum of the G/L Distribution Amounts. Check your figures.

WARNING... DUE DATE OUT OF RANGE

Disregard this if you wish. This is to inform you that the due date you have entered is one year greater than the batch date.

ENTRY DOES NOT EXIST

The voucher requested cannot be found. Re-enter using a valid voucher number.

NO ENTRIES TO POST

No entries were found. Return to New Invoices Menu and add entries if you have any.

NO ENTRIES TO PRINT

No entries were found. Return to the New Invoices Menu and add entries if you have any.

NO ENTRIES TO DISPLAY

No entries were found. Return to the New Invoices Menu and add entries if you have any.

## A/P OPEN INVOICES

With Open Invoices, which is selection 3 on the Accounts Payable Menu, you can print a proof list of all unpaid invoices in vendor number or due date sequence. You can review these reports to help plan your company's cash needs based upon your unpaid or open invoices. The options within Open Invoices are changing the invoices, printing invoices by due date or vendor, and displaying the invoices by vendor.

\* To reach the Open Invoices Menu, you need to insert diskette SYSØ12 after selecting 3.

\*\* OPEN INVOICES MENU \*\*

1. CHANGE INVOICES
2. PRINT INVOICES BY DUE DATE
3. PRINT INVOICES BY VENDOR
4. DISPLAY INVOICES BY VENDOR
5. RETURN TO A/P MENU

1. CHANGE INVOICES allows you to change due dates and discount amounts after reviewing your cash needs.

2. PRINT INVOICES BY DUE DATE prints a report of all unpaid invoices in due date sequence.

3. PRINT INVOICES BY VENDOR prints a report of all unpaid invoices by vendor name in alphabetical order.
4. DISPLAY INVOICES BY VENDOR shows all invoices, both paid and unpaid, for all vendors or for a selected range of vendors.
5. RETURN TO A/P MENU returns you to the Accounts Payable Menu.

While you are learning to use the Open Invoices Menu, you should try each option and become familiar with it. The sequence of the selections you will use for the instructional phase is:

2. PRINT INVOICES BY DUE DATE
3. PRINT INVOICES BY VENDOR
1. CHANGE INVOICES
4. DISPLAY INVOICES BY VENDOR

Your business use of the system will not always follow the same path as the instructional phase.

After you have chosen selection 3, OPEN INVOICES on the Accounts Payable Menu, the system prompts you to

INSERT THE DISKETTE MARKED SYSØ12  
IN DRIVE 1.

After this diskette is inserted, the Open Invoices Menu appears on the screen.

First, choose selection 2, PRINT INVOICES BY DUE DATE. You are asked

DO YOU WANT TO PRINT ENTIRE REPORT? .

If you respond Y, the entire report will be printed. If you respond N, you are prompted to

ENTER BEGINNING DUE DATE Ø1/Ø1/7Ø  
ENDING DUE DATE.....

NOTE: If you enter a beginning due date here which is earlier than today's date, the default ending due date will be today's date. Otherwise, there will be no default ending due date.

\*

Respond N, and then provide dates of Ø6/25/79 and Ø7/31/79. All invoices with due dates from Ø6/25/79 through Ø7/31/79 will be printed.

You must now verify that the printer is on, and that the paper is aligned. Press RETURN to continue. Following the printing of the report, you are returned to the Open Invoices Menu.

Choose selection 3, PRINT INVOICES BY VENDOR, and you are prompted to

ENTER BEGINNING VENDOR NAME A....

Accept the default by pressing RETURN. You are then prompted to

ENTER ENDING VENDOR NAME Z....

Accept this default by pressing RETURN. By accepting both defaults you will get a report of all invoices. Follow the instructions for the printer and press RETURN. You are automatically returned to the Open Invoices Menu when the report is finished.

Choose selection 1, CHANGE INVOICES. You can display any open (unpaid) invoice by supplying the voucher number. For this session, enter 2 for Voucher No 2. Use the reports you printed for reference.

You are then asked to CHANGE WHICH SELECTION? Note that you are only allowed to change the due date or the discount amount. Enter 1 to change the due date to 07/02/79. Remember that if you change the due date to a later date, you may no longer be eligible for a discount. Be sure to check the discount terms before changing the date.

You are asked IS THIS ENTRY CORRECT? If so, reply Y. Answering N will produce another prompt of CHANGE WHICH SELECTION? Enter Y.

Enter another voucher number to display its invoice. Practice with this change feature, but do not change the due dates you were instructed to enter for vouchers 1 and 2. Press ESC to return to the Open Invoices Menu.

Choose selection 4, DISPLAY INVOICES BY VENDOR. You are prompted to

ENTER BEGINNING VENDOR NAME A....

Accept the default by pressing RETURN. You are then prompted to enter

ENDING VENDOR NAME Z....

Again, accept the default by pressing RETURN.

\* The screen will now display all open invoices by vendor name, alphabetically. Press RETURN to see all pages of your open invoices, and then to return the Open Invoices Menu.

The final choice, 5, is RETURN TO A/P MENU. Choose selection 5. You can also press ESC at this point, and you'll be returned to the Accounts Payable Menu.



## Possible Problems—Solutions

### INVOICE HAS BEEN PAID

You have attempted to change an invoice that has already been paid. Press RETURN to continue.

### DUE DATE OUT OF RANGE

Due date must be the same as or later than the voucher date. Press RETURN and enter a valid due date. \*

### VOUCHER DOES NOT EXIST

You have requested a voucher that does not exist or has been paid. Press RETURN to continue.

### XXXXXX IS GREATER THAN XXXXX

You have entered a range that is not in proper sequence. Press RETURN and enter valid range.

### NO ENTRIES TO PRINT

There are no open invoices. Press RETURN to return to the Accounts Payable Menu.

### NO ENTRIES WERE FOUND

There are no open invoices within the range selected. Press RETURN to continue.

## A/P PAY OPEN INVOICES

The Pay Open Invoices procedure is used to prepare a check register and to post and print checks. Accompanying each check will be a stub with a corresponding check number and control number. If you have chosen not to have the Apple print the checks for you, all the information you will need to write the checks will be available for you on the paid invoice register. You should not write your checks until you've completed this A/P OPEN INVOICES so that you have an actual Paid Invoice Register to work from.

### \*\* PAY OPEN INVOICES MENU \*\*

1. PRINT PAID INVOICE REGISTER
2. PRINT CHECKS
3. RETURN TO A/P MENU

1. PRINT PAID INVOICES REGISTER will automatically be selected by the computer, and a Paid Invoice Register printed each time you select the PAY OPEN INVOICES program from the A/P Menu. Any invoice with a due date less than or equal to the Pay Thru date, explained below, will be paid and posted by the computer. \*

2. PRINT CHECKS will print all checks as detailed on the Paid Invoice Register. If you did not choose the option of having the Apple print checks for you, this option will be POST CHECKS.

3. RETURN TO A/P MENU will simply return you to the Accounts Payable Menu.

In your business use of the system, you will be using the selections from the menu in the same manner and order as you will use them here while practicing.

\* With the Accounts Payable Menu displayed on the screen, choose selection 4, PAY OPEN INVOICES. you'll see:

ENTER PAY THRU DATE .....

CHECK DATE .....

BEGINNING CNTRL NO .....

The Pay Thru date can be any valid calendar date of your choice. This is the date that controls which invoices will have checks written for them -- all invoices with due dates before or on this date will be paid.

\* The Check Date is the date to be printed on the check; it must be within the current month.

On the computer-written checks, the control number will be the reference number used to identify this payment. Each time you print checks, the beginning control number should be one greater than the last control number that was used. Make sure you NEVER DUPLICATE CONTROL NUMBERS! In this case, enter

1

as the beginning control number. When you are asked

IS THIS ENTRY CORRECT? .

Enter Y and you are then informed that

YOUR APPLE IS COMPUTING  
DO NOT INTERRUPT!

The data is sorted and you are told to verify that the printer is on, and that the paper is aligned. Press RETURN to continue. Your Paid Invoice Register will now be printed.

\* If there are no invoices with due dates prior or equal to the Pay Thru date, you will be told that there are

NO ENTRIES TO PAY

The sample data you were instructed to enter for Voucher No 1 has a due date prior to the check date, so you should have at least one entry on the report. Following the printing of the report, you are returned to the Pay Open Invoices Menu.

When the report is finished, remove it from the printer and study it carefully. In the upper left-hand corner is the check date that will appear on all checks to be printed. All checks you indicated were hand-written will appear first. Following the register of hand-written checks is a listing of all checks that will be printed. The control numbers are already assigned by the system beginning with the control number you entered earlier. Amounts are totaled by invoice for Invoice Total, Invoice Discount and Invoice Net. Totals are displayed by check amount for each vendor.

The Controller does not allow checks to be written for negative amounts or zero amounts. This condition could occur, for example, if you entered a credit memo (a negative invoice) with a February 5th pay date, then an invoice with a February 10th due date, and tried to print checks with a February 8th check date. If this type of condition were to occur, a message would appear on the screen indicating

A NEGATIVE OR ZERO CHECK CANNOT  
BE PRINTED. SELECT 'OPEN INVOICES'  
FROM THE A/P MENU TO ADJUST THE  
DUE DATES OF THE APPROPRIATE INVOICES  
SO THEY WILL NOT BE INCLUDED ON  
THIS A/P PAID INVOICE REGISTER.

PRESS 'RETURN' KEY TO CONTINUE.

The A/P Paid Invoice Register will indicate which vendor total created the error. You would resolve this by choosing selection 3, OPEN INVOICES from the Accounts Payable Menu. You would adjust the due date to solve the problem.

Choose selection 2, PRINT CHECKS. You are told to verify that the printer is on, and that the paper is aligned. You should insert and align your checks at this time. You will need to learn how to change paper and align the forms before you begin using the system for your business. Refer to the printer's manual for instructions on changing paper. When adjusting the tractor feed to the width of the checks, move only the right tractor feed.

NOTE: Each time you load the check forms into the printer, the first check may be above the printing head and, therefore, cannot be used by the printer. If it is, be sure to void this check.

The checks will now be printed. During the printing, practice adjusting the forms until you are confident that you can align them perfectly.

NOTE: You can press ESC to stop the printing process while you make adjustments, and then select CONTINUE PROCESSING and the printing will continue from the point at which you interrupted it.

After printing you are asked

DO YOU WANT TO  
REPRINT THE CHECKS? .

Entering Y will cause the computer to go through this whole cycle from the beginning. That is, the system will ask you to verify the check date and enter a beginning control number; it will print the Paid Invoice Register, and then take you to the Pay Open Invoice Menu to re-print the checks. You might have occasion to re-print the checks if the paper jammed in the printer or you had used the wrong check date or control number.

If you want more practice with the forms alignment, enter Y and continue. Enter N when you are ready to continue.

After you have printed checks for invoices needing payment, you are automatically taken to the POST CHECKS program. Be sure you do not interrupt during posting. Following posting, you are automatically taken to the DISKETTE COPY program to backup DAT011 to BKD011. You are prompted to

INSERT THE DISKETTE MARKED BKD011  
IN DRIVE 1.

You are then informed that

YOUR DISKETTE IS NOW BEING COPIED.  
DO NOT INTERRUPT!

When copying is complete,

INSERT THE DISKETTE MARKED SYS012  
IN DRIVE 1.

and you are returned to Accounts Payable Menu.

## Possible Problems—Solutions

### NO ENTRIES TO PAY

There are no open invoices to pay that are due before the given check date. Press RETURN and return to the Accounts Payable Menu.

### CHECK DATE OUT OF RANGE

The check date must be within the current month-end date. Press RETURN and re-enter.

### CHECK DATE IS INVALID

The check date must be a valid calendar date from 1970 through 1999. It must be entered MM/DD/YY. Press RETURN and re-enter.

**A NEGATIVE OR ZERO CHECK CANNOT BE PRINTED**

The check amount is either negative or 0. Refer to the A/P Paid Invoice Register to locate the error. Correct by adjusting due date with the CHANGE INVOICES option from the Open Invoice Menu.

**A/P DISTRIBUTION JOURNAL**

The Distribution Journal information, when posted, creates much of the data that will be transferred to the General Ledger. If you are not using General Ledger with Accounts Payable, producing this report will still distribute your data to the proper accounts, making the (eventual) distribution by your accountant easier. This report must be printed before closing the month.

The Distribution Journal is printed in G/L account number order. For each account the voucher number, invoice number and date, vendor number and the distribution amount is printed.

Since you are using the accrual basis of accounting, this report distributes all new invoice entry information for the month, regardless of whether the invoices have been paid or not.

If you are using the General Ledger system, the transfer of the distribution information from Accounts Payable to General Ledger takes place during the G/L option Transfer Journals.

**\*\* DISTRIBUTION JOURNAL MENU \*\***

1. PRINT JOURNAL
2. POST JOURNAL
3. RETURN TO A/P MENU

1. PRINT JOURNAL prints a Distribution Journal of all invoices by the respective accounts (numerically) to which you specified distribution. This report is printed automatically when you make selection 5, DISTRIBUTION JOURNAL, from the A/P Menu.

2. POST JOURNAL will post the distribution of data to the designated accounts, as detailed on the Distribution Journal report. You do not need to post each time you distribute accounts, but you are required to post the distributions at least once before you close the month and before you use the G/L Transfer Journals option.

3. RETURN TO A/P MENU returns you to the Accounts Payable Menu. You will use the Distribution Journal Menu for your real business data in the same manner as it is used during this learning phase.

With the Accounts Payable Menu displayed on the screen, choose selection 5, DISTRIBUTION JOURNAL. You will first be told that

YOUR APPLE IS NOW COMPUTING  
DO NOT INTERRUPT!

You are then instructed to verify that the printer is on, and to align

the paper. Press RETURN to continue. The report will now be printed. Following printing of the report, you are automatically taken to the Distribution Journal Menu.

Choose selection 2, POST JOURNAL. You are first informed that

YOUR ENTRIES ARE BEING POSTED  
DO NOT INTERRUPT!

When posting is complete, you are automatically taken to the DISKETTE COPY program to back up your data. You are informed

YOUR DATA DISKETTE WILL  
NOW BE COPIED.

and then instructed to

INSERT THE DISKETTE MARKED BKDØ11  
IN DRIVE 1.

When copying begins, you will see the message

YOUR DISKETTE IS NOW BEING COPIED.  
DO NOT INTERRUPT!

Your DATØ11 is being copied to the BKDØ11 diskette. Following the completion of the copy, you are instructed to

INSERT THE DISKETTE MARKED SYSØ12  
IN DRIVE 1.

When you have done this and pressed RETURN, you will be returned to the Accounts Payable Menu.

## Possible Problems—Solutions

- \* DISTRIBUTION JOURNAL CANNOT BE GENERATED AT THIS TIME - NO ENTRIES TO PRINT  
No entries have been entered. Return to the Accounts Payable Menu, and choose selection 2, NEW INVOICES.

PREVIOUS ENTRIES MUST BE POSTED

Before you are permitted to print the Distribution Journal, you must post previous invoices. Return to the Accounts Payable Menu, and choose the suggested selection.

XX G/L ACCOUNTS DO NOT EXIST.

THESE MUST BE ADDED TO THE  
CHART OF ACCOUNTS BEFORE POSTING

This message occurs if you are using G/L with A/P and the accounts you have designated for distribution are not part of the G/L Chart of Accounts. On the Chart of Accounts Menu in the General Ledger system, choose selection 1, ADD ACCOUNTS.

## A/P DISBURSEMENT JOURNAL

The Disbursement Journal is a printed report that details what checks have been paid, to whom, the check date/number/amount and the discount amount.

The effect of disbursement is shown on the bottom of the Disbursement Journal report. The three accounts affected by the process are: ACCOUNTS PAYABLE, CASH-CHECKING and VENDOR DISCOUNTS TAKEN. This whole procedure results in reducing ACCOUNTS PAYABLE and CASH-CHECKING, while increasing the discount, if applicable.

If you are not using the G/L system with A/P, there is no disbursement to the General Ledger.

As in the Distribution Journal, you will be required to post the disbursement before you close the month.

You must post checks before you can process the Disbursement Journal. \*

### \*\* DISBURSEMENT JOURNAL \*\*

1. PRINT JOURNAL
2. POST JOURNAL
3. RETURN TO A/P MENU

1. PRINT JOURNAL starts automatically when you choose Disbursement Journal from the Accounts Payable Menu.

2. POST JOURNAL posts this disbursement of funds. \*

3. RETURN TO A/P MENU returns you to the Accounts Payable Menu. You will be using the Disbursement Journal Menu with your real business data in the same sequence as you use it in this practice session.

With the Accounts Payable Menu on the screen, choose selection 6, DISBURSEMENT JOURNAL. You will first be informed that your report will be printed. Verify that the printer is turned on and the paper aligned. Following the printing of the report, you will be automatically taken to the Disbursement Journal Menu.

Choose Selection 2, POST JOURNAL. You'll see the message: \*

YOUR ENTRIES ARE NOW BEING POSTED.

DO NOT INTERRUPT!

Even though you are not using General Ledger during this session, and do not get the posting message, it is still necessary to run the POST JOURNAL selection before you can close the month. In any event, you are automatically taken to the DISKETTE COPY program to back up your data diskette.

You get the usual copy message

YOUR DATA DISKETTE WILL  
NOW BE COPIED.

and then the instruction to

INSERT THE DISKETTE MARKED BKD011  
IN DRIVE 1.

You are then informed that

YOUR DISKETTE IS NOW BEING COPIED.  
DO NOT INTERRUPT!

This time the DISKETTE COPY program copies the data from the Disbursement Journal posting on the DAT011 diskette to the BKD011 diskette. Following the copy routine, you are returned to the Disbursement Journal Menu.

You are instructed to insert SYS012 in drive 1 and then you are returned to the Accounts Payable Menu.

## Possible Problems—Solutions

DISBURSEMENT JOURNAL CANNOT BE  
GENERATED AT THIS TIME.  
NO ENTRIES TO PRINT.

No entries have been paid during the current month. If there are open invoices, you must pay them by selecting PAY OPEN INVOICES from the Accounts Payable Menu.

## A/P CLOSE MONTH

The Close Month selection from the Accounts Payable Menu performs the procedures that end the monthly business cycle. The Controller will not allow you to close the month until the following tasks have been completed and the following reports printed. If you should attempt to close the month before running all the necessary reports, you will be prompted on the screen that a report(s) must be printed before closing can be processed. The computer will list those that still need to be run.

### Close Month Checklist

1. New Invoices entered and posted
2. You have selected PAY OPEN INVOICES
3. All checks printed
4. Distribution Journal printed and posted
5. Disbursement Journal printed and posted

There is no menu for Close Month. Each instruction is sequentially presented on the screen.



With the Accounts Payable Menu displayed on the screen, choose selection 7, CLOSE MONTH.

You are asked

A NEW DISKETTE IS REQUIRED TO CLOSE THE MONTH.  
BEFORE CONTINUING MAKE SURE THAT YOU HAVE A  
NEW DISKETTE AVAILABLE.

\*

DO YOU WANT TO CLOSE A/P? .

Respond Y. You are then informed

YOUR DATA DISKETTE WILL  
NOW BE COPIED.  
PRESS 'RETURN' KEY TO CONTINUE.

The computer is going to copy all the data on DAT011 to BKD011 prior to the close of month procedures. You are next instructed to

INSERT THE DISKETTE MARKED BKD011  
IN DRIVE 1.

You are then informed that

YOUR DISKETTE IS NOW BEING COPIED  
DO NOT INTERRUPT!

When the copy is completed, you are instructed to

INSERT THE DISKETTE MARKED SYS012  
IN DRIVE 1.

You are then instructed to

LABEL THE DISKETTE MARKED BKD011  
AS (the current month is named)'s  
ARCHIVE DISKETTE AND STORE IT IN THE  
APPROPRIATE HISTORICAL NOTEBOOK PAGE.

PRESS 'RETURN' KEY TO CONTINUE.

Use the label that is on the BKD011 diskette. Label it as the archival diskette by marking the box for the letters ARC. You are then asked,

DO YOU WANT TO REMOVE  
ALL TEMPORARY VENDORS THAT  
HAVE BEEN PAID? .

Enter Y.

If you respond Y, all temporary vendors that have been paid will be removed and their numbers will be available for use again the next time you add vendors.

You are informed that the Apple is now computing, followed by COMPUTING COMPLETED. You are then prompted to

ENTER YOUR NEXT MONTH-END DATE  
(MM/DD/YY) .....

Since the example we've been using has been processing for June, the next month-end date will be July 31, 1979. Enter  
07/31/79

You are then asked

IS THIS ENTRY CORRECT? .

Enter Y.

You are informed that the Apple is computing and then that computing is completed. The message

YOUR DATA DISKETTE WILL  
NOW BE COPIED.

PRESS 'RETURN' KEY TO CONTINUE.

appears and you are instructed to

INSERT A NEW DISKETTE IN DRIVE 1.

This means insert a blank diskette, which you can purchase from your dealer, or a used diskette which you no longer need. You are then told that

YOUR DATA DISKETTE IS BEING COPIED.  
DO NOT INTERRUPT!

DAT011 is being copied to a new diskette. When the copy is completed, you are then instructed to

REMOVE THE DISKETTE IN DRIVE 1  
AND LABEL IT DAT011.

The new diskette will become the primary data diskette for the next month's Accounts Payable processing. Apply one of the labels that come with The Controller package, and fill it in so that the label reads DAT011. You are then instructed to

REMOVE THE DISKETTE IN DRIVE 2  
AND LABEL IT BKD011.

This was the previous DAT011. It will become the backup BKD011 diskette for the next month's processing. Mark the appropriate box to label it as you are instructed.

Next,

```
INSERT SYSØ12 IN DRIVE 1.  
INSERT DATØ11 IN DRIVE 2.
```

The DATØ11 you insert will be the new DATØ11 diskette you just made. The diskettes are rotated -- each month a new diskette will be used as the DATØ11, the old DATØ11 will become the BKDØ11, and the old BKDØ11 will become the ARCØ11. Since diskettes do become worn with use, this rotation will keep that wear to a minimum.

You are automatically returned to the Accounts Payable Menu to begin a new month. Finally, return to The Controller Menu.

## Possible Problems—Solutions

### PREVIOUS ENTRIES MUST BE POSTED

You cannot close the month until all entries are posted. RETURN to the Accounts Payable Menu, and choose the recommended selection to post entries.

### THE MONTH CANNOT BE CLOSED

#### THE FOLLOWING REPORTS MUST BE RUN IN FULL DETAIL

You have tried to close the month without printing all of the required reports. Press RETURN and print all the specified reports.

### THE MONTH HAS ALREADY BEEN CLOSED

You cannot close a month more than once. The month has been closed already.

### MONTH-END DATE OUT OF RANGE

You have entered a month and year that does not immediately follow the month you have closed. Press RETURN and re-enter.

### YEAR-END DATE OUT OF RANGE

You have entered a year that does not immediately follow the year you have closed. Press RETURN and re-enter.



## CHAPTER 5

# GENERAL LEDGER

In this chapter, you will learn how to use the General Ledger Menu to guide yourself through the various General Ledger processing options. This menu is reached by choosing selection 1, GENERAL LEDGER, from The Controller Menu.

To gain access to the G/L Menu,

1. INSERT MST001 and "boot" the system. (These procedures are described in "SETTING UP THE CONTROLLER".)
2. Choose selection 1, THE CONTROLLER, from the Apple General Business System Menu, and press RETURN.
3. Choose selection 1, GENERAL LEDGER, from The Controller Menu. Do as you are instructed and

INSERT THE DISKETTE MARKED SYS001  
IN DRIVE 1.

INSERT THE DISKETTE MARKED DAT001  
IN DRIVE 2.

4. The system will inform you that you are at the General Ledger system by means of a banner across the top of the screen indicating

\*\* GENERAL LEDGER MENU \*\*

## DISKETTES USED

---

MST001  
SYS001  
SYS002

DAT001 (use your practice diskette during learning)

BKD001 (use your practice diskette during learning)

One new blank diskette for making a new data diskette.

Your diskettes marked BKM001, BKS001, and BKS002 should be kept in their binder for emergencies.

## STARTING UP

---

If this is the first time you are using the G/L system, the next step will precede your being taken to the G/L Menu. This routine is called General Ledger Startup. With it, you give the Apple all the information it needs to process your General Ledger accounting.

NOTE: Be aware that you will only be able to experience this G/L Startup procedure one time for the practice session and one time when you begin using the system for your own business.

You will be notified that you are at the Startup procedure by a screen which says

```
      ** GENERAL LEDGER STARTUP **  
WELCOME TO THE APPLE GENERAL BUSINESS SYSTEM  
      GENERAL LEDGER SYSTEM
```

You are asked to

```
ENTER YOUR FISCAL YEAR-END DATE  
(MM/DD/YY) 00/00/00
```

Enter your correct date. For this practice session, enter 12/31/79. You will not be able to change this date once you have finished the real Startup session. This date must be the same for the other systems -- A/R and A/P -- should you use them with the G/L system. You are next asked

```
IS THIS ENTRY CORRECT? .
```

\* Experiment by entering N. When finished, enter Y to proceed. The next instruction you see is

```
ENTER YOUR PRIOR MONTH-END DATE  
(MM/DD/YY) 00/00/00
```

This refers to your last accounting month before putting your books on your Apple. This is to allow you to load the account balances into the computer. During this practice session, enter 06/30/79. The month-end date must be within the 12 months prior to the fiscal year-end date. You are then asked

```
IS THIS ENTRY CORRECT? .
```

Enter Y. Again, your entries are posted. Next,

IF YOU CHOOSE NOT TO USE THE  
CONTROLLER'S SUPPLIED CHART OF ACCOUNTS,  
YOU MUST PROVIDE YOUR OWN CHART OF  
ACCOUNTS. REFER TO YOUR USER'S MANUAL  
FOR FURTHER INFORMATION

\*

DO YOU WANT TO USE THE  
CHART OF ACCOUNTS AS PROVIDED? .

During practice, enter Y for Yes. Later you will print a list of this Chart of Accounts. When you are ready to use The Controller for your business data, evaluate the provided Chart of Accounts (found in Appendix A) with your accountant for its suitability to your business. If you answer N to this question, the provided Chart of Accounts will be erased from the diskette and you will have to create your own Chart of Accounts from scratch.

You'll be asked to verify whether your entry is correct. The next screen says

ENTER YOUR COMPANY NAME  
COMPANY NAME.....

with the cursor flashing over the letter C. For this practice session, enter the following name by typing directly over the words "COMPANY NAME"  
SAMPLE COMPANY 1

You are asked

IS THIS ENTRY CORRECT? .

Enter N to see what happens. When you are ready to proceed, enter Y.

WILL YOU BE USING DEPARTMENTS? N

with the default of N (No) provided. If you answer N, the next question would ask if you will be using Accounts Receivable. For practice with departments, answer Y, and the next question on your screen is

ARE YOU USING DEPARTMENT 0? .

The question expects a Y or N. Answer Y so that during practice you can use department number 0. You may use up to 10 departments with The Controller system, numbered from 0 to 9. Press RETURN and the next question is

ARE YOU USING DEPARTMENT 1? .

This will go on until you are asked about Department 9. For learning purposes, answer Y to department numbers 1 and 2 and N to departments 3

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to 9. Later, you will have to add special account numbers for departments 1 and 2 to the G/L Chart of Accounts. The next question

WILL YOU BE USING  
ACCOUNTS RECEIVABLE? N

with the default value of N provided. For this learning session, press RETURN to accept the default. If you answer Y, there are certain conditions you must take into consideration if you are using departments. These conditions are covered in the chapters "SETTING UP GENERAL LEDGER" and "SETTING UP ACCOUNTS RECEIVABLE".

The next question

WILL YOU BE USING  
ACCOUNTS PAYABLE? N

has the default answer of N provided. For this learning session, press RETURN to accept the default.

You'll now be instructed to turn on the printer and align the paper. Do so, and press RETURN. Your Current System Status report of the customizing features of your business will be printed.

Immediately after your report is completed, you are shown the

**\*\* G/L CUSTOMIZING FEATURES MENU \*\***

FISCAL YEAR-END	CURRENT MONTH-END
12/31/79	6/30/79

1. CHANGE CUSTOMIZING FEATURES
2. PRINT CUSTOMIZING FEATURES
3. RETURN TO G/L MENU

ENTER YOUR SELECTION -> .

Selection 1 will allow you to change any of the customizing features with the exception of the two dates at the top of the G/L Customizing Features Menu, and whether or not you are using the supplied Chart of Accounts. Selection 2 will print out once again your report of how you have customized your business. Choose selection 3, and the General Ledger Menu options will be displayed.



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## GENERAL LEDGER MENU

---

\*\* GENERAL LEDGER MENU \*\*

TODAY'S DATE MM/DD/YY

1. CHART OF ACCOUNTS
2. STANDARD ENTRIES
3. JOURNAL ENTRIES
4. TRANSFER JOURNALS
5. TRIAL BALANCE
6. BALANCE SHEET
7. INCOME STATEMENT
8. CLOSE MONTH
9. CUSTOMIZING FEATURES
10. UTILITIES
11. CHANGE TODAY'S DATE
12. RETURN TO THE CONTROLLER

ENTER YOUR SELECTION -> ..

1. CHART OF ACCOUNTS allows you to change the Chart of Accounts by adding, changing and removing accounts, and to print and display accounts on the screen. If you plan to use a different Chart of Accounts than the one provided, you should consult your accountant on the changes.

2. STANDARD ENTRIES are entries comprised of the same amounts posted to the same accounts each month, such as rent. Once these are established, you only have to post them, as a batch, once each month. This eliminates the need to type in the entries each month. You can add, change, remove, print and post the standard entries.

3. JOURNAL ENTRIES is the easiest way to make entries to the General Ledger without using other systems such as Accounts Payable or Accounts Receivable. You will use this option to "load" initial balances when you set up General Ledger for your business. Processing options include adding, changing, removing, printing and posting entries.

4. TRANSFER JOURNALS transfers data from the A/P and A/R systems into the General Ledger system. If you are not using Accounts Payable and/or Accounts Receivable, you will not be using Transfer Journals.

5. TRIAL BALANCE is used to show that the total debits equal the total credits. Trial Balance may be run any time you choose provided there are no unposted Journal Entries. The Trial Balance option will produce both summarized and detailed reports.

6. BALANCE SHEET is used to show the financial health or status of a business at any specific time. The Balance Sheet program can produce both a summarized and a detailed report.

7. INCOME STATEMENT illustrates the revenues and expenses of your company over a period of time. The Income Statement is often known as "the bottom line" or the Profit and Loss Statement. The program will print a summarized and a detailed report.
8. CLOSE MONTH begins the process that ends each monthly business cycle. Before you are allowed to close the month for G/L, you will be required to process certain menu options and print specific reports. Closing the month will also initiate closing the year when the month-end and fiscal year-end coincide.
9. CUSTOMIZING FEATURES allows you to tailor the Apple's processing to your business accounting situation. This includes changing your company name, plus all other features you customized during G/L Startup except for the fiscal year-end and current month-end dates.
10. UTILITIES is a set of programs for copying and restoring diskettes. Utilities also includes a selection which displays the amount of available space you have used for your data and how much remains.
11. CHANGE TODAY'S DATE allows you to change the current date each day that you use the system. The date entered will appear on all reports until you change it.
12. RETURN TO THE CONTROLLER returns you to The Controller Menu.

While you are learning to use this system, we recommend that each option be attempted and mastered. The recommended sequence for the instructional phase is:

9. CUSTOMIZING FEATURES
  1. CHART OF ACCOUNTS
  3. JOURNAL ENTRIES
  2. STANDARD ENTRIES
  4. TRANSFER JOURNALS
  5. TRIAL BALANCE
  6. BALANCE SHEET
  7. INCOME STATEMENT
  8. CLOSE MONTH

When you have learned to use the General Ledger Menu, your business use of the system will not always use the menu selections in the same order as the instructional phase.

## G/L CUSTOMIZING FEATURES

Using Customizing Features, you instruct The Controller to process your General Ledger data according to your business needs. Each of the three systems in The Controller (General Ledger, Accounts Receivable and Accounts Payable) has its own set of Customizing Features -- it is important to remember that certain features must be consistent from system to system.

There are two ways to reach Customizing Features for G/L. The first time you use the G/L system, the G/L Startup procedure will automatically take you through the Customizing Features. The second way is by making selection 9, CUSTOMIZING FEATURES from the General Ledger Menu.

Since you have already used it once (during G/L Startup), you will most likely not make any changes during this practice use of Customizing Features.

\*

With the G/L Menu displayed on the screen, choose Selection 9, CUSTOMIZING FEATURES.

You will see on the screen the G/L Customizing Features Menu. Choose selection 1, CHANGE CUSTOMIZING FEATURES.

The system will then ask you to

```
ENTER YOUR COMPANY NAME
SAMPLE COMPANY 1.....
```

The company name shown is the name you were instructed to enter during G/L Startup. You may accept it as it is by pressing RETURN, or change it by typing over the name. You are then asked

```
IS THIS ENTRY CORRECT? .
```

Enter Y and the next question appears

```
WILL YOU BE USING DEPARTMENTS? Y
```

Accept the default of Y (this is carried over from Startup), and press RETURN. You could now re-customize your department numbers if you wished. For the instructional examples used in this manual, retain use of departments 0, 1 and 2. After you have examined the departments you specified, you are asked

```
WILL YOU BE USING
ACCOUNTS RECEIVABLE? N
```

For this learning phase, accept the default, and press RETURN. Next you are asked

```
WILL YOU BE USING
ACCOUNTS PAYABLE? N
```

For this learning phase, accept the default, and press RETURN.

When you see the message about turning on the printer, press ESC and you'll be returned to the G/L Customizing Features Menu. Choose selection 3, RETURN TO G/L MENU, and press RETURN.

## G/L CHART OF ACCOUNTS

The Chart of Accounts is a list of the accounts into which your business transactions are classified or recorded. The account numbers are arranged into logical ranges by type of account. For example, all Assets are grouped, all Liabilities are grouped, etc. By accepting the Chart of Accounts as provided, making only necessary changes, you will not have to type in a complete one of your own. In this chapter, you will print the Chart of Accounts as provided. Examine it to see that it suits your business needs. You may have up to 250 accounts.

Each account has a five digit number; the fifth, or rightmost digit, is for the department number if your business is departmentalized. Only revenue and expense accounts should be broken down by department. (Those in the account number range of 40000 and above.)

### \*\* CHART OF ACCOUNTS MENU \*\*

1. ADD ACCOUNT
2. CHANGE ACCOUNT
3. REMOVE ACCOUNT
4. PRINT ACCOUNTS
5. PRINT CHANGED ACCOUNTS ONLY
6. DISPLAY ACCOUNTS
7. RETURN TO G/L MENU

1. ADD ACCOUNT allows you to add another account to the Chart of Accounts. For example, you could add a specific account number for a specific asset or liability. Even using the Chart of Accounts as provided, you will need to add certain accounts if you use A/R and A/P with General Ledger. The Chart of Accounts may have up to 250 accounts.

\* 2. CHANGE ACCOUNT lets you change descriptive information of any account in the Chart of Accounts.

\* 3. REMOVE ACCOUNT is the option you will choose when you have eliminated an account from your business and want to remove the corresponding account number from the Chart of Accounts. Only accounts that do not have a balance or have never had a balance during the current year can be removed. Your two Retained Earnings accounts (39980 and 39990) cannot be removed. They are used by The Controller to process, save and report the profit or loss your business is generating. Account 39980 can have G/L Journal entries posted to it. Account 39990 is accessible only to The Controller, except for description changes.

\* An attempt to remove Accounts 39980 and 39990 will result in an INVALID ACCOUNT NUMBER message on the screen. This message does not mean these accounts don't exist, but only that you cannot change or remove them.

4. PRINT ACCOUNTS will print the complete Chart of Accounts.

5. PRINT CHANGED ACCOUNTS ONLY is an alternative to selection 4. This option prints only those accounts that have been modified (via ADD, CHANGE or REMOVE ACCOUNT) since the last printing of this report.
6. DISPLAY ACCOUNTS lets you display any range of account numbers on the monitor screen. You might use this option instead of the print options to verify changes made to the Chart of Accounts.
7. RETURN TO THE G/L MENU returns you to the G/L Menu.

While you are learning to use the Chart of Accounts, we recommend that each option be attempted and mastered. The sequence we recommend for the instructional phase is

4. PRINT ACCOUNTS
1. ADD ACCOUNT
2. CHANGE ACCOUNT
3. REMOVE ACCOUNT
5. PRINT CHANGED ACCOUNTS ONLY
6. DISPLAY ACCOUNTS

When you have learned to use the Chart of Accounts, your business use of the Chart of Accounts will not always follow the same path as the instructional phase.

With the G/L Menu displayed upon the screen, choose selection 1, CHART OF ACCOUNTS, and you will see the Chart of Accounts Menu that was described above. From this menu, choose selection 4, PRINT ACCOUNTS.

The question appears

DO YOU WANT BALANCES PRINTED? .

Enter Y to indicate you want to print the complete Chart of Accounts, showing the balances for each account. You are told to verify that the printer is on, that the paper is aligned, and to press RETURN. The report will now be printed. After a few accounts have been printed, press the key marked ESC. Notice that the printing stops and you are again shown the Chart of Accounts Menu. There is a new option on the menu, selection 8, CONTINUE PROCESSING. Make this selection and the report will continue printing from the point at which it was interrupted.

Let the entire report print so that you have a record on paper of the Chart of Accounts that is provided with The Controller. Take a break -- it will take some time.

NOTE: Although you did not post to Account 39980, Retained Earnings - PRV YEAR, it will be listed in the Chart of Accounts. The description of Account 39990, in the section G/L TRIAL BALANCE, applies to Account 39980 also, however Account 39980 is only posted to at year's end.

\*

While the Chart of Accounts is printing, take a look at the account ranges within the Chart of Accounts.

## Chart of Accounts Ranges

### 10000-19999 ASSETS:

10000-14999 CURRENT ASSETS  
10000-10999 CASH  
11000-11999 RECEIVABLES  
12000-12999 INVENTORIES  
13000-13999 PREPAID EXPENSES  
14000-14999 OTHER CURRENT ASSETS  
15000-15999 INVESTMENTS  
16000-16499 PLANT, PROPERTY AND EQUIPMENT  
16500-16999 ACCUMULATED DEPRECIATION/AMORTIZATION  
17000-17999 INTANGIBLE ASSETS  
18000-19999 OTHER ASSETS

### 20000-29999 LIABILITIES:

20000-24999 CURRENT LIABILITIES  
25000-29999 LONG TERM LIABILITIES

### 30000-39999 EQUITY:

30000-38999 ALL EQUITY ACCOUNTS  
39000-39979 RETAINED EARNINGS  
39980 RETAINED EARNINGS - PRV YEARS (PARTIALLY AVAILABLE)  
39990 RETAINED EARNINGS - CURR YEAR (PARTIALLY AVAILABLE)

### 40000-49999 REVENUE:

40000-43999 OPERATING REVENUE  
44000-46999 COST OF SALES  
47000-49999 OTHER REVENUE

### 50000-69999 EXPENSES

50000-59999 OPERATING EXPENSES  
60000-69999 OTHER EXPENSES

When you add or change accounts, or if you create your own Chart of Accounts, you must use the ranges specified here. The Controller is designed to function within these ranges.

When the report has finished printing, the Chart of Accounts Menu is displayed on the screen. Choose selection 1, ADD ACCOUNT, and you are prompted to supply the

ACCOUNT NO .....

The account number must be within the appropriate range for the type of account you are adding. (It's not acceptable to leave this blank.)

Enter

16210

an account number that will be for buildings. This account number fits the range of Assets: Plant, Property, Equipment.

Next you are prompted for the description. Enter

BUILDING #1

(A blank description will not be accepted.) You are asked

IS THIS ENTRY CORRECT? .

Since it is, enter Y. You are then prompted to enter another account number.

Enter 16100, an account number for land. This entry will produce a message

ACCOUNT ALREADY EXISTS

PRESS 'RETURN' KEY TO CONTINUE

Let's re-enter the account number as 16110. This is accepted and you can now enter the description PASTURE. Again, you are prompted, IS THIS ENTRY CORRECT? Enter Y.

Practice entering two more accounts and their descriptions:

50320 SALARIES--COOKS

50330 SALARIES--BOTTLE WASHERS

Because you specified that you are using departments 0, 1 and 2 during G/L Startup, it is necessary to add some accounts for these department numbers. The last digit of any revenue or expense account number is used for the department number. For each department you specify, you must add separate account numbers for the descriptions SALES-MERCHANDISE, SALES-OTHER, SALES RETURNS/ALLOWANCES, SALES/TERMS DISCOUNT and FINANCE CHARGES. On the provided Chart of Accounts, the account number for SALES-MERCHANDISE is 40100, for SALES-OTHER is 40200, for SALES RETURNS/ALLOWANCES is 40300 for SALES/TERMS DISCOUNT is 40400 and for FINANCE CHARGES IS 47100. These account numbers take care of department number 0.

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Now add these accounts for the other two departments:

### DEPARTMENT 1:

40101 SALES-MERCHANDISE  
40201 SALES-OTHER  
40301 SALES RETURNS/ALLOWANCES  
40401 SALES/TERMS DISCOUNT  
47101 FINANCE CHARGES

### DEPARTMENT 2:

40102 SALES-MERCHANDISE  
40202 SALES-OTHER  
40302 SALES RETURNS/ALLOWANCES  
40402 SALES/TERMS DISCOUNT  
47102 FINANCE CHARGES

Notice that the last digit of the account number is the department number. An Income Statement can be printed for each department.

Press ESC to escape from the ADD ACCOUNT routine. You are returned to the Chart of Accounts Menu.

Suppose you realize that the asset you described as PASTURE was really not a PASTURE but a COW PALACE. To correct this situation, choose selection 2, CHANGE ACCOUNT from the Chart of Accounts Menu. Do that now.

Enter the account number for PASTURE. For now, remember that it was 16110. Later on, you will realize that you do not need a photographic memory to use this selection. The description appears with the cursor at the first letter of the description.

Type in  
COW PALACE  
and press RETURN.

As before, you are asked IS THIS ENTRY CORRECT? Enter Y. Press ESC to escape from the CHANGE ACCOUNT option.

Back at the Chart of Accounts Menu, you suddenly remember that you had decided not to buy the COW PALACE!!! The option for resolving this is selection 3, REMOVE ACCOUNT.

The REMOVE ACCOUNT screen looks almost like the screens for adding and changing accounts. Once again, enter 16110, to remove the COW PALACE from the Chart of Accounts. The description for that account number



appears to insure that you are removing the proper account. Since it is the account you wish to remove, enter Y to the question

REMOVE THIS ACCOUNT? .

Since you have nothing else to remove, press ESC to return to the Chart of Accounts Menu.

If you would like to verify the additions, changes, and the account removal, choose selection 5, PRINT CHANGED ACCOUNTS ONLY. Do so now. The system will display the standard SORT message. Do not interrupt the Apple during the sorting. When the sorting is complete, you are asked to verify that the printer is on, that the paper is aligned and to press RETURN to continue. The report will now be printed.

The report will show only those accounts added, changed or removed since the last time you printed this report. Following the printing of the report, you are returned to the Chart of Accounts Menu.

Choose selection 6, DISPLAY ACCOUNTS. You are then asked to

ENTER BEGINNING ACCOUNT NUMBER 100000

with 100000 as the default. Accept the default, and press RETURN. You are asked to enter the

ENDING ACCOUNT NUMBER 69999

with 69999 as the default. Press RETURN to accept the default.

Using the default account numbers will cause the display of all accounts, because 100000 is the lowest possible account number, and 69999 is the largest possible account number.

On the screen, The Controller will display all accounts. These are the accounts in the Chart of Accounts as it is provided, plus the accounts you have added. You are shown pages, or screenfuls, of the accounts. Press RETURN to view the next page of accounts. When you have seen enough, press ESC to return to the Chart of Accounts Menu.

Choose selection 7, RETURN TO G/L MENU, and you will return to the G/L Menu.

## Possible Problems—Solutions

### ACCOUNT DOES NOT EXIST

You have entered an account number that is not in the Chart of Accounts. You must either add it or re-enter with an existing account number.

### INVALID ACCOUNT NUMBER

You have entered an account number outside the range 100000-69999, or you have tried to remove a protected account. Press RETURN and re-enter.

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### ACCOUNT ALREADY EXISTS

You are attempting to enter an account that already exists. Press RETURN and re-enter.

### ACCOUNT IS PROTECTED

This account has been made part of Accounts Receivable or Accounts Payable. The account cannot be removed.

### XXX IS GREATER THAN XXX

The first number entered is greater than the second. Press RETURN and re-enter.

### NO ACCOUNTS TO PRINT

You have attempted to print or display a group of accounts that do not exist. Check the beginning and ending numbers that you have entered.

### ACCOUNTS CANNOT BE REMOVED AT THIS TIME.

### PREVIOUS ENTRIES MUST BE POSTED

You are never permitted to remove any account from the Chart of Accounts if there is a batch that is open. You must post the open batch, and then remove the account.

### CHART OF ACCOUNTS FILE IS FULL. ALL RECORDS HAVE BEEN USED. ACCOUNTS CANNOT BE ADDED UNTIL SOME HAVE BEEN REMOVED AND A CHART OF ACCOUNTS CHANGES REPORT PRINTED

There is no more room in your Chart of Accounts. Remove some accounts, choose selection 5, PRINT CHANGED ACCOUNTS ONLY, and print the report.

You may then add more accounts until the file limitation of 250 accounts is reached.

### INVALID DESCRIPTION

You cannot leave the description blank. Press RETURN and re-enter.

## G/L JOURNAL ENTRIES

You will use Journal Entries to enter your data into the General Ledger system. You will also use it to enter, or "load", your existing balances when you set up your books on the Apple. Processing options for Journal Entries include adding, changing, removing, printing and posting entries. The maximum number of Journal Entries that can be stored by The Controller at any one time is 10000; however, we recommend that you not exceed 750.

NOTE: The Controller stores these entries with any transferred entries from A/R and A/P (if you are using them). You should frequently use the FILE ALLOCATION program explained in the "UTILITIES" chapter to check the number of entries recorded in the file called "TRANSACTIONS".

You can post Journal Entries to account 39980 (Retained Earnings-Prv Years) but you cannot post them to account 39990 (Retained Earnings-Curr Year). Posting to your Retained Earnings-Prv Year account, 39980,

is not a normal accounting practice; consult your accountant if you choose to do so.

\*\* JOURNAL ENTRY MENU \*\*

TOTAL DEBITS	TOTAL CREDITS
.00	.00

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
4. PRINT ENTRIES
5. POST ENTRIES
6. RETURN TO G/L MENU

1. ADD ENTRIES allows you to make Journal Entries into a batch, or group, of entries that will be processed together. The maximum number of entries per batch is 250, although the recommended limit is 100. The batch must be within the current month or two months in the future.

2. CHANGE ENTRIES is used after a Journal Entry has been made and during the review of the entries before the entries are posted. CHANGE ENTRIES would be used to modify the data.

3. REMOVE ENTRIES is used to remove an entry from the batch of Journal Entries.

4. PRINT ENTRIES will generate the General Journal Report. You are required to print this report before posting the Journal Entries.

5. POST ENTRIES will post each batch of Journal Entries to the General Ledger. You will automatically be taken to the DISKETTE COPY program following the posting of Journal Entries to back up your data diskette.

6. RETURN TO G/L MENU returns you to the G/L Menu.

While you are learning to use the Journal Entry Menu, you should become familiar with each option. The recommended sequence for the instructional phase is:

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
4. PRINT ENTRIES
5. POST ENTRIES

When you have learned to use the Journal Entry Menu, your business use of the system will not always follow the same path as the instructional phase.

With the G/L Menu displayed on the screen, choose selection 3, JOURNAL ENTRIES.

The first step in using Journal Entries is to compile all data you are going to enter into a "batch". For example, these may be your transactions for one day concerning sales, purchases, interest on debts, revenue from service to customers and so on. Every Journal must balance.

You are first informed that there are

NO ACTIVE ENTRIES IN BATCH.  
ENTER BATCH DATE .....

Enter  
06/27/79

The batch date must be within the current month-ending date or two future months. All entries for the batch must be within the month of batch date entered.

Next you are asked

IS THIS ENTRY CORRECT? .

Enter Y.

The Journal Entry Menu now appears on the screen. At the top of the menu, columns appear for TOTAL DEBITS and TOTAL CREDITS. Both have current values of .00. Total debits must always equal the total credits before you can post.

Choose selection 1, ADD ENTRIES. The ADD JOURNAL ENTRIES screen appears with an entry number provided by the Apple. You are first prompted to supply the journal number, which can be any number from 1 to 999. This number identifies transactions as belonging to a subgroup within the batch. For example, all figures concerning the payroll checks issued on a particular payday may be in one particular journal, and the next journal may consist of all interest expenses. The number you enter will be the default journal number for subsequent entries, until you change it.

JRNL NO GL...

Enter  
1

Next you supply the account number for the transaction. Enter  
40100

The computer will supply the type of account and a description for this account.

(REVENUE)  
SALES-MERCHANDISE

For the first entry in a batch, the default date will be the batch

date. The default date for succeeding entries will be the same as the previous entry's date. The default date shown is

06/27/79

Press RETURN to accept the default for the date. The next prompt is for a description of the entry.

DESCR.....

Enter  
SALE TO APPLE COMPUTER

Next you must enter the amount of the transaction, which in this case will be entered as a credit. First press RETURN and the cursor will move to the CREDIT column. Then enter the amount of the sale, \$100.00, by typing

10000

You are then asked

IS THIS ENTRY CORRECT? .

Enter Y.

Now make the following entries:

Entry No 2

JRNL NO .....GL001 (default)

ACCT NO .....40200

DATE .....06/27/79 (default)

DESCR.....SALE TO IBM

AMOUNT.....CREDIT \$100.00 (Press RETURN first to put the cursor in the CREDIT column.)

Entry No 3 (to offset and balance Entries 1 and 2)

JRNL NO .....GL001 (default)

ACCT NO .....11100

DATE .....06/27/79 (default)

DESCR .....ACCOUNTS RECV. GL001

AMOUNT .....DEBIT \$200.00

Entry Numbers 4 and 5 will be made to another journal number.

Entry No 4

JRNL NO .....GL002

ACCT NO .....50100

DATE .....06/30/79

DESCR.....SALARIES PERIOD JUNE

AMOUNT.....DEBIT \$1000.00

Entry No 5  
JRNL NO .....GL002 (default)  
ACCT NO .....10100  
DATE .....06/30/79 (default)  
DESCR .....PAY SALARIES 06/30/79  
AMOUNT .....CREDIT \$1000.00 (press RETURN first)

When you have entered these items, press ESC to return to the Journal Entry Menu. Check that the total debits equal the total credits.

NOTE: Pressing ESC before answering Y to IS THIS ENTRY CORRECT? will prevent the last entry from being added.

Choose selection 2, CHANGE ENTRIES.

You are prompted to supply the entry number. Enter 1 for the entry number.

All data for this entry is displayed. You can choose to change any line. Choose 4, DESCR, and change the description to SALE TO WANG COMPUTER

Respond Y to the question IS THIS ENTRY CORRECT? Press ESC to get out of the CHANGE ENTRY routine.

Choosing selection 3, REMOVE ENTRIES, allows you to remove any entry you wish. By removing an entry, debits will no longer equal credits; you will need to either adjust or remove an offsetting entry. Practice with this option now. You can always re-enter the sample data you used during ADD ENTRIES.

Choose selection 4, PRINT ENTRIES. The standard sorting message is displayed. You are instructed to verify that the printer is on, that the paper is aligned and to press RETURN to continue. Your report will be prepared. You are returned to the Journal Entry Menu when the report is completed.

Choose selection 5, POST ENTRIES. You are informed that

YOUR ENTRIES ARE NOW BEING POSTED.  
DO NOT INTERRUPT!

Following the end of posting, you are taken through the procedures to back up the data on the DAT001 diskette.

You are informed

YOUR DATA DISKETTE WILL  
NOW BE COPIED.

and then instructed to

INSERT THE DISKETTE MARKED BKD001  
IN DRIVE 1.

After pressing RETURN, you see the message

YOUR DISKETTE IS NOW BEING COPIED  
DO NOT INTERRUPT!

When copying is completed, you are instructed to

INSERT THE DISKETTE MARKED SYS001  
IN DRIVE 1.

and you are returned to the G/L Menu.

## Possible Problems—Solutions

### ACCOUNT DOES NOT EXIST

Account Number entered does not exist. Enter an existing account, or add an appropriate account through Chart of Accounts on the General Ledger Menu.

### BATCH DATE IS INVALID

The date you entered is not a valid calendar date or is incorrectly entered. You must re-enter the date.

### BATCH DATE OUT OF RANGE

Date entered is not within the current month or two future months. Re-enter date.

### BATCH IS NOT IN BALANCE

Debits do not equal credits; check entries and make the batch balance.

### ENTRIES MUST BE PRINTED

Posting cannot take place until entries are printed. Choose selection 4, PRINT ENTRIES, on Journal Entry Menu.

### ENTRY DOES NOT EXIST

Entry requested does not exist. Re-enter different entry number.

### ENTRY DATE OUT OF RANGE

Date entered is not within the same month as batch date.

MORE ENTRIES TO THIS BATCH WILL EXCEED THE MONTHLY TRANSACTION LIMIT.  
NEW ENTRIES CANNOT BE ADDED UNTIL THIS BATCH IS POSTED AND MONTH-END PROCESSED.

You cannot make additional entries to this batch or your G/L transaction limit of 10000 will be exceeded. You must post this batch, and process CLOSE MONTH before beginning a new batch. Make the accounting adjustments needed since these entries will not appear on this current month's reports. Remember that any time your batch date is greater than the current month-end date, the journal entries within that future month will not show up on any G/L reports until your current month-end falls within that month. Press RETURN to be taken to the JOURNAL ENTRY MENU.

- \* THE BATCH FILE IS FULL. ALL RECORDS HAVE BEEN USED. JOURNAL ENTRIES CANNOT BE ADDED UNTIL THIS BATCH HAS BEEN POSTED. The file limitation of 250 entries has been reached. You must post this batch before making new entries. Press RETURN to be taken to the JOURNAL ENTRY MENU.

## G/L STANDARD ENTRIES

Standard Entries are entries made each month to the same account for the same amount. You add these entries once and then post them once each month as a standard batch of entries. Typical items for standard entries are rent, periodicals paid monthly, dues, contributions, or any particular entry that occurs in exactly the same form every month. Processing options include adding, changing, removing, printing, displaying and posting entries. The maximum number of standard entries you may have is 100.

\*

### \*\* STANDARD ENTRY MENU \*\*

TOTAL DEBITS            TOTAL CREDITS

.00

.00

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
4. PRINT ENTRIES
5. DISPLAY ENTRIES
6. POST ENTRIES
7. RETURN TO G/L MENU

\*

1. ADD ENTRIES is the selection you will use to add each standard entry. The maximum number of standard entries is 100.
2. CHANGE ENTRIES lets you make changes to the standard entries you have added if data for an entry should change.
3. REMOVE ENTRIES is the way you will remove an entry if your business changes in such a way that you no longer need that standard entry.
4. PRINT ENTRIES prints the Standard Entries Journal.
5. DISPLAY ENTRIES can be used during the add, change, and remove entries procedures to verify the alterations you make.
6. POST ENTRIES prints the Standard Entries Journal and posts the Standard Entries to the General Ledger. You are required to post before you close the month. Following posting, you are taken to the DISKETTE COPY program to back up your data diskette.
7. RETURN TO G/L MENU will return you to the General Ledger Menu.



While you are learning to use the Standard Entry Menu, we recommend that you become familiar with each option. The recommended sequence for the instructional phase is:

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
4. PRINT ENTRIES
5. DISPLAY ENTRIES
6. POST ENTRIES

When you have learned to use the Standard Entry Menu, your business use of the system will not always follow the same path as the instructional phase.

With the G/L Menu displayed on the screen, choose Selection 2, STANDARD ENTRIES.

Notice that the Standard Entry Menu displays columns for both total debits and total credits. At this time, these will both be .00, since no entries have been made yet.

Choose selection 1, ADD ENTRIES.

The ADD STANDARD ENTRIES screen will appear with an Entry Number, which is supplied by the Apple. There are entry fields for an account number, description, and an amount to be entered either as a debit or a credit.

The Apple has assigned Entry No 1. Enter 52100 for the account number. Your Apple provides the category information (Expense) and the description, RENT. These are taken from the Chart of Accounts. You are prompted for a description of the transaction made to that account; in this case, enter  
OFFICE RENT

Then you are prompted to provide the amount of the transaction, either as a debit or a credit. Suppose you pay \$250.00 for your office space every month. Enter this amount as  
25000  
and as a DEBIT amount. The Apple will provide the decimal point. When asked

IS THIS ENTRY CORRECT? .

Enter Y.

You must provide an offsetting entry to keep the debits in balance with the credits. Thus, for Entry No 2, enter

10100

for ACCT NO, and then enter

RENT PAYMENT

for DESCRIPTION and

25000

as the CREDIT amount. Credits are entered by first pressing RETURN,

causing the cursor to move to the CREDIT column, and then entering the amount. Answer Y to the question

IS THIS ENTRY CORRECT? .

Make two more entries

51100....ACCT NO  
JOE JONES/ATTORNEY....DESCRIPTION  
7500.....AMOUNT OF DEBIT

10100...ACCT NO  
PAY ATTORNEY....DESCRIPTION  
7500...AMOUNT OF CREDIT

In each case, you are asked IS THIS ENTRY CORRECT? You must respond before continuing. Then press ESC to return to the Standard Entry Menu. When the menu appears on the screen, note that total debits equal total credits.

Choose selection 2, CHANGE ENTRIES. You are prompted to supply the entry number. Enter 3. You are then asked

CHANGE WHICH SELECTION? .

Enter 3, since the attorney raised his rates. The information you previously entered is displayed. Type  
10000

over the amount shown and verify to the computer that the entry is correct. You must now make the offsetting entry. Enter 4 for the entry number of the next entry to be changed. Change selection 3, by entering 3. When the cursor moves to the amount, change it by typing over it  
10000

Press ESC to return to the Standard Entry Menu. Note that the debits and credits have been increased, and still balance.

To change a debit to a credit, specify that you want to change the amount, then type 0 over the amount in the debit column. The debit field will be made blank and the cursor will appear under the credit field, ready for you to enter the amount. Reverse these directions to change a credit to a debit.

Choose selection 3, REMOVE ENTRIES. Suppose you no longer need your attorney. You will want to remove entries 3 and 4. Go ahead and do this according to the instructions on the screen.

Press ESC to return to the Standard Entry Menu.

Choose selection 4, PRINT ENTRIES to verify that the standard entries you've made are correct. You are prompted to

ENTER JOURNAL NUMBER SE ..

Enter 1. The SE stands for Standard Entries and the journal number can be any number from 1 to 999. You are next prompted to

ENTER JOURNAL DATE  
(MM/DD/YY) 00/00/00

Enter  
06/27/79  
then enter Y when you are asked IS THIS ENTRY CORRECT? .

You are next instructed to verify that the printer is on, that the paper is aligned and to press RETURN to continue. Your report will now be prepared. Any account printed with an asterisk must be added to your Chart of Accounts. When the report is finished printing, you are returned to the Standard Entry Menu.

Choose selection 5, DISPLAY ENTRIES. This produces the same information as is on the report just printed, but it will appear on the screen. Any account displayed with a asterisk must be added to your Chart of Accounts before you can post your Standard Entries. Press RETURN to return to the Standard Entry Menu.

Choose selection 6, POST ENTRIES. You are prompted to

ENTER JOURNAL NUMBER SE 1..

Enter 1. The SE stands for Standard Entries and the journal number can be any number from 1 to 999. You will want to save this report for your audit trail. You are next prompted to

ENTER JOURNAL DATE  
(MM/DD/YY) 06/27/79

Enter  
06/27/79  
or accept the default date of 06/27/79 by pressing RETURN, then enter Y when you are asked IS THIS ENTRY CORRECT? .

As with the PRINT ENTRIES selection, you are instructed to verify that your printer is on and the paper is aligned. Press RETURN, and the Standard Entries Journal will be printed again, reflecting the corrections you made after studying your first printed journal. After the report is completed, instead of being returned to the Standard Entry Menu, you are asked

DO YOU WANT TO POST ENTRIES? .

Reply Y, and press RETURN. You are then informed that your Apple is computing, and then that computing is completed. The message appears that

YOUR ENTRIES ARE NOW BEING POSTED.  
DO NOT INTERRUPT!

When posting is completed, you are informed that

YOUR DATA DISKETTE WILL  
NOW BE COPIED.

and then instructed to

INSERT THE DISKETTE MARKED BKD001  
IN DRIVE 1.

You are told

YOUR DISKETTE IS NOW BEING COPIED.  
DO NOT INTERRUPT!

Do not touch your Apple or the disk drives until you are instructed to insert another diskette. When copying is completed, you are instructed to

INSERT THE DISKETTE MARKED SYS001  
IN DRIVE 1.

and you are automatically returned to the G/L Menu.

## Possible Problems—Solutions

### ACCOUNT DOES NOT EXIST

Account number is not in the Chart of Accounts. Either add the account number through the Chart of Accounts ADD ACCOUNT program, or correctly re-enter an existing account number.

### BATCH IS NOT IN BALANCE

- \* You have tried to post a batch that is not in balance. Printing will not take place, and you'll be returned to the Standard Entries Menu.

### ENTRY DOES NOT EXIST

You have requested an entry number that does not exist. Press RETURN and enter a different entry number.

### INVALID ACCOUNT NUMBER

You have entered an account number outside the range of 10000-69999, or you have entered a protected account. Press RETURN and re-enter.

### JOURNAL DATE IS INVALID

The journal date must be a valid calendar date. Press RETURN and re-enter the date.

## JOURNAL DATE OUT OF RANGE

The journal date must be within the current month and year. Press RETURN and re-enter.

## STANDARD ENTRIES HAVE ALREADY BEEN POSTED

You may only post Standard Entries once during the month.

## PREVIOUS ENTRIES MUST BE POSTED

An open batch of Journal Entries must be posted. The account numbers marked with asterisks on your report were not found in your chart of accounts. Before posting these standard entries, you must add these accounts to your chart of accounts. Press RETURN to continue. \*

## G/L TRANSFER JOURNALS

Transfer Journals, selection 4 on the General Ledger Menu, is used to transfer data from the Accounts Receivable and Accounts Payable systems. You will use Transfer Journals only if you specified during G/L Customizing Features that you are using Accounts Receivable and/or Accounts Payable with the General Ledger. Entries being transferred from A/R and A/P are grouped in a batch. This batch cannot exceed 250 entries for any one transfer.

NOTE: Use the FILE ALLOCATION program to examine the G/L TRANSFER batch size for A/R and for A/P. Remember that the number of entries shown in the USED columns for A/R and A/P will be added and the total cannot exceed 250 when you use Transfer Journals. Each diskette to be transferred must not contain more than 100 entries in the transfer batch. \*

Remember: In A/P, you will have no entries to transfer unless you have run and posted a Distribution Journal and/or a Disbursement Journal. In A/R, you may initiate the transfer process immediately following the posting of sales or payment entries. It is recommended that you transfer the journals before you close the month for G/L.

If you are following the practice instructions, you customized General Ledger so that you are not using the Accounts Receivable or Accounts Payable systems with it. The following directions will be of use to you when and if you are using the G/L system in conjunction with one or both of the others. Until then, skip to the next section on G/L Trial Balance.

With the G/L Menu displayed on the screen, choose selection 4, TRANSFER JOURNALS.

You will first be asked

DO YOU HAVE AN ACCOUNTS RECEIVABLE  
DISKETTE TO TRANSFER? .

If you are using the A/R system with G/L and you have data to transfer, enter Y, and press RETURN.

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---

You are instructed to

INSERT THE DISKETTE MARKED DAT006  
IN DRIVE 1.

This is the data diskette for Accounts Receivable. When The Controller starts transferring the journals you see the message

YOUR ENTRIES ARE NOW BEING TRANSFERRED.  
DO NOT INTERRUPT!

Do not touch the computer or the disk drives during the transfer. When the transfer is complete, you are asked

DO YOU HAVE ANOTHER ACCOUNTS RECEIVABLE  
DISKETTE TO TRANSFER? .

If you have a second, third, or even a ninth diskette, enter Y, and its data will be transferred. You would have occasion to answer Y if you were using more than one DAT006 diskette to contain your Accounts Receivable data. If you have only the single data diskette, answer N, and you will be asked

DO YOU HAVE AN ACCOUNTS PAYABLE  
DISKETTE TO TRANSFER? .

This prompt will only appear if you responded Y to the question "WILL YOU BE USING ACCOUNTS PAYABLE?" during Customizing Features. If you do, enter Y, and press RETURN.

You are instructed to

INSERT THE DISKETTE MARKED DAT011  
IN DRIVE 1.

This is the data diskette for Accounts Payable. You are informed that

YOUR ENTRIES ARE BEING TRANSFERRED.  
DO NOT INTERRUPT!

When the transfer is complete, you are instructed to

INSERT THE DISKETTE MARKED SYS001  
IN DRIVE 1.

You will automatically be taken to the JOURNAL ENTRIES program to print and post the transferred data. This processing is identical to the regular G/L Journal Entries procedures, except that the only available options are for printing and posting. Print the General Journal Report, and then post the entries. You will be taken to the DISKETTE COPY program, as usual, to back up your DAT001 diskette to your BKD001 diskette. When copying is completed, you are returned to the G/L Menu.

When you are reading the Detail Trial Balance or following an audit trail, it is helpful to understand how The Controller handles dates associated with the records coming through the Transfer Journals program.

Summarized records from batches in A/R and A/P are placed in the Transfer Journals file and given a journal date, which is determined by the 'Journal Date Rule'. According to the Journal Date Rule, this date will be either today's date or the current month-end date, whichever is earlier. If today's date does not fall within the A/R or A/P current month, then the month-end date is used for the journal date.

\*

When the transfer journals are sent to General Ledger, they may be from the current month, previous months, or from up to two months in the future. Once the transfer is completed, you are taken to the Journal Entries Menu, where you will print a General Journal Report. This Report lists all of the entries transferred, and their respective journal dates. The batch date assigned to these transferred entries will follow the 'Journal Date Rule' explained above.

\*

In one case, the journal date is altered when the entry reaches G/L. If the date in the transfer file is in a month prior to that of G/L, then the journal date will change, using the Journal Date Rule, based on General Ledger's today's date and month-end date.

\*

If a journal date for a transfer file does change after reaching G/L, the previous journal date will be shown in the last 8 characters of the journal description (e.g. PAY SALARIES 12/15/79 in the Detail Trial Balance Report).

\*

## Possible Problems—Solutions

JOURNAL ENTRIES CANNOT BE TRANSFERRED AT THIS TIME.

NO OTHER PACKAGES ARE BEING USED

When you customized General Ledger, you indicated that you were not using any other systems (such as A/P or A/R). To use the Transfer Journals program you must re-customize.

BATCH CANNOT BE TRANSFERRED. IT EXCEEDS THE MONTHLY TRANSACTIONS LIMIT  
This particular batch cannot be transferred because it would exceed the transaction limit of 10000. You may be able to transfer another diskette containing fewer entries. Otherwise you will have to process CLOSE MONTH in General Ledger before transferring the batch.

BATCH CANNOT BE TRANSFERRED. IT EXCEEDS THE TRANSFER FILE LIMITS  
You cannot transfer this particular batch at this time because it would exceed General Ledger's 250 entry limit for any one transfer. You must post the entries that now exist in General Ledger from previous transfers before posting this particular batch.

JOURNAL ENTRIES CANNOT BE TRANSFERRED AT THIS TIME. PREVIOUS ENTRIES MUST BE POSTED

You are not permitted to use the Transfer Journals program while you have an open batch created through General Ledger. Return to General Ledger and post your journal entries.

ENTRIES CANNOT BE TRANSFERRED AT THIS TIME. JOURNAL DATES ARE OUT OF RANGE. CURRENT MONTH IN G/L MUST BE CLOSED

You are allowed to transfer (to the General Ledger) entries for the current month, previous months and up to two months in advance. To transfer entries three months in advance, you must close the current month in General Ledger and enter the month-end date for the next consecutive month.

NO ENTRIES TO TRANSFER

There are no entries in the transfer file.

## G/L TRIAL BALANCE

The Trial Balance report shows that total debits equal the total credits and prints a detailed list of all journal entries for the month for you to verify before processing your final Balance Sheet. You may print a Trial Balance report any time as long as there are no unposted Journal Entries. Processing options include printing a summarized and detailed Trial Balance report. Debit balances are shown as positive numbers and credit balances are shown as negative numbers.

NOTE: The next two paragraphs contain a few important facts concerning account 3999Ø - RETAINED EARNINGS - CURR YEAR.

\* The Controller automatically recalculates the current profit or loss each time entries are posted to the General Ledger, and posts this amount to Account 3999Ø. This is a function that is internal to The Controller and beyond your control. Account 3999Ø can then be listed on the Balance Sheet so that the Retained Earnings section is always current.

\* The Trial Balance lists the current month's activity for all accounts, including revenues and expenses. Since the difference between your revenues and expenses always equals your current profit or loss, Account 3999Ø cannot be listed on the Trial Balance. If it were, profit/loss would be double stated. Therefore Account 3999Ø will never appear on a Trial Balance report.

\*\* TRIAL BALANCE MENU \*\*

1. SUMMARY REPORT
2. DETAIL REPORT
3. RETURN TO G/L MENU

1. SUMMARY REPORT prints a report of all accounts or a specified selection of account ranges. This report summarizes activity by account number and description.



2. DETAIL REPORT provides you with a report similar to the summary report. This report lists all transactions that have been posted to each account throughout the month, and prints the account totals. This report must be printed in its entirety before you can close the month for General Ledger.

3. RETURN TO G/L MENU returns you to the G/L Menu.

With the G/L Menu displayed on the screen, choose selection 5, TRIAL BALANCE.

You are instructed to

INSERT THE DISKETTE MARKED SYS002  
IN DRIVE 1.

After pressing RETURN, the Trial Balance Menu appears on the screen.

Choose selection 1, SUMMARY REPORT. You are instructed to

ENTER BEGINNING ACCOUNT NO 100000

with 100000, the lowest possible account number, as the default. Press RETURN to accept this default and then you must enter the

ENDING ACCOUNT NO 69999

with 69999, the largest account number possible, as the default. Press RETURN to accept the default.

The standard sorting message appears and you are instructed to verify that the printer is on, that the paper is aligned, and to press RETURN to continue.

Your report is printed. You can interrupt printing by using the ESC key. When you do this, you may resume printing with the new option which appears on the menu as selection 4, CONTINUE PROCESSING.

When the report is finished, you are returned to the Trial Balance Menu.

Choose selection 2, DETAIL REPORT. As in the SUMMARY REPORT, you are instructed to

ENTER BEGINNING ACCOUNT NUMBER 100000

and

ENDING ACCOUNT NUMBER 69999

with 100000 and 69999 as the defaults. In order to be permitted to close the month, you must accept the defaults by pressing RETURN for each prompt. Verify that the printer is on, the paper is aligned, and press RETURN to continue.

Since the Detail Trial Balance is one of the reports that must be printed in its entirety before the month can be closed, let this report print fully.

When printing is completed, you are returned to the Trial Balance Menu.

Choose selection 3, RETURN TO THE G/L MENU.

## Possible Problems—Solutions

XXXX IS GREATER THAN XXXX

You have entered a beginning account number that is greater than your ending account number. Press RETURN and change the incorrect account number.

A TRIAL BALANCE CANNOT BE GENERATED AT THIS TIME.

PREVIOUS ENTRIES MUST BE POSTED

You must post journal entries before you can print a Trial Balance. Press RETURN to go back to the G/L Menu. Choose selection 3, JOURNAL ENTRIES, and print and post the batch.

NO ENTRIES TO PRINT

\* There are not entries in the ranges you have indicated. Check the beginning and ending numbers you have entered. Remember that any time your batch date is greater than the current month-end date, the journal entries within the future months will not show up on any G/L report until your current month-end falls within that month.

## G/L BALANCE SHEET

\* The Balance Sheet is a report that shows assets, liabilities, and owner's equity at any specific time. This selection will allow you to print a summarized or detailed Balance Sheet.

\*\* BALANCE SHEET MENU \*\*

1. SUMMARY REPORT
2. DETAIL REPORT
3. RETURN TO G/L MENU

1. SUMMARY REPORT provides you with a summarized Balance Sheet. The detailed information for accounts is summarized under the account range headings such as Cash, Investments, Current Liabilities, etc.

\* 2. DETAIL REPORT prints a Balance Sheet showing greater detail on all accounts, if balance sheet accounts are in the specified ranges. Assets are listed in the order they can be converted to cash; liabilities are listed in the order they are due for payment. You must print this report in its entirety before closing the month for General Ledger.

3. RETURN TO G/L MENU returns you to the G/L Menu.

With the General Ledger Menu on the screen, choose selection 6, BALANCE SHEET, and then print the summary Balance Sheet by choosing selection 1, SUMMARY REPORT, from the Balance Sheet Menu.

The usual instructions for the printer appear. You may interrupt printing by pressing ESC; you can continue the printing by entering 4, CONTINUE PROCESSING.

When the report is finished and you have been returned to the Balance Sheet Menu, choose selection 2, DETAIL REPORT.

You have the option to interrupt printing and then resume, as with all reports for The Controller. You are required to print the full detail Balance Sheet before closing the month for G/L so print the complete report. Following printing, you are returned to the Balance Sheet Menu.

Choose selection 3, RETURN TO THE G/L MENU.

## Possible Problems—Solutions

A BALANCE SHEET CANNOT BE GENERATED AT THIS TIME.  
PREVIOUS ENTRIES MUST BE POSTED

There are unposted Journal Entries. Press RETURN to go back to the G/L Menu. Choose selection 3, JOURNAL ENTRIES, and print and post the batch.

NO ENTRIES TO PRINT

When your batch date is greater than the current month-end date, the journal entries within the future months will not show up on any G/L report until your current month-end falls within that month.

\*

## G/L INCOME STATEMENT

The Income Statement illustrates the revenue and expenses for your company during the year. The Income Statement is often called the Profit and Loss (or P&L) Statement. Processing options include printing of summarized and detailed Income Statement reports. The detailed Income Statement (with or without departments) must be printed before you can close the month for General Ledger.

\*\* INCOME STATEMENT MENU \*\*

1. SUMMARY REPORT
2. DETAIL REPORT
3. RETURN TO G/L

1. SUMMARY REPORT produces a summarized Income Statement. The major account headings with current month and year-to-date totals are shown. Detailed transaction information is summarized under the account range headings shown in the Chart of Accounts.

2. DETAIL REPORT produces a Detail Income Statement. It shows totals for individual accounts to which you have posted entries throughout the year. The full report must be printed before you can close the month.

\* The Income Statement Menu shown above is for a non-departmentalized situation. If you have specified departments to be used, option 3 will be DEPARTMENTAL SUMMARY REPORT, option 4 will be DEPARTMENTAL DETAIL REPORT, and option 5 will be RETURN TO G/L. In this situation, the reports you get will give information broken down by department. With the G/L Menu displayed on the screen, choose selection 7, INCOME STATEMENT. The Income Statement Menu will appear on the screen.

Choose selection 1, SUMMARY REPORT. Adjust the printer as usual and print the report. When the report has finished printing, you are returned to the Income Statement Menu.

Choose selection 2, DETAIL REPORT. You see the usual message to prepare the printer and to press RETURN to continue. The printing of the Detail Income Statement will begin. This report must be printed before you are allowed to close the month for General Ledger.

\* NOTE: If you specified during Customizing Features that you are using departments, the Departmental Summary Income Statement (option 3) and the Departmental Detail Income Statement (option 4) will only show the accounts ending in the particular department number represented.

Choose selection 5, RETURN TO G/L MENU.

## Possible Problems—Solutions

AN INCOME STATEMENT CANNOT BE GENERATED AT THIS TIME.

PREVIOUS ENTRIES MUST BE POSTED

You must post all journal entries before you can print the Income Statement. Choose selection 3, JOURNAL ENTRIES and print and post the batch.

NO ENTRIES TO PRINT

\* There are not entries in the ranges you have indicated. Check the beginning and ending numbers you have entered. Remember that any time your batch date is greater than the current month-end date, the journal entries within the future months will not show up on any G/L report until your current month-end falls within that month.

## G/L CLOSE MONTH

Closing the month ends the accounting cycle for the month. Before closing the month, it may be necessary to adjust the account balances of the General Ledger to enhance the accuracy of the financial statements. These adjustments are known as "adjustment entries" and may be entered by using Journal Entries. Consult your accountant if you are unfamiliar with this type of entry.

If the month you are closing is the last month in the fiscal year, The Controller will automatically close the year.

Before you can close the month, the system requires you to perform specific processing tasks and print certain reports. These are included in the checklist below.

Close Month Checklist

1. Journal Entries entered and posted
2. Standard Entries entered and posted
3. Transfer Journals transferred and posted  
(if using A/R or A/P)
4. Detail Trial Balance printed in full
5. Detail Balance Sheet printed in full
6. Detail Income Statement printed in full

NOTE: The instructional phase of learning to use The Controller system has been set up so that it does not utilize the available interfaces between the G/L, A/P and A/R systems. If you combine the systems in your business use of The Controller, you must use selection 4, TRANSFER JOURNALS on the G/L Menu to transfer the journals from the other systems before closing the month for General Ledger.

If you are using the Accounts Receivable and Accounts Payable systems, close them before closing General Ledger.

When you are ready to close the month, choose selection 8, CLOSE MONTH, from the G/L Menu.

You are first instructed to

INSERT THE DISKETTE MARKED SYS001  
IN DRIVE 1.

Then, if you aren't using A/R or A/P with G/L, you'll see

A NEW DISKETTE IS REQUIRED TO CLOSE THE  
MONTH. BEFORE CONTINUING MAKE SURE THAT  
YOU HAVE A NEW DISKETTE AVAILABLE.

DO YOU WANT TO CLOSE G/L? .

If you are using A/R or A/P with G/L, the message you see here will be

A NEW DISKETTE IS REQUIRED TO CLOSE THE  
MONTH. BEFORE CONTINUING MAKE SURE THAT  
YOU HAVE A NEW DISKETTE AVAILABLE.

\*

IT IS SUGGESTED THAT YOU TRANSFER  
FROM AND CLOSE ALL OTHER APPLICATIONS  
BEFORE CLOSING G/L.

DO YOU WANT TO CLOSE G/L? .

Enter Y.

You are then informed that

YOUR DATA DISKETTE WILL  
NOW BE COPIED.

The Controller is going to make a backup copy of the DAT001 diskette  
before the data is subjected to the close of month processing. You are  
instructed to

INSERT THE DISKETTE MARKED BKD001  
IN DRIVE 1.

Then you are informed that

YOUR DISKETTE IS NOW BEING COPIED.  
DO NOT INTERRUPT!

After copying, the computer instructs you to

INSERT THE DISKETTE MARKED SYS001  
IN DRIVE 1.

Press RETURN and you see the instructions

LABEL THE DISKETTE MARKED BKD001  
AS (the current month is named)'s  
ARCHIVE DISKETTE AND STORE IT IN THE  
APPROPRIATE HISTORICAL NOTEBOOK PAGE.

Mark the box on the diskette's label for ARCHIVE and write the month  
and year on the label to identify it. This diskette is now your  
"archival" copy of the data you entered for the particular accounting  
month and year. You are then informed that

YOUR APPLE IS NOW COMPUTING.  
DO NOT INTERRUPT!

The month is being closed.

When the processing is complete, you are asked to

ENTER YOUR NEXT MONTH-END DATE  
(MM/DD/YY) .....

Enter  
07/31/79

The month you enter must immediately follow the month just closed. You can enter any day that is valid for the month.

Since you have retired the diskette you were using for the BKD001 to the data archives, it is necessary to create another BKD001 for the new current month. The next copy procedure will accomplish this. The message appears

YOUR DATA DISKETTE WILL  
NOW BE COPIED.

And again you must press RETURN to continue.

(The DAT001 diskette should still be in drive 2.) Then you are instructed to

INSERT A NEW DISKETTE IN DRIVE 1.

If the diskette you insert in drive 1 is not blank, you are warned of this fact by a message on the screen, and given the option to use it anyway. If this happens, be sure the diskette in drive 1 is not the MST001 diskette or any other you wish to save.

When copying starts, you are told

YOUR DATA DISKETTE IS NOW BEING COPIED.  
DO NOT INTERRUPT!

The DAT001 diskette that has been in drive 2 is being copied to the diskette you placed in drive 1.

When the diskette has been copied, you see the instructions

REMOVE THE DISKETTE IN DRIVE 1  
LABEL THIS DISKETTE AS DAT001.

REMOVE THE DISKETTE IN DRIVE 2  
LABEL THIS DISKETTE AS BKD001.

Do exactly as instructed by marking the appropriate boxes on the diskette labels and writing in 001. You will rotate the diskettes each month in this manner to prevent excess wear on any one diskette. A new diskette becomes the current month's DAT001, the previous month's DAT001 becomes the backup diskette and the previous month's backup is retired to the archives.

NOTE: In the event you should have to restore the data to your DAT001 from the archive, The Controller still considers the first three letters to be "BKD". You have externally labelled the diskette as "Archive" for your own information.

You are then instructed to

INSERT THE DISKETTE MARKED SYS001  
IN DRIVE 1.

INSERT THE DISKETTE MARKED DAT001  
IN DRIVE 2.

You are returned to the G/L Menu, and are ready to begin processing data for a new month.

\* On your Income Statement, the difference between your gross income and gross expenses is your profit or loss for the current year. This amount will equal that of account 39990. On your Balance Sheet, the combined dollar amounts of accounts 39980 and 39990 equal the profit or loss of your business from its inception to the present.

\* At the end of a fiscal year, The Controller automatically zeroes out all revenue and expense accounts. It will also add 39990 (RETAINED EARNINGS - CURR YEAR) to the balance forward of account 39980 (RETAINED EARNINGS - PRV YEARS), and it will then reduce to zero the balance of account 39990.

NOTE: The first entry of your new fiscal year should be an adjusting entry to zero out all the Retained Earnings accounts (39000-39979) you have created. One option you have is to transfer the balances of these accounts to account number 39980 Retained Earnings-Prv Years. If this does not meet your particular needs, consult your accountant.

## Possible Problems—Solutions

THE MONTH CANNOT BE CLOSED

THE FOLLOWING REPORTS MUST BE RUN

IN FULL DETAIL:

You have tried to close the month without running all of the detailed reports required. Press RETURN and run the specified reports.

MONTH-END DATE OUT OF RANGE

You have entered a month and year that does not immediately follow the month you wish to close. Press RETURN and re-enter.

YEAR-END DATE OUT OF RANGE

You have entered a year that does not immediately follow the year you wish to close. Press RETURN and re-enter.



## CHAPTER 6

# SETTING UP ACCOUNTS RECEIVABLE

Setting up your Accounts Receivable system is straightforward. You will add customers when you choose selection 1, CUSTOMER MASTER, from the Accounts Receivable Menu. Then you will use option 3, INITIALIZE CUSTOMER BALANCES, from the Customer Master Menu.

Since you have practiced using Accounts Receivable and all its options before reading this, you are familiar with the A/R options. If the preceding sentence is not true, now is your chance to go back and make it so. In fact, we will caution you again that, without practice, you are risking much time, effort and your sanity.

There are several different ways that you might be setting up Accounts Receivable for your business. Two points you must consider for the Startup Procedures are whether or not you are using General Ledger or will use it, and whether you want to use departments. If you plan to use General Ledger, and also to use departments in Accounts Receivable, you must make sure that each department you use has an account number in the General Ledger Chart of Accounts for SALES-MERCHANDISE, SALES-OTHER, SALES TERMS/DISCOUNT, SALES RETURNS/ALLOWANCES and FINANCE CHARGES. Even though they are not departmentalized, SALES TAXES PAYABLE and ACCOUNTS RECEIVABLE-TRADE must also be added to the Chart of Accounts.

Study the conditions listed below. Choose only one of each group of options to establish the situation for your business. In other words, choose one from group A, one from group B and one from group C.

Before beginning, you should have the following information handy in order to make your entries: a list of all your customers and their balances as of the end of the month prior to the one you are starting in; a list of your General Ledger Chart of Accounts if you are using G/L. You can use the PRINT CHART OF ACCOUNTS option on the G/L Chart of Accounts Menu to obtain this report if you haven't done so already.

NOTE: If you are not sure you will be using General Ledger but there is the possibility you might, or if you plan to use it in some future month, pick A1 from the first group.

## CONDITIONS

---

- A1. You plan to use General Ledger
- A2. You do not plan to use General Ledger
  
- B1. You have already started up General Ledger
- B2. You have not started up General Ledger
  
- C1. You intend to use departments with your Accounts Receivable
- C2. You do not intend to use departments with your Accounts Receivable

The situation combinations are:

A1-B1-C1    A1-B2-C1    A2-B2-C1    A1-B1-C2    A1-B2-C2    A2-B2-C2

\* NOTE: If you ESCape from any Startup procedure before it is completed, the computer will let you begin Startup procedures again.

## PROCEDURES

---

Situation: A1-B1-C1

If A1-B1-C1 describes your situation, then you have already been through the Startup procedures for General Ledger and you intend to use departments in your Accounts Receivable system.

**\*\* STEP 1 \*\*** During the Startup procedures for General Ledger, you were asked if you would be using departments. If you answered yes to that question and followed the directions in Setting Up General Ledger, you chose the department numbers you wanted and added the necessary account numbers for SALES-MERCHANDISE, SALES-OTHER, SALES RETURNS/ALLOWANCES, SALES/TERMS DISCOUNT and FINANCE CHARGES to your General Ledger Chart of Accounts. Even though they're not departmentalized, SALES TAXES PAYABLE and ACCOUNTS RECEIVABLE-TRADE must also be added.

Review the information you entered in General Ledger by using the Customizing Features option from the General Ledger Menu. We advise you to consult your Current System Status report for Customizing Features for a complete list of the exact department numbers you chose to use in General Ledger. This list is very important when you are customizing Accounts Receivable for departments. Print the report again if you're not sure it's up to date. The department numbers you use for Accounts Receivable must be the same as those in General Ledger. If the departments you specified in G/L are not identical to those you wish to use in A/R, re-customize the departments in G/L and add or remove the appropriate account numbers in your Chart of Accounts.

If you answered No to departments in General Ledger and want to use departments for Accounts Receivable, go back and change the department information in General Ledger before proceeding with A/R. Select the Customizing Features option from the G/L Menu and consult the directions for using departments in the "SETTING UP GENERAL LEDGER"

chapter. When you have entered the department numbers you want and have added the account numbers for them as instructed, return and carry on with Step 2.

**\*\* STEP 2 \*\*** Start up The Controller and choose Accounts Receivable from The Controller Menu, as you have practiced. You will now be using your real DAT006 and your newly created BKD006 diskettes. The computer will take you through the Accounts Receivable Startup questions to customize A/R for your business. If you need to refresh your memory about a particular entry, refer back to the information given for each entry in the "ACCOUNTS RECEIVABLE" chapter.

For the purpose of loading your balances, when you are asked to

ENTER YOUR FISCAL YEAR-END DATE  
(MM/DD/YY)      00/00/00

enter last year's year-end date. For example, if your actual fiscal year-end date for this year is 07/31/80, then you must enter 07/31/79. (In this theoretical example, the actual month you would be starting up the system would be August 1979.)

When the computer prompts you to

ENTER YOUR PRIOR MONTH-END DATE  
(MM/DD/YY)      00/00/00

enter the month-end date for the last month of your last fiscal year. In our example, this would be 07/31/79.

To the question

ARE YOU USING THE GENERAL LEDGER SYSTEM? .

answer Y. Answer Y to the next query

ARE YOU USING DEPARTMENTS? .

Do as instructed and insert your real DAT001 diskette into Drive 1. Your Apple will reference the Chart of Accounts on DAT001 you entered in General Ledger and then ask you which departments you will be using.

Then the computer asks for a series of account numbers. Enter the account numbers for the descriptions you are prompted with -- use the same numbers you used for your General Ledger Chart of Accounts. If you did not enter these accounts in General Ledger (i.e., you did not use the Chart of Accounts as provided), or if you removed them from the Chart of Accounts provided, add these accounts now. These are accounts that will be used for Accounts Receivable data that will go into the General Ledger Summary Report and for transferring data to the General Ledger.

After you enter your first account number for the description SALES-MERCHANDISE, SALES-OTHER, SALES RETURNS/ALLOWANCES, SALES/TERMS DISCOUNT and FINANCE CHARGES, the computer will check that you have a separate account number for each of these descriptions for every department number you are using. If you are missing an account number for a department, you will be notified on the screen that

ACCOUNT xxxxx DOES NOT EXIST ON CHART OF ACCOUNTS

Write this number (or numbers) down and when you have finished your A/R startup go back to General Ledger and change the Chart of Accounts to include any missing account number(s) for SALES-MERCHANDISE, SALES-OTHER, SALES RETURNS/ALLOWANCES, SALES/TERMS DISCOUNT or FINANCE CHARGES. Although they're not departmentalized, the accounts SALES TAXES PAYABLE and ACCOUNTS RECEIVABLE-TRADE must be included in the Chart of Accounts, also.

When this message occurs, the department whose account number does not exist is eliminated from the departments you specify for A/R. Therefore, when you have finished adding the missing account number to the G/L Chart of Accounts, you must return to the A/R customizer and re-customize the departments to include the department number that was eliminated. Be sure to go completely through Customizing Features or your changes won't be recorded as permanent.

\*

\*

**\*\* STEP 3 \*\*** Now you can load the balances for your customers. Go to the Customer Master Menu and select the Add Customers option. Add your customers and then choose the INITIALIZE CUSTOMER BALANCES option from the Customer Master Menu. You practiced most of these options in the "ACCOUNTS RECEIVABLE" chapter and can refer back to them if necessary.

For each customer, enter the balance amount as of the end of the previous month into the second (31-60 days), third (61-90 days) or fourth (past 90 days) aging periods. Any charges for goods or services that have already occurred in the month you are currently in should be entered in the first aging period (0 to 30 days).

\*

You are now ready to use the A/R system for your monthly processing.

Situation: A1-B2-C1

In this situation, you are planning to use General Ledger but have not yet started it up, and you intend to use departments in your A/R system.

**\*\* STEP 1 \*\*** Go to the chapter called "SETTING UP GENERAL LEDGER" and complete the G/L Startup procedures as you are instructed. Even if you are not using G/L for a month or so, setting it up now will save you much time and confusion later. Keep a record of the departments and the account numbers you use for them in G/L. When you have finished come back to this point and continue with Step 2.

**\*\* STEP 2 \*\*** Choose Accounts Receivable from The Controller menu, as you have practiced. You will now be using your real DAT006 and your newly created BKD006 diskettes. The computer will take you through the Accounts Receivable Startup questions to customize A/R for your business. If you need to refresh your memory about a particular entry, refer back to the information given for each entry in the "ACCOUNTS RECEIVABLE" chapter. Answer the questions and when you reach

ARE YOU USING THE GENERAL LEDGER SYSTEM? .

answer Y. Answer Y to the next prompt

ARE YOU USING DEPARTMENTS? .

Do as instructed and insert your real DAT001 diskette into Drive 1. Your Apple will reference the Chart of Accounts you entered in General Ledger and then ask you which departments you will be using.

Then the computer asks for a series of account numbers. Enter the account numbers for the descriptions you are prompted with -- use the same numbers you will use in General Ledger. If you did not enter these accounts in General Ledger (i.e., you did not use the Chart of Accounts as provided), or if you deleted them from the Chart of Accounts provided, add these numbers now. These are accounts that will be used for Accounts Receivable data that will go into the General Ledger Summary Report, and that will also be used for transferring data to the General Ledger. \*

After you enter your account numbers for the descriptions SALES-MERCHANDISE, SALES-OTHER, SALES RETURN/ALLOWANCES, SALES/TERMS DISCOUNT and FINANCE CHARGES, the computer will check that you have a separate account number for each of the above descriptions for every department number you are using. If you are missing an account number for a department, you will be notified on the screen that

ACCOUNT xxxxx DOES NOT EXIST ON CHART OF ACCOUNTS

Write this number (or numbers) down and when you have finished your A/R Startup go back to G/L and change the Chart of Accounts to include any missing account number(s) for SALES-MERCHANDISE, SALES/OTHER, SALES RETURNS/ALLOWANCES, SALES/TERMS DISCOUNT or FINANCE CHARGES. Although they're not departmentalized, SALES TAXES PAYABLE and ACCOUNTS RECEIVABLE-TRADE must also be added.

When this message occurs, the department whose account number does not exist is eliminated from the departments you specify for A/R. Therefore, when you have finished adding the missing account number to the G/L Chart of Accounts, you must return to the A/R customizer and re-customize the departments to include the department number that was eliminated.

**\*\* STEP 3 \*\*** Now you can load the balances for your customers. Go to the A/R Customer Master Menu and select the Add Customers option. Add your customers and then pick the INITIALIZE CUSTOMER BALANCES option from the Customer Master Menu. You practiced most of these options in the "ACCOUNTS RECEIVABLE" chapter and can refer back to them if necessary.

For each customer, enter the balance amount as of the end of the previous month into the second (31-60 days), third (61-90 days) or fourth (past 90 days) aging periods. Any charges for goods or services that have already occurred in the month you are currently in should be entered in the first aging period (0 to 30 days).

\* You are now ready to use the A/R system for your monthly processing.

Situation: A2-B2-C1

\* These conditions indicate that you do not plan to use General Ledger now or in the future and you have not started it up, and you want to use departments with your A/R system. Use of departments with A/R under these conditions means that you may assign sales monies to designated department numbers.

**\*\* STEP 1 \*\*** Choose Accounts Receivable from The Controller Menu and proceed through the Startup procedures. When asked

ARE YOU USING THE GENERAL LEDGER SYSTEM? .

answer with an N. Then answer with a Y to

ARE YOU USING DEPARTMENTS? .

After you press RETURN, the program will ask you which department numbers you want to use. You may have up to 10 departments, numbered from 0 to 9. The first prompt

DEPARTMENT 0? .

should be answered Y or N, depending upon whether you want to use 0 for a department. The program then asks for the succeeding department numbers up to department 9.

DEPARTMENT 1? .

DEPARTMENT 2? .

.

.

DEPARTMENT 9? .

You must give an answer of Y or N to each prompt. When you have finished with these questions, entered the General Ledger Summary Accounts, and printed the Current System Status report (showing how

you've customized for your business), you have finished the Startup procedures for Accounts Receivable. Choose selection 3 from the Customizing Features Menu and the program takes you to the A/R Menu.

**\*\* STEP 3 \*\*** Now you can load the balances for your customers. Go to the Customer Master Menu and select the ADD CUSTOMERS option. Add your customers and then pick the INITIALIZE CUSTOMER BALANCES option from the Customer Master Menu. You practiced several of these options in the "ACCOUNTS RECEIVABLE" chapter and can refer back to them if necessary. \*

For each customer, enter the balance amount as of the end of the previous month into the second (31-60 days), third (61-90 days) or fourth (past 90 days) aging periods. Any charges for goods or services that have already occurred in the current month should be entered in the first aging period (0 to 30 days).

You are now ready to use the A/R system for your monthly processing. \*

Situation:      A1-B1-C2  
                  A1-B2-C2  
                  A2-B2-C2

Common to all three of these situations is C2 (you do not plan to use departments with your Accounts Receivable system). You may or may not be using General Ledger.

**\*\* STEP 1 \*\*** Select Accounts Receivable from The Controller Menu.

**\*\* STEP 2 \*\*** Answer the questions as they arise in the Startup procedures for A/R. You practiced this procedure when you went through the chapter "ACCOUNTS RECEIVABLE". Refer back to that chapter if you need to refresh your memory about any of the entries you must make. Answer the question

ARE YOU USING THE GENERAL LEDGER SYSTEM? .

according to your situation and answer N to

ARE YOU USING DEPARTMENTS? .

When you have finished answering the Startup and Customizing questions, entered the General Ledger Summary accounts, and printed the Current System Status report, the program will automatically take you to the Customizing Features Menu. Choose selection 3, RETURN TO A/R, from the Customizing Features Menu. You'll then be taken to the Accounts Receivable Menu to begin your current month's processing.

**\*\* STEP 3 \*\*** Now you can load the balances for your customers. Go to the Customer Master Menu and select the ADD CUSTOMERS option. Add your customers and then pick the INITIALIZE CUSTOMER BALANCES option from the Customer Master Menu. You practiced these options in the "ACCOUNTS RECEIVABLE" chapter and can refer back to them if necessary.

For each customer, enter the balance amount as of the end of the previous month into the second (31-60 days), third (61-90 days) or fourth (past 90 days) aging periods. Charges for goods or services that have already occurred in the current month should be entered in the first aging period (0-30 days).

\*



## CHAPTER 7

# SETTING UP ACCOUNTS PAYABLE

In practicing the chapter called "ACCOUNTS PAYABLE", you learned how to use all the possible options for processing your Accounts Payable.

Before you set up the Accounts Payable system for your business, make sure that you have completed all Accounts Payable bookkeeping for last month. You must start using A/P at the beginning of a month. The critical aspect of setting up A/P is loading the data for all monies your business owes up to the point at which you are starting your bookkeeping on the Apple.

There are several conditions that describe your situation as you get ready to begin putting your Accounts Payable on your Apple. These conditions are presented below. Choose one from each group and find the setting-up procedures for your situation in the following pages. Do not hesitate to consult your accountant for help with determining your situation and completing any of the steps in the procedure.

## CONDITIONS

---

- A1. You have already set up General Ledger, or you plan to set it up.
- A2. You have not set up G/L and you do not plan to use it.
- B1. You are setting up Accounts Payable in the first month of your fiscal year.
- B2. You are setting up A/P and it is not the first month of your fiscal year.

The possible situations are:

A1-B1      A1-B2      A2-B1      A2-B2

NOTE: If you ESCape from any startup procedure before it is completed, the computer will let you begin startup procedures over again.

\*

## PROCEDURES

---

Situation:      A1-B1

If A1-B1 describes your situation, then you have already set up General Ledger, or you are planning to use it, and you are setting up your Accounts Payable system in the first month of your fiscal year.

**\*\* STEP 1 \*\*** You need to be sure that the Chart of Accounts data for General Ledger is completed. If you have not yet started up General Ledger, go to the chapter "SETTING UP GENERAL LEDGER" and complete it as instructed. Then continue with Step 2.

If you have started G/L already, print a current Chart of Accounts list and verify that all accounts you wish to use in A/P are on it. Consult with your accountant if necessary. If you need to add accounts, select the Chart of Accounts option from the General Ledger Menu, and add the appropriate accounts.

**\*\* STEP 2 \*\*** Select ACCOUNTS PAYABLE from The Controller Menu and you will automatically be taken to A/P Startup. You are putting your learning to real use now, so remember that you will be using the real DAT011 and your newly created BKD011 diskettes.

For the purpose of loading your balances, when you are asked to

ENTER YOUR FISCAL YEAR-END DATE  
(MM/DD/YY)        00/00/00

enter last year's year-end date. For example, if your actual fiscal year-end date for this year is 07/31/80, then you must enter 07/31/79. (In this theoretical example, the actual month you would be starting up the system would be August 1979.)

When the computer prompts you to

ENTER YOUR PRIOR MONTH-END DATE  
(MM/DD/YY)        00/00/00

enter the month-end date for the last month of your last fiscal year. In our example, this would be 07/31/79.

To the question

ARE YOU USING THE GENERAL LEDGER SYSTEM? .

answer Y. You will be instructed to insert the G/L data diskette, DAT001, and the Chart of Accounts you have stored on it will be copied to your DAT011 diskette to be used as your A/P Chart of Accounts.

You are then asked

ARE CHECKS TO BE PRINTED? .

Answer Y or N, as your business needs dictate. You are then prompted to enter your General Ledger Summary account numbers for CASH-CHECKING (10100), VENDOR DISCOUNTS TAKEN (48100) and ACCOUNTS PAYABLE (21100).  
\* The numbers in parentheses are those found in the provided Chart of Accounts.

After you turn on your printer, align the paper and press RETURN, a Current System Status report will be printed, showing how you have

customized Accounts Payable for your own business. You are then taken to the A/P Customizing Features Menu. Choose selection 4, RETURN TO A/P MENU.

**\*\* STEP 3 \*\*** Pick the VENDOR MASTER option from the A/P Menu and enter all the vendors for your business up through the end of last year to whom you still owe money in the new fiscal year. Enter 0 for the year-to-date purchases field, since you are starting on the first day of the first month of your fiscal year.

Print the Vendor Master list to verify your entries.

**\*\* STEP 4 \*\*** Choose NEW INVOICES from the A/P Menu. Use the month-end date you entered during Startup when you are prompted for your

BATCH DATE 00/00/00

In our example, this would be 07/31/79.

Enter all unpaid vendor invoices which were received before the end of your last fiscal year. For the voucher date, use the same date you used for the batch date. For the invoice date, enter the actual date that is on the invoice.

Double-check your entries when you have finished by using the PRINT ENTRIES option on the A/P New Invoices Menu to print the New Invoices report. Compare the totals on the report with your own computation of how much you owe to vendors at the beginning of the new year. This total should match the balance in the Accounts Payable account on your Balance Sheet for the month-end date you entered during Startup.

Then post your entries and save the report produced during the posting for your audit trail.

**\*\* STEP 5 \*\*** Select the OPEN INVOICES option from the A/P Menu and print the Open Invoices by Vendor report. Check it carefully against the pre-Apple books you kept for last year.

**\*\* STEP 6 \*\*** Select the DISTRIBUTION JOURNAL from the A/P Menu and print that report. Check that the distribution and the totals are correct and then post the Distribution Journal.

**\*\* STEP 7 \*\*** Print the Disbursement Journal report. The Apple will tell you on the screen that there are no entries to print. It is necessary to do this in order to close the month.

**\*\* STEP 8 \*\*** Select CLOSE MONTH from the A/P Menu and do all the procedures you practiced in the "ACCOUNTS PAYABLE" chapter. The year will be closed automatically as well and you can now change your fiscal year-end and month-end dates to the actual current dates. (These new dates must be within the year immediately following the year and month just processed.)

\*

**\*\* STEP 9 \*\*** If you followed instructions in Step 1, you have done the General Ledger Startup and set up your Chart of Accounts. To use G/L with A/P on a monthly basis, you must now choose CUSTOMIZING FEATURES from the A/P Menu and change your answer to

ARE YOU USING THE GENERAL LEDGER SYSTEM? N

to Y. Notice that the default answer is N, even though you answered Y during Startup as you were instructed. Your Apple has been programmed to know that you are starting up A/P for the first time. Even though you answered Y to General Ledger, it changed the answer to N after recording the Chart of Accounts. This was done because the open invoices you have just loaded and posted had already been entered into last year's General Ledger in your pre-Apple accounting system.

If you are planning to wait a couple of months before starting to use G/L monthly, simply do not re-customize A/P for G/L until you are ready to use it.

You have now finished loading your open invoices and are ready to use the A/P system for your monthly processing. The vendors you entered while loading balances will be carried over to the new year. Do not forget to enter any vendors and invoices you may have acquired since closing your books for the old fiscal year.

Situation:      A1-B2

If A1-B2 describes your situation, then you have already set up General Ledger, or you are planning to use it, and you are setting up your Accounts Payable system in the middle of your fiscal year (it is not the first month).

**\*\* STEP 1 \*\*** You need to be sure that the Chart of Accounts data for General Ledger is completed. If you have not yet started up General Ledger, go to the chapter "SETTING UP GENERAL LEDGER" and complete it as instructed. Then continue with Step 2.

If you have started G/L already, check the Chart of Accounts list you printed to see that all accounts you wish to use in A/P are on it. Consult with your accountant if necessary. If you need to add accounts, select the CHART OF ACCOUNTS option from the General Ledger Menu, and add the appropriate accounts.

**\*\* STEP 2 \*\*** Select ACCOUNTS PAYABLE from The Controller Menu and you will automatically be taken to A/P Startup. You are putting your learning to real use now, so remember that you will be using the real DAT011 and your newly created BKD011 diskettes.

For the purpose of loading your balances, when you are asked to

ENTER YOUR FISCAL YEAR-END DATE  
(MM/DD/YY)      00/00/00

Enter year-end date for your current fiscal year. For example, if your

actual fiscal year-end date for this year is 07/31/80, then you must enter 07/31/80.

When the computer prompts you

ENTER YOUR PRIOR MONTH-END DATE  
(MM/DD/YY) 00/00/00

enter the month-end date for the month just prior to the month in which you are starting up. In our example, if you are starting up in October 1979 (10/79) then you would enter 09/30/79, since September is the month just prior to your startup month.

To the question

ARE YOU USING OR PLANNING TO USE THE GENERAL LEDGER SYSTEM? .

answer Y. You will be instructed to insert the G/L data diskette, DAT001, and the Chart of Accounts you have stored on it will be copied to your DAT011 diskette to be used as your A/P Chart of Accounts.

You are then asked

ARE CHECKS TO BE PRINTED? .

Answer Y or N, as your business needs dictate. You are then prompted to enter your General Ledger Summary account numbers for CASH-CHECKING, VENDOR DISCOUNTS TAKEN and ACCOUNTS PAYABLE.

After you turn on your printer, align the paper and press RETURN, a Current System Status report will be printed, showing how you have customized Accounts Payable for your own business. You are then taken to the A/P Customizing Features Menu. Choose selection 4, RETURN TO A/P MENU.

**\*\* STEP 3 \*\*** Choose the VENDOR MASTER option from the A/P Menu and enter all your vendors. It is optional whether you make entries to the year-to-date purchases field; these entries will not affect the programs. \*

Print the Vendor Master list to verify your entries. You may find it handy to use when entering your invoice information.

**\*\* STEP 4 \*\*** Choose NEW INVOICES from the A/P Menu. Use the month-end date you entered during Startup when you are prompted for your

BATCH DATE 00/00/00

In our example, this would be 09/30/79.

Enter the unpaid vendor invoices which were received before the end of the month indicated by your batch date. For the voucher date, use the same date you used for the batch date. For the invoice date, enter the actual date that is on the invoice.

Double-check your entries when you have finished by using the PRINT ENTRIES option on the New Invoices Menu to print the New Invoices report. Compare the totals on the report with your own computation of how much you owe to vendors at the beginning of the month you are putting your records on The Controller system. This total should match the balance in the ACCOUNTS PAYABLE account on your Balance Sheet for the month-end date you entered during Startup.

Post your entries and save the report produced during the posting for your audit trail.

**\*\* STEP 5 \*\*** Select the OPEN INVOICES option from the A/P Menu and print the Open Invoices by Vendor report. Check it carefully against the pre-Apple books you kept for last month.

**\*\* STEP 6 \*\*** Select the DISTRIBUTION JOURNAL from the A/P Menu and print that report. Check that the distribution and the totals are correct and then post the Distribution Journal.

**\*\* STEP 7 \*\*** Print the Disbursement Journal report. The Apple will tell you on the screen that there are no entries to print. It is still necessary to do this in order to close the month.

**\*\* STEP 8 \*\*** Select CLOSE MONTH from the A/P Menu and do all the procedures you practiced in the "ACCOUNTS PAYABLE" chapter. You can now change your month-end date to the actual current date.

**\*\* STEP 9 \*\*** If you followed instructions in Step 1, you have done the General Ledger Startup and set up your Chart of Accounts. To use G/L with A/P on a monthly basis, you must now choose CUSTOMIZING FEATURES from the A/P Menu and change the answer to the question

ARE YOU USING THE GENERAL LEDGER SYSTEM? N

back to Y. Notice that the default answer is N, although you answered Y during Startup.

Your Apple has been programmed to know that you are starting up A/P for the first time. Even though you answered Y to the question, The Controller changed it to N after referencing the G/L Chart of Accounts. This was done because the unpaid invoices you have just loaded were already entered into last month's General Ledger in your pre-Apple accounting system. If you are planning to wait a couple of months before starting to use G/L monthly, simply do not re-customize A/P for G/L until you are ready to use it.

\*

You have now finished loading your open invoices and are ready to use the A/P system for your monthly processing. The vendors you entered while loading balances will be carried over to the new month. Don't forget to enter any new vendors or invoices you've acquired since closing your books for this month when you start your new month.

\*

Situation: A2-B1

If A2-B1 describes your situation, you have not set up General Ledger nor do you plan to use it, and it is the first month of your fiscal year.

**\*\* STEP 1 \*\*** Since you will not be using the General Ledger Chart of Accounts, you must prepare to set up your own Accounts Payable Chart of Accounts. In the chapter called "GENERAL LEDGER" in this manual, we explain how to set up your own Chart of Accounts. Read this section and (with the help of your accountant, if necessary) make a list of all accounts you will need for the distribution of your expenses. Generally, these will be expense accounts you will need to create. Keep the list handy as you will create your A/P Chart of Accounts in the next step.

**\*\* STEP 2 \*\*** Select ACCOUNTS PAYABLE from The Controller Menu and you will automatically be taken to A/P Startup. You are putting your learning to real use now, so remember that you will be using the real DAT011 and BKD011 diskettes.

For the purpose of loading your balances, when you are asked to

ENTER YOUR FISCAL YEAR-END DATE  
(MM/DD/YY) 00/00/00

enter last year's year-end date. For example, if your actual fiscal year-end date for this year is 07/31/80, then you must enter 07/31/79. (In this theoretical example, the actual month you would be starting up the system would be August 1979.)

When the computer prompts you

ENTER YOUR PRIOR MONTH-END DATE  
(MM/DD/YY) 00/00/00

enter the month-end date for the last month of your last fiscal year. In our example, this would be 07/31/79.

To the question

ARE YOU USING OR PLANNING TO USE THE GENERAL LEDGER SYSTEM? .

answer N. Then reply to

ARE CHECKS TO BE PRINTED? .

You are then taken to the Chart of Accounts Menu where you will create your own Accounts Payable Chart of Accounts. After adding your accounts, choose selection 6, PROCEED WITH CUSTOMIZING. You will be asked to provide the account numbers for CASH-CHECKING, VENDOR DISCOUNTS TAKEN and ACCOUNTS PAYABLE for your General Ledger Summary report. You must include account numbers for these. Automatically, you will print your Current System Status report, showing how you have

\*

customized Accounts Payable for your business. You are returned then to the A/P Customizing Features Menu. Choose selection 4, RETURN TO A/P MENU.

**\*\* STEP 3 \*\*** Choose the VENDOR MASTER option from the A/P Menu and enter all the vendors to whom you still owe money in the new fiscal year. Enter 0 for the year-to-date purchases field, since you are starting on the first day of the first month of your fiscal year.

Print the Vendor Master list to verify your entries.

**\*\* STEP 4 \*\*** Choose NEW INVOICES from the A/P Menu. Use the month-end date you entered during Startup when you are prompted for your

BATCH DATE 00/00/00

In our example, this would be 07/31/79.

Enter the unpaid vendor invoices which were received before the end of your last fiscal year. For the voucher date, use the same date you used for the batch date. For the invoice date, enter the actual date that is on the invoice.

Double-check your entries when you have finished by using the PRINT ENTRIES option on the New Invoices Menu to print the New Invoices report. Compare the totals on the report with your own computation of how much you owe to vendors at the beginning of the new year.

Post your entries and save the report produced during the posting for your audit trail.

**\*\* STEP 5 \*\*** Select the OPEN INVOICES option from the A/P Menu and print the Open Invoices by Vendor report. Check it carefully against the pre-Apple books you kept for last year.

**\*\* STEP 6 \*\*** Select the DISTRIBUTION JOURNAL from the A/P Menu and print that report. Check that the distribution and the totals are correct and then post the Distribution Journal.

**\*\* STEP 7 \*\*** Print the Disbursement Journal report. The Apple will tell you on the screen that there are no entries to print. It is still necessary to do this in order to close the month.

**\*\* STEP 8 \*\*** Select CLOSE MONTH from the A/P Menu and do all the procedures you practiced in the "ACCOUNTS PAYABLE" chapter. The year will be closed automatically as well and you can now change your fiscal year-end and current month-end dates to the actual current dates.

You have now finished loading your balances and are ready to use the A/P system for your monthly processing. The vendors you entered while loading balances will be carried over to the new year. Do not forget to enter any vendors and invoices you may have acquired since closing your books for the previous fiscal year.



Situation: A2-B2

In the A2-B2 situation, you have not set up General Ledger, nor are you planning to use it, and you are setting up your Accounts Payable system in the middle of your fiscal year (it is not the first month).

**\*\* STEP 1 \*\*** Since you will not be using the General Ledger Chart of Accounts, you must prepare to set up your own Accounts Payable Chart of Accounts. In the chapter called "GENERAL LEDGER" in this manual, we explain how to set up your own Chart of Accounts. Read this section and (with the help of your accountant, if necessary) make a list of all accounts you will need for the distribution of your expenses. Generally, these will be expense accounts you will need to create. Keep the list handy as you will create your A/P Chart of Accounts in the next step.

**\*\* STEP 2 \*\*** Select ACCOUNTS PAYABLE from The Controller Menu and you will automatically be taken to A/P Startup. You are putting your learning to real use now, so remember that you will be using the real DAT011 and your newly created BKD011 diskettes.

For the purpose of loading your balances, when you are asked to

ENTER YOUR FISCAL YEAR-END DATE  
(MM/DD/YY) 00/00/00

enter the year-end date for your current fiscal year. For example, if your actual fiscal year-end date for this year is 07/31/80, then you must enter 07/31/80.

When the computer prompts you

ENTER YOUR PRIOR MONTH-END DATE  
(MM/DD/YY) 00/00/00

enter the month-end date for the month just prior to the month in which you are starting up. In our example, if you are starting up in October 1979 (10/79) then you would enter 09/30/79, since September is the month just prior to your startup month.

To the question

ARE YOU USING OR PLANNING TO USE THE GENERAL LEDGER SYSTEM? .

answer N. Then reply to

ARE CHECKS TO BE PRINTED? .

You are then taken to the Chart of Accounts Menu where you will create your own Accounts Payable Chart of Accounts. At this point choose selection 6, PROCEED WITH CUSTOMIZING. You will be asked to provide the account numbers for CASH-CHECKING, VENDOR DISCOUNTS TAKEN and ACCOUNTS PAYABLE for your General Ledger Summary report. You must provide account numbers for these. Automatically, you will print your Current

System Status report, showing how you have customized Accounts Payable for your business. You are then returned to the A/P Customizing Features Menu. Choose selection 4, RETURN TO A/P MENU.

**\*\* STEP 3 \*\*** Choose the VENDOR MASTER option from the A/P Menu and enter all your vendors. It is optional whether you make entries to the year-to-date purchases field; these entries will not affect the programs.

Print the Vendor Master list to verify your entries. You may find it handy to use when entering your invoice information.

**\*\* STEP 4 \*\*** Choose NEW INVOICES from the A/P Menu. Use the month-end date you entered during Startup when you are prompted for your

BATCH DATE    00/00/00

In our example, this would be 09/30/79.

Enter the unpaid vendor invoices which were received before the end of the month indicated by your batch date. For the voucher date, use the same date you used for the batch date. For the invoice date, enter the actual date that is on the invoice.

Double-check your entries when you have finished by using the PRINT ENTRIES option on the New Invoices Menu to print the New Invoices report. Compare the totals on the report with your own computation of how much you owe to vendors at the beginning of the month in which you are putting your records on The Controller system.

Then post your entries and save the report produced during the posting for your audit trail.

**\*\* STEP 5 \*\*** Select the OPEN INVOICES option from the A/P Menu and print the Open Invoices by Vendor report. Check it carefully against the pre-Apple books you kept for last month.

**\*\* STEP 6 \*\*** Select the DISTRIBUTION JOURNAL from the A/P Menu and print that report. Check that the distribution and the totals are correct and then post the Distribution Journal.

**\*\* STEP 7 \*\*** Print the Disbursement Journal report. The Apple will tell you on the screen that there are no entries to print. It is still necessary to do this in order to close the month.

**\*\* STEP 8 \*\*** Select CLOSE MONTH from the A/P Menu and do all the procedures you practiced in the "ACCOUNTS PAYABLE" chapter. You can now change your current month-end date to the actual current date.

You have now finished loading your balances and are ready to use the A/P system for your monthly processing. The vendors you entered while loading balances will be carried over to the new month. When you begin A/P in the new month, don't forget to enter any new vendors or invoices acquired since this month's closing.

\*

## CHAPTER 8

# SETTING UP GENERAL LEDGER

You have practiced using the General Ledger system and understand how it works. You are straining at the starting line to begin putting your business data into the computer, which is the most likely reason you have gotten this far in your manual. \*

If only the second sentence in the paragraph above is true, we urge you again to go through a practice session with General Ledger before trying to use it for your real data. You have now done so? Good, we'll present the procedures for setting up General Ledger for your business.

We always recommend that if you plan to use one of the other systems with General Ledger, you set up G/L first. However, The Controller is designed so that it can be used with the most common of the bookkeeping situations that may apply to a business. In order to set up General Ledger for your particular business, study the possible conditions presented below and choose your situation.

Choose only one from each group of options to establish the situation describing your situation with The Controller. In other words, choose one from group A, one from group B and one from group C.

## CONDITIONS

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- A1. You are going to convert your manual bookkeeping records to computerized bookkeeping records by starting to use The Controller at the beginning (i.e., the first month) of your fiscal year.
- A2. You are going to convert your manual bookkeeping records to computerized bookkeeping records by starting to use The Controller at some other point during your current fiscal year.
- B1. You have already started using Accounts Receivable and want to start General Ledger.
- B2. You have not started Accounts Receivable.
- C1. You have already started using Accounts Payable.
- C2. You have not started using Accounts Payable.

The situation combinations are

A1-B1-C1	A1-B1-C2	A1-B2-C1	A1-B2-C2
A2-B1-C1	A2-B1-C2	A2-B2-C1	A2-B2-C2

Before starting, you should have on hand last year's Balance Sheet if you are starting at the beginning of your fiscal year. If it is not

the beginning of your fiscal year, you should have the prior month's Balance Sheet and the year-to-date Income Statement account balances.

With help from your accountant, if necessary, establish your actual business situation and find the setting up procedures for it under the appropriate heading in the next pages.

You are making your debut and will no longer be using the practice DAT001 and BKD001 diskettes you used when going through the "GENERAL LEDGER" chapter. If you followed our recommendation in the chapter "SETTING UP THE CONTROLLER", you made extra copies of your DAT and BKD diskettes and put them away. Save them in case some disaster should occur and you have to start up General Ledger all over again.

NOTE: If you ESCape from any Startup procedure before it is completed, the computer will let you begin Startup procedures over again.

\*

## PROCEDURES

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Situation:      A1-B1-C1  
                  A1-B1-C2  
                  A1-B2-C1  
                  A1-B2-C2

Common to all these situations is that you are going to start using the General Ledger system with the first month of your fiscal year.

In situation A1-B1-C1 you are already using Accounts Receivable and Accounts Payable.

In situation A1-B1-C2 you are already using Accounts Receivable but are not presently using Accounts Payable.

In situation A1-B2-C1 you are not presently using Accounts Receivable but you are using Accounts Payable.

In situation A1-B2-C2 you have not started using either Accounts Receivable or Accounts Payable.

**\*\* STEP 1 \*\*** Start up The Controller on your Apple and choose GENERAL LEDGER from The Controller Menu.

**\*\* STEP 2 \*\*** You will automatically be taken to the General Ledger Startup procedures, where your first concern is to complete the Startup procedures in such a way that you can load the balances for the previous year. You will then set up your Chart of Accounts and load your balances. You will only load your balances into General

Ledger once during your use of the system. In the Startup procedures, when the computer prompts you

ENTER YOUR FISCAL YEAR-END DATE 00/00/00

enter last year's date. For example, if this fiscal year-end is 09/30/79, then last year's date is 09/30/78. Remember that you are going to enter the year-end balances for last year.

The next question,

ENTER YOUR PRIOR MONTH-END DATE 00/00/00

must be answered with the date for the last month-end date for the last fiscal year. Again, if your last fiscal year-end was 09/30/78, then the last month-end for that year was 09/30/78.

NOTE: To finish the procedures necessary to load your balances, you will be closing the month and the year. At this time you will be able to change the fiscal year-end and current month-end to the dates you will use when you begin normal processing.

**\*\* STEP 3 \*\*** Give the correct information to the next questions that appear on the screen. A question that has implications for your use of the A/R system with the G/L system is

WILL YOU BE USING DEPARTMENTS? .

If you are not using departments in either G/L or A/R, then answer N. The next two paragraphs only apply if you will be using departments.

If you are already using, or you are planning to use departments with A/R, then answer Y to this question. The department numbers you specify for A/R must be identical to those you customize in G/L. If you don't remember which department numbers you used in A/R and you want to use the same numbers in General Ledger, go to the Accounts Receivable Menu and choose selection 9, Customizing Features. Then print a Current System Status report to examine what you entered for departments.

Answer Y to the department numbers you wish to use with G/L and A/R as you are asked about them in the G/L Startup questions. Keep in mind that you will have to add account numbers to the G/L Chart of Accounts that will be used expressly for the department accounting data. You will be instructed how to add these accounts.

Give your appropriate answers to

WILL YOU BE USING ACCOUNTS RECEIVABLE? .

WILL YOU BE USING ACCOUNTS PAYABLE? .

When you specify that you are using A/R and/or A/P with General Ledger, it is necessary that certain accounts be present in the Chart of Accounts, whether you use the one provided or create your own Chart of

Accounts. These are explained in the next step, along with the accounts which must be departmentalized.

**\*\* STEP 4 \*\*** After Startup is completed, you are taken to the General Ledger Menu. Select CHART OF ACCOUNTS to set up your Chart of Accounts. Depending on how you answered the questions

WILL YOU BE USING DEPARTMENTS? .

and

DO YOU WANT TO USE THE CHART OF ACCOUNTS AS PROVIDED? .

and whether or not you are using A/R and A/P, you will have to add, change, or remove accounts as needed.

Specifically, if you answered Yes to

WILL YOU BE USING ACCOUNTS RECEIVABLE? .

you must be sure the General Ledger Chart of Accounts includes the following accounts. Those accounts with "departmentalized" after them must be broken down into the departments you are using (if you are using departments). See the "GENERAL LEDGER" chapter's section on Chart of Accounts to refresh your memory on how you customize for departments. These must be included:

CASH-CHECKING ACCT  
SALES-MERCHANDISE (departmentalized)  
SALES-OTHER (departmentalized)  
SALES/TERMS DISCOUNT (departmentalized)  
SALES RETURNS/ALLOWANCES (departmentalized)  
FINANCE CHARGES (departmentalized)  
SALES TAXES PAYABLE  
ACCOUNTS RECEIVABLE-TRADE

If you answered Yes to

WILL YOU BE USING ACCOUNTS PAYABLE ? .

you must include these accounts in the G/L Chart of Accounts:

CASH-CHECKING ACCT  
VENDOR DISCOUNTS TAKEN  
ACCOUNTS PAYABLE

It is a good idea to print a copy of your Chart of Accounts to verify it. We recommend that you also print a Balance Sheet to verify that your accounts fall within the correct range.

**\*\* STEP 5 \*\*** You are ready to load your balances from your Balance Sheet for last year. If you do not have the Balance Sheet, obtain it from your accountant. Select the JOURNAL ENTRIES option from the General Ledger Menu and enter the same date you entered for month-end. In the example we have been using, this would be 09/30/78.

Make one journal entry for each Balance Sheet account that contains a balance. It is important that you use the same journal number for all these entries. Each entry will be either a debit or a credit. You must be sure to post the Retained Earnings figure as of your last year-end (from the Balance Sheet you are working with) to account number 39980 (RETAINED EARNINGS - PRV YEARS). Consult your accountant if you have any doubts about this procedure. Your debits and credits must be equal.

\*

Print your entries and check them against your last year's Balance Sheet. Make changes if necessary, and then post your entries.

**\*\* STEP 6 \*\*** Print your Detail Trial Balance Report for verification.

**\*\* STEP 7 \*\*** Print the Detail Income Statement.

**\*\* STEP 8 \*\*** Print the Detail Balance Sheet and make sure it is correct. Compare it to the Balance Sheet from which you took your information.

**\*\* STEP 9 \*\*** Close the month. The year will be closed automatically.

**\*\* STEP 10 \*\*** For A1-B1-C1, use the Customizing Features program for A/R and A/P to change your answer to Yes to the question

ARE YOU USING THE GENERAL LEDGER SYSTEM? .

NOTE: Before re-customizing A/R and/or A/P, make sure you have added the necessary account numbers to the G/L Chart of Accounts, as instructed in Step 4, above.

Before re-customizing A/P, any accounts which you are using for A/P must be added to the G/L Chart of Accounts if they are not already there.

You have completed setting up your General Ledger system and can continue processing.

**\*\* STEP 10 \*\*** For A1-B1-C2, use the Customizing Features program in A/R to change your answer to the question

ARE YOU USING THE GENERAL LEDGER SYSTEM? .

to Yes.

NOTE: Before re-customizing A/R, make sure you have added the necessary account numbers to the G/L Chart of Accounts.

You have completed setting up your General Ledger system and can continue processing.

**\*\* STEP 10 \*\*** For A1-B2-C1, use the Customizing Features program in A/P to change your answer to the question

ARE YOU USING THE GENERAL LEDGER SYSTEM? .

to Yes.

NOTE: Before re-customizing A/P, any accounts you are using for A/P must be added to the G/L Chart of Accounts if they are not already there.

You have completed setting up your General Ledger system and can continue processing.

**\*\* STEP 10 \*\*** For A1-B2-C2, Step 9 is the final procedure for G/L setup.

<u>Situation:</u>	A2-B1-C1
	A2-B1-C2
	A2-B2-C1
	A2-B2-C2

Common to all these situations is that you are going to start using the General Ledger system and it is not the first month of your fiscal year.

In situation A2-B1-C1 you have already started using Accounts Receivable and Accounts Payable.

In situation A2-B1-C2 you have already started using Accounts Receivable but are not presently using Accounts Payable.

In situation A2-B2-C1 you are not presently using Accounts Receivable but are using Accounts Payable.

In situation A2-B2-C2 you have not started using either Accounts Receivable or Accounts Payable.

**\*\* STEP 1 \*\*** Start up The Controller on your Apple and choose GENERAL LEDGER from The Controller Menu.



**\*\* STEP 2 \*\*** You will automatically be taken to the General Ledger Startup procedures, where your first concern is to load your balances for the year up to your current month (the month you will start using G/L). You will then set up your Chart of Accounts and load your balances. You will only load your balances into General Ledger once during your use of the system. In the Startup procedures, when the computer prompts you to

ENTER YOUR FISCAL YEAR-END DATE 00/00/00

enter your current fiscal year-end. For example, if this fiscal year-end is 09/30/79, then enter this date.

The next question asks you to

ENTER YOUR PRIOR MONTH-END DATE 00/00/00

and must be answered with the date for the month just prior to the month in which you are actually going to start monthly processing. In other words, if you are starting up G/L and your actual current month-end is 07/31/79, for the purpose of loading your balances up to July, you would enter 06/30/79 as the current month-end date.

NOTE: To finish the procedures necessary to load your balances, you will be closing the month. At this time you will be able to change the month-end to the date you will use when you begin normal processing.

**\*\* STEP 3 \*\*** Give the correct information to the next questions that appear on the screen. A question that has implications for your use of the A/R system with the G/L system is

WILL YOU BE USING DEPARTMENTS? .

If you are not using departments in either G/L or A/R, then answer N. The next two paragraphs only apply if you will be using departments.

If you are already using, or you are planning to use departments with A/R, then answer yes to this question. The department numbers you specify for A/R must be identical to those you customize in G/L. If you don't remember which department numbers you used in A/R and you want to use the same numbers in General Ledger, go to the Accounts Receivable Menu and use Customizing Features to examine what you entered for departments. \*

Answer Y to the department numbers you wish to use with G/L and A/R and continue with the Startup procedures. Keep in mind that you will have to add account numbers to the G/L Chart of Accounts that will be used expressly for the department accounting data. You will be instructed how to add these accounts.

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Give your appropriate answers to

WILL YOU BE USING ACCOUNTS RECEIVABLE? .  
WILL YOU BE USING ACCOUNTS PAYABLE? .

When you specify that you are using A/R and/or A/P with General Ledger, it is necessary that certain accounts be present in the Chart of Accounts, whether or not you use the one provided or create your own Chart of Accounts. These are explained in the next step, along with the accounts which must be departmentalized.

**\*\* STEP 4 \*\*** After Startup is completed you are taken to the General Ledger Menu. Select CHART OF ACCOUNTS to set up your Chart of Accounts. Depending on how you answered the questions

WILL YOU BE USING DEPARTMENTS? .

and

DO YOU WANT TO USE THE CHART OF ACCOUNTS AS PROVIDED? .

and whether or not you are using A/R and A/P, you will have to add, change, or remove accounts as needed.

Specifically, if you answered Yes to

WILL YOU BE USING ACCOUNTS RECEIVABLE? .

you must be sure the General Ledger Chart of Accounts includes the following accounts. Those accounts with "departmentalized" after them must be broken down into the departments you are using (if you are using departments). See the "GENERAL LEDGER" chapter's section on Chart of Accounts to refresh your memory on how you customize accounts for departments. These accounts must be included:

CASH-CHECKING ACCT  
SALES-MERCHANDISE (departmentalized)  
SALES-OTHER (departmentalized)  
SALES/TERMS DISCOUNT (departmentalized)  
SALES RETURNS/ALLOWANCES (departmentalized)  
FINANCE CHARGES (departmentalized)  
SALES TAXES PAYABLE  
ACCOUNTS RECEIVABLE-TRADE

If you answered Yes to

WILL YOU BE USING ACCOUNTS PAYABLE? .

you must include these accounts in the G/L Chart of Accounts:

CASH-CHECKING ACCT  
VENDOR DISCOUNTS TAKEN  
ACCOUNTS PAYABLE

It is a good idea to print a copy of your Chart of Accounts to verify it. We recommend that you print a Balance Sheet to verify that your accounts fall within the correct ranges.

\*

**\*\* STEP 5 \*\*** You are ready to load your balances. You will need your prior month's Balance Sheet and your year-to-date Income Statement account balances (in our example, where the current month is July, the last month is June). You also need your Balance Sheet for the last month of your last fiscal year. If you do not have these reports, obtain them from your accountant.

Now select the JOURNAL ENTRIES option from the General Ledger Menu and enter the same date you entered for current month-end for the batch date. In the example we have been using, this would be 06/30/79. When you enter the balances described below, consult your accountant if you are in doubt as to whether a balance should be a debit or a credit. Be sure to use the same journal number for your journal entries.

\*

Take your last month's Balance Sheet and type in one Journal entry for each account (with a balance), except for RETAINED EARNINGS. Do not enter this amount.

\*

Now look at last year's year-end Balance Sheet and enter a Journal entry for the amount shown as RETAINED EARNINGS into account number 39980, RETAINED EARNINGS - PRV YEARS.

Lastly, add an entry to the Journal batch for each revenue and expense account with a balance. The balance entered must be the year-to-date balance as of the month-end date you entered at G/L Startup.

Print your entries and check that they balance. Your debits and credits must be equal. Make changes if necessary, and then post your entries.

**\*\* STEP 6 \*\*** Print your Detail Trial Balance Report for verification.

**\*\* STEP 7 \*\*** Print the Detail Income Statement. It must match last month's Income Statement.

**\*\* STEP 8 \*\*** Print the Detail Balance Sheet and make sure it matches last month's Balance Sheet.

\*

**\*\* STEP 9 \*\*** Close the month. At this point you will have the opportunity to change the month-end date to the succeeding one.

**\*\* STEP 10 \*\*** For A2-B1-C1, use the Customizing Features program for A/R and A/P to change your answer to yes to the question

ARE YOU USING THE GENERAL LEDGER SYSTEM? .

NOTE: Before re-customizing A/R and A/P, make sure you have added the necessary account numbers listed in Step 4 to the G/L Chart of Accounts. Before re-customizing A/P, any accounts you are using in A/P must be added to the G/L Chart of Accounts if not already there.

You have completed setting up your General Ledger system and can continue processing.

**\*\* STEP 10 \*\*** For A2-B1-C2, use the Customizing Features program in A/R to change your answer to the question

ARE YOU USING THE GENERAL LEDGER SYSTEM? .

to Yes.

NOTE: Before re-customizing A/R, make sure you have added the necessary account numbers to the G/L chart of Accounts.

You have completed setting up your General Ledger system and can continue processing.

**\*\* STEP 10 \*\*** For A2-B2-C1, use the Customizing Features program in A/P to change your answer to the question

ARE YOU USING THE GENERAL LEDGER SYSTEM? .

to Yes.

NOTE: Before re-customizing A/P, any accounts you are using in A/P must be added to the G/L Chart of Accounts if they are not already there.

You have completed setting up your General Ledger system and can continue processing.

**\*\* STEP 10 \*\*** For A2-B2-C2, Step 9 is the final procedure for G/L setup.

## CHAPTER 9

# UTILITIES

Selection 4, UTILITIES, on The Controller Menu gives you access to five programs which will help you with your diskette and data management. With these programs, you can restore data on a DATnnn diskette from its corresponding BKDnnn diskette, duplicate an existing diskette, or make a new BKDnnn diskette. You can also use the Utilities to examine how many entries you have used in a particular file and how many are still available. If you are updating from a previous version of The Controller, there is also a program to convert selected diskettes for use with this version of The Controller (version 1.1).

To get to the Utilities, insert MST001 in drive 1 and turn on your Apple. Choose selection 1, THE CONTROLLER, and The Controller Menu appears on the screen. Select 4, UTILITIES, and the Utilities Menu will appear.

### \*\* UTILITIES MENU \*\*

1. DISKETTE COPY (BACKUP)
2. DISKETTE RESTORE
3. DISKETTE DUPLICATION
4. FILE ALLOCATION
5. DISKETTE CONVERSION
6. RETURN TO THE CONTROLLER

1. DISKETTE COPY (BACKUP) will make a backup copy of the DATnnn diskette you specify. The copy you make will be labelled BKDnnn. All data will be transferred.

2. DISKETTE RESTORE will copy data from a backup diskette to a data diskette. You would use this selection to restore data to a DATnnn diskette (or a blank diskette) from the most current BKDnnn diskette. The copy you make will be labelled DATnnn.

3. DISKETTE DUPLICATION makes an exact copy of all information on one diskette to another diskette. The duplicate diskette is given the same label as the original.

4. FILE ALLOCATION lets you look at the number of entries used and the number available for any limited set of files in G/L, A/R and A/P.

5. DISKETTE CONVERSION converts data diskettes used with the previous version of The Controller so that they can be used with this version of The Controller.

Use the following chart to identify what occurs during the various Utilities.

<u>BACKUP</u>		<u>RESTORE</u>		<u>DUPLICATE</u>	
Drive 2	Drive 1	Drive 2	Drive 1	Drive 2	Drive 1
DAT	--> BKD	BKD	--> DAT	DAT	--> DAT
SYS	--> BKS	BKS	--> SYS	SYS	--> SYS
MST	--> BKM	BKM	--> MST	MST	--> MST
				BKD	--> BKD
				BKS	--> BKS
				BKM	--> BKM

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## DISKETTE COPY (BACKUP)

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\* The Controller is designed to automatically make a backup copy of the data diskette you are using after posting a batch or journal, just before closing the month, and just after you close the month. However, there may be instances where you have spent hours entering data before reaching an automatic backup procedure. In general, for each hour you spend entering data, you should make a backup copy of your data diskette. It only takes a short time, and a backup diskette kept current is your best insurance against some unforeseen mishap to a data diskette onto which you have spent many hours entering a week's information.

This program copies the data, system or master diskette you insert in drive 2 to the diskette you insert in drive 1. The diskette in drive 1 will be labelled BKDnnn, BKSnnn, or BKMnnn when copying is complete -- the identifying numbers (nnn) being the same as those on the diskette you copied from.

Choose selection 1 from the Utilities Menu. The first screen you see instructs you to

ENTER THE NAME OF THE DISKETTE  
TO BE COPIED .....

You must enter the label for the diskette from which you are going to make a backup copy. Be sure the diskette label is entered CORRECTLY before you proceed.

\* Using the A/R data diskette as an example, you would enter DAT006. You must use the letter combinations DAT, SYS or MST and a correct diskette identifying number (such as 001, 006, 011). An irregular combination such as BKX001 or ABC001 will generate an INVALID ENTRY message and you will have to re-enter the name.

The next question is

DO YOU WANT TO COPY  
TO A NEW DISKETTE? .

If you answer N, the computer will instruct you to insert the appropriate backup diskette that corresponds to the DAT, SYS, or MST diskette that you specified you wanted copied. For example, you will be told to

INSERT THE DISKETTE MARKED BKD006  
IN DRIVE 1.

if you specified DAT006 as the diskette you want copied. If you do not have a BKD006 diskette, or you wish to make another, you should answer Y, you wish to copy to a new diskette. You can use ESC to return to the Utilities Menu to change your choices before copying begins. Do not interrupt the copying process once it has begun.

The answer Y to the question

DO YOU WANT TO COPY  
TO A NEW DISKETTE? .

produces the instruction

INSERT A NEW DISKETTE IN DRIVE 1.

After inserting the diskette, the computer examines the contents of drive 1. If you were to insert a used diskette in drive 1, you would see the message

THE DISKETTE INSERTED IN DRIVE 1  
IS NOT BLANK.  
DO YOU WANT TO CONTINUE? .

Answering Y will tell the computer to go ahead and copy to the used diskette.

Before you answer Y, make sure that the diskette in drive 1 is not your MST001 or any other diskette you wish to keep.

If you say N, you don't want to continue, you will be told again to insert a new diskette in drive 1.

When all is secure in drive 1, the Apple tells you to

INSERT THE DISKETTE MARKED (the name you specified)  
IN DRIVE 2.

When it has checked that the diskette in drive 2 is the correct one, copying begins. You are told

YOUR DISKETTE IS NOW BEING COPIED.  
DO NOT INTERRUPT!

When copying is completed, you will see the following instruction only if you specified to copy to a new diskette.

REMOVE THE DISKETTE IN DRIVE 1.  
LABEL THIS DISKETTE AS (the backup name for the  
diskette you specified)

Use a felt-tip pen to write on diskette labels. There are special labels provided with The Controller if you want to use them. You are then returned to the Utilities Menu.

## DISKETTE RESTORE

---

You will use DISKETTE RESTORE when you wish to restore a diskette that has been physically damaged or that has erroneous information, perhaps from a power failure, pulling the plug from the socket, or hitting the RESET key.

NOTE: If it is your MST001 diskette that needs to be restored, you cannot get to the UTILITIES menu in the ordinary way. The procedure is explained at the end of this DISKETTE RESTORE section.

Choose selection 2 from the Utilities Menu. You are instructed to

ENTER THE NAME OF THE DISKETTE  
TO BE RESTORED .....

You will enter the name of the diskette you are going to copy to, restoring the data on it.

As an example, say you want to restore the diskette labelled SYS006 from the backup copy you have, BKS006. You enter the identifying label SYS006 as the diskette to be restored. Then appears the question

DO YOU WANT TO RESTORE  
TO A NEW DISKETTE? .



By answering N, the computer assumes you want to restore from the backup to the diskette that has the label SYS006 and instructs

INSERT THE DISKETTE MARKED SYS006  
IN DRIVE 1.

INSERT THE DISKETTE MARKED BKS006  
IN DRIVE 2.

Copying is always done from drive 2 to drive 1.

By answering Y to restore to a new diskette, you are instructed to

INSERT A NEW DISKETTE IN DRIVE 1.

Insert the diskette you wish to copy to in drive 1. If it is not blank, the computer informs you of this fact and asks if you want to copy to it anyway. Before answering Y, check to be sure that the diskette you inserted is truly the one you intend to be restored.

After the diskette in drive 1 is verified, you are told to

INSERT THE DISKETTE MARKED BKS006  
IN DRIVE 2.

and copying begins. You will see the following message only if you specified to restore to a new diskette.

REMOVE THE DISKETTE IN DRIVE 1  
LABEL THIS DISKETTE AS SYS006.

Use a felt-tip pen to write on the label. You may use one of the labels provided with The Controller. You are returned to the Utilities Menu.

## RESTORING MST001

Follow these steps exactly to get to the Utilities if you do not have a usable MST001:

1. Turn off your Apple.
2. Put your BKM001 diskette in drive 1.

3. Turn on your Apple. Shortly, you are shown the message

\*\* APPLE GENERAL BUSINESS SYSTEM \*\*

YOU HAVE STARTED THE CONTROLLER WITH  
THE BACKUP MASTER DISKETTE (BKM001).  
THIS DISKETTE SHOULD ONLY BE USED  
TO RESTORE YOUR DAMAGED MASTER  
DISKETTE (MST001). HAS YOUR MASTER  
DISKETTE (MST001) BECOME DAMAGED? .

ENTER 'Y' FOR YES, OR 'N' FOR NO, AND  
PRESS 'RETURN' KEY TO CONTINUE.

If your MST001 is not damaged, reply N, and you will be prompted to insert your MST001 in drive 1. This will return you to the Master Menu.

If your MST001 is damaged, answer Y. In the next message you are told

YOUR DISKETTE WILL NOW BE RESTORED.

After pressing RETURN, you are asked

DO YOU WANT TO RESTORE  
TO A NEW DISKETTE? .

If you answer N, your Apple computer assumes that you want to restore from the backup (BKM001) to the diskette that has the label MST001 and instructs you to

INSERT THE DISKETTE MARKED MST001  
IN DRIVE 1.

INSERT THE DISKETTE MARKED BKM001  
IN DRIVE 2.

Copying is always done from drive 2 to drive 1.

If you answer Y, restore to a new diskette, you are then instructed to

INSERT A NEW DISKETTE IN DRIVE 1.

Insert the diskette you wish to copy to in drive 1. If it is not blank, the computer informs you of this fact and asks if you want to copy to it anyway. Before answering Y, check to be sure that the diskette you inserted is truly the one you intend to restore as MST001.

After the label of the diskette in drive 1 is verified, you are told to

INSERT THE DISKETTE MARKED BKM001  
IN DRIVE 2.

\*

and the copying begins. When the copy is completed the message appears

REMOVE THE DISKETTE IN DRIVE 1.  
LABEL THIS DISKETTE AS MST001.

After labeling the diskette, re-insert it in drive 1 and press RETURN.  
You will be taken back to the Master Menu.

## DISKETTE DUPLICATION

---

This selection will make a duplicate of any Controller diskette. When finished, both diskettes will be identical and have the same label.

Choose selection 3 from the Utilities Menu. You are first asked to

ENTER THE NAME OF THE DISKETTE  
TO BE DUPLICATED .....

You must use a valid identifying label for The Controller. Enter the exact name of the diskette you will be duplicating. Then

INSERT A NEW DISKETTE IN DRIVE 1.

If the diskette you insert is not new, you are told that it is not blank and asked if you wish to continue. Answer Y to continue, making sure that the diskette you inserted in drive 1 is not the MST001 diskette or any other that you wish to keep. An answer of N will produce the instruction to insert a new diskette.

You are told that the copying process is being done. Do not interrupt. When copying is complete you are told to

REMOVE THE DISKETTE IN DRIVE 1  
LABEL THIS DISKETTE AS (the backup name for the  
diskette you specified)

\*

The label name will be exactly the same as the name of the diskette you indicated that you wanted duplicated.

After pressing RETURN, you are taken back to the Utilities Menu.

## FILE ALLOCATION

\* FILE ALLOCATION should be run periodically to verify the status of your files in the different systems. You're protected from exceeding the prescribed limits, however, you should know how much more you can enter before processing.

The maximum size of files is documented for each system in the instructions provided for using it. Since you are not a computer, you will most likely lose track of the number of entries and transactions you have made during processing. By using this program, the computer will tell you the file status of a system.

Choose selection 4, FILE ALLOCATION, from the Utilities Menu. You are shown the File Allocation Menu.

### \*\* FILE ALLOCATION MENU \*\*

1. GENERAL LEDGER
2. ACCOUNTS RECEIVABLE
3. ACCOUNTS PAYABLE
4. RETURN TO UTILITIES MENU

Each selection will show you the file limitations for that particular system, how many records have been used, and how many are available.

\* A string of asterisks in the Used and Available columns means that there may be a problem with that file. Refer to the Diskette Restore section of the UTILITIES chapter.

\* If # signs appear in the New Invoices Batch Available column, even though it would seem that there is space available, you cannot enter any new invoices until this batch is posted. This is to protect you from a situation where you would attempt to make an additional entry that requires more than the three available records, and therefore overload the system.

Selection 1, GENERAL LEDGER, will instruct you to insert DAT001 in drive 2. We will show you how the screen would look if you examined the G/L file allocation before doing any processing in G/L.

	** G/L FILE ALLOCATION **			PAGE 1		RECOMMENDED
	MAX-		AVAIL-			LIMIT
FILE	IMUM	USED	ABLE		(not on screen)	
CHART OF ACCOUNTS	250	104	146			250
* TRANSACTIONS	1000	0	1000			750
STANDARD ENTRIES	100	0	100			100
BATCH ENTRIES	250	0	250			100

\* The system will not permit you to exceed the "AVAILABLE" column limits. You are returned to the File Allocation Menu when you press RETURN.

Selection 2, ACCOUNTS RECEIVABLE, tells you to insert the DAT006 diskette in drive 2 and shows the following screen:

** A/R FILE ALLOCATION **				PAGE 1		
FILE	MAX- IMUM	USED	AVAIL- ABLE		RECOMMENDED LIMIT (not on screen)	*
CUSTOMERS	250	0	250		250	
M-T-D TRANSACTIONS	1000	0	1000		750	
SALES/PAYMENT BATCH	100	0	100		100	
G/L TRANSFER	100	0	100		100	

NOTE: The limit for the SALES/PAYMENT BATCH is 125 from the Finance charges program.

The system will not permit you to exceed the "AVAILABLE" column limits. You will be returned to the File Allocation Menu when you press RETURN. \*

Selection 3, ACCOUNTS PAYABLE, instructs you to insert DAT011 in drive 2 and shows you the following screen:

** A/P FILE ALLOCATION **				PAGE 1		
FILE	MAX- IMUM	USED	AVAIL- ABLE		RECOMMENDED LIMIT (not on screen)	*
VENDORS	125	0	125		125	
INVOICES	300	0	300		300	
CHART OF ACCOUNTS	250	0	250		250	
NEW INVOICES BATCH	100	0	100		100	
CHECKS	300	0	300		300	
G/L TRANSFER	100	0	100		100	

The system will not permit you to exceed these limitations. RETURN will take you to the File Allocation Menu.

## DISKETTE CONVERSION

You will use DISKETTE CONVERSION if you have purchased The Controller Update package. This program will convert your data diskettes so that you can use them with the new version of The Controller.

It is advised that you convert all your data diskettes at this time. These will include your DAT, BKD and ARCHIVE diskettes.

Choose selection 5, DISKETTE CONVERSION, from the Utilities Menu. You are shown the following message.

\*\* DISKETTE CONVERSION \*\*

THIS UTILITY PROGRAM HAS A VERY  
SPECIAL USE. PLEASE READ CAREFULLY  
BEFORE YOU CONTINUE.

THIS PROGRAM WILL CONVERT A CONTROLLER  
DATA DISKETTE TO THE NEW FORMAT REQUIRED  
BY YOUR UPDATED CONTROLLER PACKAGE.  
TO ELIMINATE CONFUSION AND POSSIBLE  
ERRORS, WE SUGGEST THAT YOU CONVERT  
ALL DATA (DAT), BACKUP DATA (BKD)  
AND ARCHIVE DISKETTES AT THIS TIME.

\* ONLY USERS WHO PURCHASED THE \*  
\* 'CONTROLLER UPDATE' WILL NEED \*  
\* TO USE THIS UTILITY. \*

PLEASE CONTACT YOUR DEALER IF YOU ARE  
UNSURE OF YOUR PARTICULAR STATUS.

PRESS 'ESC' TO RETURN TO UTILITIES MENU  
OR  
PRESS 'RETURN' KEY TO CONTINUE.

At this point, if you decide you do not wish the Diskette Conversion, you have the option to press ESC and return to the Utilities Menu.

To continue with Diskette Conversion, press RETURN and you are instructed to

INSERT A DISKETTE TO BE CONVERTED  
IN DRIVE 2.

Do so, then press RETURN again and you are told to

INSERT A NEW DISKETTE IN DRIVE 1.

Remove your MST001 from drive 1, and insert a new diskette. We urge you NOT to use an old diskette. Press RETURN and your Apple will first verify that the diskette in drive 2 that you wish to convert is not damaged. Then your diskette will be converted. After the conversion you are told to

REMOVE THE DISKETTE IN DRIVE 1.  
LABEL THIS DISKETTE THE SAME AS  
THE DISKETTE IN DRIVE 2.

Be sure to firmly affix a '16 sector' label to each diskette after it has been converted.

When you press RETURN, you are again shown the message to insert a diskette to be converted in drive 2.

Continue with this procedure until you have converted all your DAT, BKD and ARCHIVE diskettes.

After all your diskettes have been converted, and you have the message on the screen instructing you to insert a diskette to be converted in drive 2, press ESC and you'll be returned to the Utilities Menu.

## **POSSIBLE PROBLEMS—SOLUTIONS**

---

### **POSSIBLE PROBLEMS DURING UTILITY COPIES**

A DISKETTE ERROR HAS OCCURRED ON DRIVE 1  
PLEASE CHECK THAT DISKETTES ARE INSERTED PROPERLY.

A problem has occurred with drive 1. During any type of copy in The Controller, you copy from drive 2 to drive 1. Check to verify that your diskette in drive 1 is not visibly damaged. Then be sure that your diskettes are inserted correctly. Press RETURN, and if the error still exists you will see the following menu:

**\*\* UTILITIES ERROR MENU \*\***

DISKETTE ERROR ON DRIVE 1  
HAS NOT BEEN RESOLVED.

1. RESTART AND TRY AGAIN
2. COPY TO A NEW DISKETTE
3. RETURN TO THE CONTROLLER

READ YOUR USER'S MANUAL  
BEFORE MAKING SELECTION

ENTER YOUR SELECTION -> .

It is advisable that you first choose selection 1. If that is not successful, choose selection 2, COPY TO A NEW DISKETTE. It is quite possible that the diskette in drive 1 is faulty. First, try using another diskette. If you continue to have difficulties, you may have a malfunction in your drive. In this case, see your Apple dealer.

A DISKETTE ERROR HAS OCCURRED ON DRIVE 2.  
PLEASE CHECK THAT DISKETTES ARE INSERTED PROPERLY.

An error has occurred on drive 2, the drive that contains the diskette

you are copying from. Check that your diskettes are inserted correctly. Then press RETURN. If copying does not begin, you will be told

DISKETTE ERROR ON DRIVE 2  
HAS NOT BEEN RESOLVED.

The error still exists. You will be returned to the Utilities Menu when you press RETURN. Start the procedure again. If still unsuccessful, the diskette in drive 2 shows no physical damage and you determine through use of another diskette that the drive is working properly, then you have a problem with the diskette. You cannot use this diskette for the task you're trying to complete.

\*

AN ERROR ON YOUR DATA DISKETTE HAS NOT BEEN CORRECTED. YOU CANNOT COPY THIS DISKETTE.

During posting, or another processing time when the DO NOT INTERRUPT! sign was displayed, the computer was turned off or otherwise disturbed. You then chose selection 1, DISKETTE COPY (BACKUP) from the Utilities Menu and tried to back up a DAT001, DAT006 or DAT011 diskette. You will not be able to complete this copy until the diskette is restored from a BKDnnn. You must choose selection 2, DISKETTE RESTORE, from the Utilities Menu. This message often appears when you have forgotten that you disturbed processing, and decided to restore later on, but never did. The error is detected after you press RETURN, and before the copy begins.

## POSSIBLE PROBLEMS DURING FORCED BACKUPS

A DISKETTE ERROR HAS OCCURRED ON DRIVE 2.

PLEASE CHECK THAT DISKETTES ARE INSERTED PROPERLY.

An error has occurred on drive 2, the drive that contains the diskette you are copying from. Check that your diskettes are inserted correctly. When you are copying from drive 2 to drive 1, your Apple will first verify that the diskette in drive 2 is undamaged. Then it prepares the diskette in drive 1 to be copied to, through a process called initialization. If during the verification or initialization the error on drive 2 occurs a second time, you are shown the following message:

DISKETTE ERROR ON DRIVE 2  
HAS NOT BEEN RESOLVED.  
RESTORE UTILITY MUST BE RUN  
USING BACKUP DISKETTE IN DRIVE 1.

This means that your diskette in drive 2 is damaged and you must restore it. Press RETURN and you are told to insert a new diskette in drive 1. Press RETURN again and you are told to insert the diskette. BKDnnn in drive 2. Press RETURN to begin the copy. When the copy is completed, label your diskette in drive 1 as indicated by the instructions on the screen.



The message

A DISKETTE ERROR HAS OCCURRED ON DRIVE 2.  
PLEASE CHECK THAT YOUR DISKETTES  
ARE INSERTED PROPERLY.

\*

may also appear while the actual copying is taking place, when the red light on drive 1 goes on for a few seconds and then the red light on drive 2 goes on. Check that your diskettes are inserted correctly and that the drive doors are closed. If you then see

DISKETTE ERROR DRIVE 2  
HAS NOT BEEN RESOLVED.  
RESTORE UTILITY MUST BE RUN  
WITH NEXT MOST RECENT BACKUP.

\*

then your Apple (during the actual copying) is not able to read the data on the diskette in drive 2. This is an extremely rare situation, and it means that your backup is damaged. You will have to restore from your most recent backup diskette, probably in your archives. Follow the instructions on the screen, insert a new diskette in drive 1 and complete the restore.

A DISKETTE ERROR HAS OCCURRED ON DRIVE 1.  
PLEASE CHECK THAT DISKETTES ARE INSERTED PROPERLY.

A problem has occurred with drive 1. During any type of copy in The Controller, you copy from drive 2 to drive 1. Check to verify that your diskette in drive 1 is not visible damaged. Then be sure that your diskettes are inserted correctly. Press RETURN, and if the error still exists you will see the following menu:

\*\*\* DISKETTE COPY MENU \*\*\*

DISKETTE ERROR ON DRIVE 1  
HAS NOT BEEN RESOLVED.

1. RESTART AND TRY AGAIN
2. COPY TO A NEW DISKETTE

Choose selection 1. If that is not successful, choose selection 2, COPY TO A NEW DISKETTE. If you continue to have problems, you may have a malfunction in your drive. In that case, see your Apple dealer.

## POSSIBLE PROBLEMS DURING DISKETTE CONVERSION

DISKETTE ERROR ON DRIVE 2 HAS NOT BEEN RESOLVED.  
THIS DISKETTE CANNOT BE CONVERTED.  
READ YOUR USER'S MANUAL BEFORE CONTINUING.

In the Diskette Conversion program, this message will appear after you have been shown twice the standard message that a diskette error has occurred on drive 2, and that you should check to see that your diskettes are inserted properly.

You cannot convert this diskette. If it is a damaged DAT diskette, you should convert the BKD (of the same number, such as 001), then go to the restore program in the Utilities section and create a new DAT diskette. If it is a damaged BKD, convert your DAT of the same number, then go to the backup program in the Utilities section and create a new BKD diskette. If the damaged diskette is one from your ARCHIVES, check with your dealer to verify that your hardware is working properly.

Press RETURN and you'll be instructed to insert a diskette in drive 2. Continue converting all your remaining DAT, BKD and ARCHIVE diskettes.

THE DISKETTE IN DRIVE 2 IS NOT  
A CONTROLLER DATA, BACKUP, OR ARCHIVE  
DISKETTE AND THEREFORE  
CANNOT BE CONVERTED.

A non-Controller 13 sector diskette has been inserted for conversion.

THE DISKETTE IN DRIVE 2  
DOES NOT REQUIRE CONVERSION.

A non-Controller 16 sector diskette or an already converted Controller diskette has been inserted for conversion.

# APPENDIX A

## LIST OF REPORTS

### GENERAL LEDGER

<u>Title</u>	<u>Report ID</u>	<u>System-Selection</u>	
CHART OF ACCOUNTS (no balances)	Ø11Ø1.1	G/L Chart of Accounts	
CHART OF ACCOUNTS (with balances)	Ø11Ø2.1	G/L Chart of Accounts	
CHART OF ACCOUNTS CHANGES	Ø11Ø3.1	G/L Chart of Accounts	
GENERAL JOURNAL REPORT	Ø11Ø4.1	G/L Journal Entries	
STANDARD ENTRIES JOURNAL	Ø11Ø5.1	G/L Standard Entries	
TRIAL BALANCE (Summary)	Ø11Ø6.1	G/L Trial Balance	
DETAIL TRIAL BALANCE	Ø11Ø7.1	G/L Trial Balance	
BALANCE SHEET (Summary)	Ø11Ø8.1	G/L Balance Sheet	
DETAIL BALANCE SHEET	Ø11Ø9.1	G/L Balance Sheet	
INCOME STATEMENT (Summary)	Ø111Ø.1	G/L Income Statement	
DETAIL INCOME STATEMENT	Ø1111.1	G/L Income Statement	
INCOME STATEMENT (Summary for Departments)	Ø1112.1	G/L Income Statement	
DETAIL INCOME STATEMENT (for Departments)	Ø1113.1	G/L Income Statement	
CUSTOMIZING FEATURES	Ø1114.1	G/L Customizing Features	
CHART OF ACCOUNTS (as Provided)	Ø11Ø1.Ø	G/L Chart of Accounts	*

## ACCOUNTS RECEIVABLE

<u>Title</u>	<u>Report ID</u>	<u>System-Selection</u>
CUSTOMER MASTER LIST	Ø12Ø1.1	A/R Customer Master
CUSTOMER MAILING LABELS	(Ø12Ø2.1)	A/R Customer Master
SALES JOURNAL ARnnn (by Entry No.)	Ø12Ø3.1	A/R Sales Entries
SALES JOURNAL ARnnn (by Document No.)	Ø12Ø4.1	A/R Sales Entries
PAYMENT JOURNAL CRnnn (by Entry No.)	Ø12Ø5.1	A/R Payment Entries
PAYMENT JOURNAL CRnnn (by Document No.)	Ø12Ø6.1	A/R Payment Entries
SUMMARY AGED TRIAL BALANCE	Ø12Ø7.1	A/R Aged Trial Balance
DETAIL AGED TRIAL BALANCE	Ø12Ø8.1	A/R Aged Trial Balance
MONTHLY ACTIVITY REPORT	Ø12Ø9.1	A/R Aged Trial Balance
STATEMENTS AND SUMMARY	(none)	A/R Statements
SALES COMMISSION REPORT	Ø121Ø.1	A/R Sales Commission
* CUSTOMIZING FEATURES	Ø1211.1	A/R Customizing Features

## ACCOUNTS PAYABLE

<u>Title</u>	<u>Report ID</u>	<u>System-Selection</u>
VENDOR MASTER LIST (by Vendor number or name)	Ø13Ø3.1	A/P Vendor Master
VENDOR MAILING LABELS	( none )	A/P Vendor Master
NEW A/P INVOICE REGISTER (by Voucher No.)	Ø13Ø4.1	A/P New Invoices
NEW A/P INVOICE REGISTER (by Vendor No.)	Ø13Ø5.1	A/P New Invoices
A/P CASH REQUIREMENTS	Ø13Ø6.1	A/P Open Invoices
OPEN INVOICES BY VENDOR	Ø13Ø7.1	A/P Open Invoices
A/P PAID INVOICE REGISTER	Ø13Ø8.1	A/P Pay Open Invoices
CHECKS AND STUBS	( none )	A/P Pay Open Invoices
A/P DISTRIBUTION JOURNAL	Ø13Ø9.1	A/P Distribution Journal
A/P DISBURSEMENT JOURNAL	Ø131Ø.1	A/P Disbursement Journal
* CUSTOMIZING FEATURES	Ø1311.1	A/P Customizing Features



## CHART OF ACCOUNTS

---

Obtained via Menu: G/L

Selection: Chart of Accounts

Purpose: The Chart of Accounts report is a list of the General Ledger account numbers and descriptions that you are using to record your business transactions.

Sequence: Listed numerically by account number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01101.1 -- Always reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Chart of Accounts
D	DATE -- date you entered for Today's Date
E	ACCOUNT NUMBER -- the G/L account numbers are listed in sequence, grouped by Assets, Liabilities, Equity, Revenue and Expenses
F	DESCRIPTION -- description of each account in the Chart of Accounts

A  
01101.1

B  
TWIN CITY ELECTRONICS  
CHART OF ACCOUNTS  
C

D  
DATE 07/14/80  
PAGE 1

ACCOUNT E F  
NUMBER DESCRIPTION  
-----

## ASSETS

10100 CASH - CHECKING ACCT.  
10200 CASH - SAVINGS ACCT.  
10300 PETTY CASH  
10301 PETTY CASH - MARKETING  
11100 ACCOUNTS RECEIVABLE - TRADE  
11200 ACCOUNTS RECEIVABLE - EMPLOY  
11300 ALLOWANCE - BAD DEBT  
11400 NOTES RECEIVABLE  
11500 INTEREST RECEIVABLE  
12100 MERCHANDISE INVENTORY  
12200 MERCHANDISE ON CONSIGNMENT  
13100 DEPOSITS  
13200 PREPAID EXPENSES  
14100 SHORT-TERM INVESTMENTS  
15400 INSURANCE (CASH VALUE)  
15500 OTHER INVESTMENTS  
16100 LAND  
16200 BUILDINGS  
16300 MACHINERY AND EQUIPMENT  
16400 FURNITURE  
16450 FIXTURES  
16600 ACC. DEP./BUILDINGS  
16700 ACC. DEP./MACH. AND EQUIP.  
16800 ACC. DEP./FURNITURE  
16850 ACC. DEP./FIXTURES  
17100 ORGANIZATION COSTS  
17200 GOODWILL

## LIABILITIES

21100 ACCOUNTS PAYABLE  
21200 NOTES PAYABLE - TRADE  
21300 NOTES PAYABLE - BANKS  
21400 NOTES PAYABLE - EMP/OFFICERS  
22100 F.I.C.A. TAXES PAYABLE  
22200 FEDERAL W/H TAXES PAYABLE  
22210 FED UNEMPLOY TAXES PAYABLE  
22300 STATE W/H TAXES PAYABLE  
22310 STATE UNEMPLOY TAXES PAYABLE  
22400 LOCAL PAYROLL TAXES PAYABLE  
22500 OTHER PAYROLL DEDUCTIONS  
22600 SALES TAXES PAYABLE  
22700 PROPERTY TAXES PAYABLE  
22800 COMMISSIONS PAYABLE  
22900 INTEREST PAYABLE

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CHART OF ACCOUNTS

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ACCOUNT  
NUMBER

DESCRIPTION

-----  
23100 RESERVE - PENSION/PROFIT SHR  
24100 DEFERRED INCOME TAXES PAYABLE  
24200 FEDERAL INCOME TAXES PAYABLE  
24300 STATE INCOME TAXES PAYABLE  
25100 NOTES PAYABLE  
25200 MORTGAGE PAYABLE

EQUITY

31100 CAPITAL (F. LANGDALE)  
31110 CAPITAL (LYN MILLS)  
31120 CAPITAL (WARD HEADSTROM)  
31200 DRAWING ACCOUNT (F. LANGDALE)  
31210 DRAWING (LYN MILLS)  
31220 DRAWING (WARD HEADSTROM)  
39980 RETAINED EARNINGS - PRV YEARS  
39990 RETAINED EARNINGS - CURR YEAR

REVENUE

40100 SALES - MERCHANDISE  
40101 SALES-MERCHANDISE  
40102 SALES-MERCHANDISE  
40200 SALES - OTHER  
40201 SALES-OTHER  
40202 SALES-OTHER  
40300 SALES RETURNS/ALLOWANCES  
40301 SALES RETURNS/ALLOWANCES  
40302 SALES RETURNS/ALLOWANCES  
40400 SALES/TERMS DISCOUNT  
40401 SALES/TERMS DISCOUNT  
40402 SALES/TERMS DISCOUNT  
40500 SERVICE CONTRACTS  
44100 PURCHASES - MERCHANDISE  
44300 FREIGHT IN  
44400 PURCHASE RETURNS/ALLOWANCES  
46000 CHANGE IN INVENTORY  
47100 FINANCE CHARGES  
47101 FINANCE CHARGES  
47102 FINANCE CHARGES  
48100 VENDOR DISCOUNTS TAKEN

EXPENSES

50100 SALARIES - OFFICERS  
50200 SALARIES - MANAGEMENT  
50300 SALARIES - OTHER-G & A



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ACCOUNT NUMBER	DESCRIPTION
50301	SALARIES-OTHER-MKTG
50302	SALARIES-OTHER-ENGINEERING
50400	HOURLY WAGES
50600	BONUS-G & A
50601	COMMISSION EXPENSE-MKTG
50650	COMMISSION EXPENSE
50700	PAYROLL TAXES-G & A
50701	PAYROLL TAXES-MKTG
50702	PAYROLL TAXES-ENGINEERING
50800	EMPLOYEE BENEFITS-G & A
50801	EMPLOYEE BENEFITS-MKTG
50802	EMPLOYEE BENEFITS-ENGINEERING
50900	PENSION/PROFIT SHARE-G & A
50901	PENSION/PROFIT SHARE-MKTG
50902	PENSION/PROFIT SHARE-ENGRG
51100	LEGAL/ACCOUNTING FEES
51200	ADVERTISING/PROMOTION
51300	CONTRACT SERVICES
51400	JANITORIAL SERVICE/SUPPLY
52100	RENT
52200	TELEPHONE
52300	UTILITIES
52400	EQUIPMENT RENTALS
52500	OFFICE SUPPLIES
52600	DUES AND SUBSCRIPTIONS
52700	REPAIRS AND MAINTENANCE
52800	CONTRIBUTIONS
53100	TRAVEL AND ENTERTAINMENT
53300	MARKETING EXPENSE - MISC.
53400	INSURANCE
54100	AMORTIZATION
54300	BAD DEBT EXPENSE
54400	DEPRECIATION EXPENSE
54500	PROPERTY TAX
60100	INTEREST EXPENSE
60200	FEDERAL INCOME TAXES
60300	STATE AND LOCAL INCOME TAXES

## CHART OF ACCOUNTS (WITH BALANCES)

Obtained via Menu: G/L

Selection: Chart of Accounts

Purpose: List the General Ledger accounts and descriptions you are using to record your business transactions, showing the balances for three accounting months.

Sequence: Listed in account number sequence

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01102.1 -- Always reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Chart of Accounts
D	DATE -- date you entered for Today's Date
E	ACCOUNT NUMBER -- the G/L account numbers are listed in sequence, grouped by Assets, Liabilities, Equity, Revenue and Expenses
F	DESCRIPTION -- description of each account in the Chart of Accounts
G	(Month) BAL FORWARD -- The balance forward for the beginning of the current accounting month
H	(Month) TRANSACTIONS -- The total dollar transactions that have been posted for the current accounting month
I	(Month) TRANSACTIONS -- The total dollar transactions that have been posted for the next accounting month
J	(Month) TRANSACTIONS -- The total dollar transactions that have been posted for the third sequential accounting month

**A** 01102.1  
**B** LOOPHOLE OUALE & FLYWHEEL INC.  
**C** CHART OF ACCOUNTS  
**D** DATE 11/30/80  
 PAGE 1

ACCOUNT NUMBER	DESCRIPTION	NOV BAL FORWARD	NOV TRANSACTIONS	DEC TRANSACTIONS	JAN TRANSACTIONS
<b>ASSETS</b>					
10100	CASH - CHECKING ACCT.	.00	.00	.00	.00
10200	CASH - SAVINGS ACCT.	.00	.00	.00	.00
10300	PETTY CASH	.00	.00	.00	.00
10400	CASH EQUIVALENTS	.00	.00	.00	.00
11100	ACCOUNTS RECEIVABLE - TRADE	.00	.00	.00	.00
11200	ACCOUNTS RECEIVABLE - EMPLOY	.00	.00	.00	.00
11300	ALLOWANCE - BAD DEBT	.00	.00	.00	.00
11400	NOTES RECEIVABLE	.00	.00	.00	.00
11500	INTEREST RECEIVABLE	.00	.00	.00	.00
12100	MERCHANDISE INVENTORY	.00	.00	.00	.00
12200	MERCHANDISE ON CONSIGNMENT	.00	.00	.00	.00
13100	DEPOSITS	.00	.00	.00	.00
13200	PREPAID EXPENSES	.00	.00	.00	.00
14100	SHORT-TERM INVESTMENTS	.00	.00	.00	.00
15100	INVESTMENT IN OTHER CORP.	.00	.00	.00	.00
15300	INVEST. IN RENTAL PROPERTY	.00	.00	.00	.00
15400	INSURANCE (CASH VALUE)	.00	.00	.00	.00
15490	LEASEHOLD IMPROVEMENTS	.00	.00	.00	.00
15500	OTHER INVESTMENTS	.00	.00	.00	.00
16100	LAND	.00	.00	.00	.00
16200	BUILDINGS	.00	.00	.00	.00
16300	MACHINERY AND EQUIPMENT	.00	.00	.00	.00
16400	FURNITURE	.00	.00	.00	.00
16450	FIXTURES	.00	.00	.00	.00
16600	ACC. DEP.-/BUILDINGS	.00	.00	.00	.00
16700	ACC. DEP./MACH. AND EQUIP.	.00	.00	.00	.00
16800	ACC. DEP.-/FURNITURE	.00	.00	.00	.00
16850	ACC. DEP.-/FIXTURES	.00	.00	.00	.00
16900	ACC. DEP.-/LEASEHOLD IMP.	.00	.00	.00	.00
17100	ORGANIZATION COSTS	.00	.00	.00	.00
17200	GOODWILL	.00	.00	.00	.00
<b>LIABILITIES</b>					
21100	ACCOUNTS PAYABLE	.00	.00	.00	.00
21200	NOTES PAYABLE - TRADE	.00	.00	.00	.00
21300	NOTES PAYABLE - BANKS	.00	.00	.00	.00
21400	NOTES PAYABLE - EMP/OFFICERS	.00	.00	.00	.00
21500	DIVIDENDS PAYABLE	.00	.00	.00	.00
22100	F I-C.A. TAXES PAYABLE	.00	.00	.00	.00
22200	FEDERAL W/H TAXES PAYABLE	.00	.00	.00	.00
22210	FED UNEMPLOY TAXES PAYABLE	.00	.00	.00	.00
22300	STATE W/H TAXES PAYABLE	.00	.00	.00	.00
22310	STATE UNEMPLOY TAXES PAYABLE	.00	.00	.00	.00
22400	LOCAL PAYROLL TAXES PAYABLE	.00	.00	.00	.00

## 196 THE CONTROLLER

01102.1                      LOOPHOLE OUALE & FLYWHEEL INC.  
CHART OF ACCOUNTS

DATE 11/30/80  
PAGE 2

ACCOUNT NUMBER	DESCRIPTION	NOV BAL FORWARD	NOV TRANSACTIONS	DEC TRANSACTIONS	JAN TRANSACTIONS
22500	OTHER PAYROLL DEDUCTIONS	.00	.00	.00	.00
22600	SALES TAXES PAYABLE	.00	.00	.00	.00
22700	PROPERTY TAXES PAYABLE	.00	.00	.00	.00
22800	COMMISSIONS PAYABLE	.00	.00	.00	.00
22900	INTEREST PAYABLE	.00	.00	.00	.00
23100	RESERVE - PENSION/PROFIT SHR	.00	.00	.00	.00
24100	DEFERRED INCOME TAXES PAYABLE	.00	.00	.00	.00
24200	FEDERAL INCOME TAXES PAYABLE	.00	.00	.00	.00
24300	STATE INCOME TAXES PAYABLE	.00	.00	.00	.00
25100	NOTES PAYABLE	.00	.00	.00	.00
25200	MORTGAGE PAYABLE	.00	.00	.00	.00
EQUITY					
31100	CAPITAL (PARTNER)	.00	.00	.00	.00
31200	DRAWING ACCOUNT (PARTNER)	.00	.00	.00	.00
31300	CAPITAL STOCK PREFERRED	.00	.00	.00	.00
31400	CAPITAL STOCK - COMMON	.00	.00	.00	.00
31500	PAID IN CAPITAL	.00	.00	.00	.00
39100	DIVIDENDS PAID	.00	.00	.00	.00
39980	RETAINED EARNINGS - PRV YEARS	.00	.00	.00	.00
39990	RETAINED EARNINGS - CURR YEAR	.00	.00	.00	.00
REVENUE					
40100	SALES - MERCHANDISE	.00	.00	.00	.00
40200	SALES - OTHER	.00	.00	.00	.00
40300	SALES RETURNS/ALLOWANCES	.00	.00	.00	.00
40400	SALES/TERMS DISCOUNT	.00	.00	.00	.00
40500	SERVICE CONTRACTS	.00	.00	.00	.00
44100	PURCHASES - MERCHANDISE	.00	.00	.00	.00
44200	LABOR	.00	.00	.00	.00
44300	FREIGHT IN	.00	.00	.00	.00
44400	PURCHASE RETURNS/ALLOWANCES	.00	.00	.00	.00
46000	CHANGE IN INVENTORY	.00	.00	.00	.00
47100	FINANCE CHARGES	.00	.00	.00	.00
48100	VENDOR DISCOUNTS TAKEN	.00	.00	.00	.00
EXPENSES					
50100	SALARIES - OFFICERS	.00	.00	.00	.00
50200	SALARIES - MANAGEMENT	.00	.00	.00	.00
50300	SALARIES - OTHER	.00	.00	.00	.00
50400	HOURLY WAGES	.00	.00	.00	.00
50600	BONUS	.00	.00	.00	.00
50650	COMMISSION EXPENSE	.00	.00	.00	.00
50700	PAYROLL TAXES	.00	.00	.00	.00

## LIST OF REPORTS 197

01102.1

LOOPHOLE QUALE & FLYWHEEL INC.  
CHART OF ACCOUNTSDATE 11/30/80  
PAGE 3

ACCOUNT NUMBER	DESCRIPTION	NOV BAL. FORWARD	NOV TRANSACTIONS	DEC TRANSACTIONS	JAN TRANSACTIONS
50800	EMPLOYEE BENEFITS	.00	.00	.00	.00
50900	PENSION/PROFIT SHARE CONTRIB	.00	.00	.00	.00
51100	LEGAL/ACCOUNTING FEES	.00	.00	.00	.00
51200	ADVERTISING/PROMOTION	.00	.00	.00	.00
51300	CONTRACT SERVICES	.00	.00	.00	.00
51400	JANITORIAL SERVICE/SUPPLY	.00	.00	.00	.00
52100	RENT	.00	.00	.00	.00
52200	TELEPHONE	.00	.00	.00	.00
52300	UTILITIES	.00	.00	.00	.00
52400	EQUIPMENT RENTALS	.00	.00	.00	.00
52500	OFFICE SUPPLIES	.00	.00	.00	.00
52600	DUES AND SUBSCRIPTIONS	.00	.00	.00	.00
52700	REPAIRS AND MAINTENANCE	.00	.00	.00	.00
52800	CONTRIBUTIONS	.00	.00	.00	.00
53100	TRAVEL AND ENTERTAINMENT	.00	.00	.00	.00
53300	MARKETING EXPENSE - MISC.	.00	.00	.00	.00
53400	INSURANCE	.00	.00	.00	.00
54100	AMORTIZATION	.00	.00	.00	.00
54300	BAD DEBT EXPENSE	.00	.00	.00	.00
54400	DEPRECIATION EXPENSE	.00	.00	.00	.00
54500	PROPERTY TAX	.00	.00	.00	.00
60100	INTEREST EXPENSE	.00	.00	.00	.00
60200	FEDERAL INCOME TAXES	.00	.00	.00	.00
60300	STATE AND LOCAL INCOME TAXES	.00	.00	.00	.00

## CHART OF ACCOUNT CHANGES

---

Obtained via Menu: G/L

Selection: Chart of Accounts

Purpose: This report can be used to verify any additions, changes, or removals of accounts to the Chart of Accounts. All changes made since the last printing of this report will be listed.

Sequence: Changed accounts are printed in numeric order.

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01103.1 -- Always reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Chart of Accounts Changes
D	DATE -- the date you entered as Today's Date
E	ACCOUNT NUMBER -- the account number of the account that was affected
F	DESCRIPTION -- description of the account affected
G	CHANGE TYPE -- a description of the type of change: Added, Changed, or Removed

**A**  
01103.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC.  
**C**  
CHART OF ACCOUNTS CHANGES

**D**  
DATE 11/30/80  
PAGE 1

ACCOUNT NUMBER	DESCRIPTION	CHANGE TYPE
22601	SALES TAXES PAYABLE <b>F</b>	ADDED <b>G</b>
31100	CAPITAL (PARTNER)	REMOVED
31200	DRAWING ACCOUNT (PARTNER)	REMOVED
40100	SALES - MERCHANDISE/DEPT 0	CHANGED
40101	SALES - MERCHANDISE/DEPT 1	ADDED
40200	SALES - OTHER/DEPT 0	CHANGED
40201	SALES - OTHER/DEPT 1	ADDED
40300	SALES RETURNS/ALLOWANCES/D 0	CHANGED
40301	SALES RETURNS/ALLOWANCES/D 1	ADDED
40401	SALES/TERMS DISCOUNT/DEPT 1	ADDED
44301	FREIGHT IN / DEPT 1	ADDED
47101	FINANCE CHARGES/DEPT 1	ADDED

**E**

## GENERAL JOURNAL REPORT

---

Obtained via Menu: G/L  
Selection: Journal Entries

Purpose: This report shows all entries that have been made to the General Ledger. It is printed for Journal Entries, Standard Entries, and Transfer Entries from Accounts Receivable and/or Accounts Payable.

Sequence: Numeric by entry number within journal number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01104.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- General Journal Report
D	DATE -- date you entered for Today's Date
E	BATCH DATE -- entered at start of Journal Entries program
F	ENTRY NUMBER -- assigned by the computer during Journal Entries
G	ACCOUNT NUMBER -- the G/L account number for this entry
H	JRNL NUMBER -- entered during Journal Entries, represents a group of similar entries
I	JRNL DATE -- journal date
J	DESCRIPTION -- description of journal entry
K	DEBITS -- the dollar amount of the entry, if entered as a debit
L	CREDITS -- the dollar amount of the entry, if entered as a credit
M	JOURNAL TOTALS -- total of all debits for this journal; should equal all credits
N	JOURNAL TOTALS -- total of all credits for this journal; should equal all debits
O	BATCH TOTALS -- total debits for the batch; must equal item P
P	BATCH TOTALS -- total credits for the batch; must equal item O



A

01104.1

B

LOOPHOLE QUALE & FLYWHEEL INC.  
GENERAL JOURNAL REPORT  
E-BATCH DATE 12/31/80

C

D

DATE 12/31/80  
PAGE 1

ENTRY NUMBER	ACCOUNT NUMBER	JRNL NUMBER	JRNL DATE	DESCRIPTION	DEBITS	CREDITS
F 1	G 50650	H GL004	I 12/31/80	J COMMISSIONS FOR 12/80	K 3,046.75	L
2	22800	GL004	12/31/80	COMMISSIONS 12/80		3,046.75
JOURNAL TOTALS					M 3,046.75	N 3,046.75
3	50100	GL005	12/31/80	SALARIES 12/80	43,996.05	
4	50200	GL005	12/31/80	SALARIES 12/80	16,110.00	
5	50700	GL005	12/31/80	PAYROLL 12/80	500.00	
6	50900	GL005	12/31/80	PAYROLL 12/80	1,712.63	
7	13200	GL005	12/31/80	PAYROLL 12/80		1,712.63
8	10100	GL005	12/31/80	PAYROLL 12/80		60,606.05
JOURNAL TOTALS					62,318.68	62,318.68
B A T C H T O T A L S					O 65,365.43	P 65,365.43

## **STANDARD ENTRIES JOURNAL**

---

Obtained via Menu: G/L

Selection: Standard Entries

Purpose: This report is used to verify that standard entries for each month were properly entered and posted. Once established, this report will not change unless you make a change to your batch of standard entries, or a dollar amount changes for an entry.

Sequence: Numeric by entry number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01105.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Standard Entries Journal
D	DATE -- date you entered for Today's Date
E	MONTH-ENDING DATE -- the current accounting month-end date, entered during Close Month or Startup procedures
* F	JOURNAL NUMBER -- SEennn, user prompted each time entries are posted or printed
G	ENT NO. -- Entry number, sequentially assigned by the computer when making standard entries
H	ACCT NO -- Account number from Chart of Accounts for each entry
I	DESCRIPTION -- description of each transaction
J	DEBITS -- the dollar amount of the entry, if entered as a debit
K	CREDITS -- the dollar amount of the entry, if entered as a credit
L	TOTALS -- total of all debits for the journal; should equal all credits for the journal, item M
M	TOTALS -- total of all credits for the journal; should equal all debits for the journal, item L

A  
01105.1

B  
LOOPHOLE QUALE & FLYWHEEL INC.  
STANDARD ENTRIES JOURNAL  
E FOR MONTH ENDING 12/31/80 C  
F JOURNAL SE005

D  
DATE 12/31/80  
PAGE 1

ENT NO.	ACCT NO.	DESCRIPTION	DEBITS	CREDITS
G	1 54400	MONTHLY DEPRECIATION I	J 811.75	K
	2 16600	MONTHLY DEPRECIATION		442.00
	3 16700	MONTHLY DEPRECIATION		195.60
	4 16800	MONTHLY DEPRECIATION		56.00
	5 16850	MONTHLY DEPRECIATION		10.05
	6 16900	MONTHLY DEPRECIATION		108.10
	7 60100	INTEREST PAYABLE	6,063.40	
	8 22900	INTEREST PAYABLE		6,063.40
	9 11500	INTEREST RECEIVABLE	998.12	
	10 40200	INTEREST RECEIVABLE		998.12
H				
		TOTALS	L 7,873.27	M 7,873.27

## TRIAL BALANCE

---

Obtained via Menu: G/L  
Selection: Trial Balance

Purpose: This report shows that the total balances and monthly activity for all accounts on the Chart of Accounts balance. Debits must equal credits. A partial report may be printed by specifying the desired account ranges.

Sequence: Numeric by account number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01106.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Trial Balance (summary)
D	DATE -- date you entered for Today's Date
E	MONTH-ENDING DATE -- current accounting month-end date entered during Close Month or Startup Procedures
F	ACCOUNT NUMBER -- Chart of Accounts number
G	JRNL DATE -- not used for summary Trial Balance report
H	JRNL NUMBER --not used for summary Trial Balance report
I	ACCNT/JRNL DESCRIPTION -- description of G/L account on Chart of Accounts
J	BEGINNING BALANCE -- for the current accounting month
K	MONTHLY ACTIVITY -- total dollar amount posted to this account during the month
L	ENDING BALANCE -- for the current accounting month
M	TOTALS -- beginning balance of all accounts printed
N	TOTALS -- monthly activity of all accounts printed
O	TOTALS -- ending balance of all accounts printed
P	MESSAGE -- informational message

**A**  
01106.1

**B**  
LOOPHOLE QUALE & FLYWHFEL INC.  
TRIAL BALANCE — **C**  
**E** — FOR MONTH ENDING 11/30/80

**D**  
DATE 11/30/80  
PAGE 1

ACCOUNT NUMBER	JRNL DATE	JRNL NUMBER	ACCOUNT/JRNL DESCRIPTION	BEGINNING BALANCE	MONTHLY ACTIVITY	ENDING BALANCE
<b>F</b> 10100	<b>G</b>	<b>H</b>	CASH - CHECKING ACCT. <b>I</b>	<b>J</b> .00	<b>K</b> 18,602.20	<b>L</b> 18,602.20
10200			CASH - SAVINGS ACCT.	.00	27,000.00	27,000.00
10300			PETTY CASH	.00	400.00	400.00
10400			CASH EQUIVALENTS	.00	51,909.00	51,909.00
11100			ACCOUNTS RECEIVABLE - TRA	.00	241,486.00	241,486.00
11200			ACCOUNTS RECEIVABLE - EMP	.00	15,450.00	15,450.00
11400			NOTES RECEIVABLE	.00	90,709.00	90,709.00
11500			INTEREST RECEIVABLE	.00	28,534.00	28,534.00
12100			MERCHANDISE INVENTORY	.00	165,751.00	165,751.00
13100			DEPOSITS	.00	6,229.00	6,229.00
14100			SHORT-TERM INVESTMENTS	.00	35,448.00	35,448.00
15100			INVESTMENT IN OTHER CORP.	.00	65,000.00	65,000.00
15300			INVEST. IN RENTAL PROPERT	.00	24,325.00	24,325.00
15400			INSURANCE (CASH VALUE)	.00	56,348.00	56,348.00
15490			LEASEHOLD IMPROVEMENTS	.00	248,285.00	248,285.00
15500			OTHER INVESTMENTS	.00	34,700.00	34,700.00
16100			LAND	.00	1,051,991.00	1,051,991.00
16200			BUILDINGS	.00	653,090.00	653,090.00
16300			MACHINERY AND EQUIPMENT	.00	634,684.00	634,684.00
16400			FURNITURE	.00	210,870.00	210,870.00
16450			FIXTURES	.00	39,368.00	39,368.00
16600			ACC. DEP./BUILDINGS	.00	506,143.34-	506,143.34-
16700			ACC. DEP./MACH. AND EQUIP	.00	410,295.13-	410,295.13-

## 206 THE CONTROLLER

01106.1

LOOPHOLE QUALE & FLYWHEEL INC.  
TRIAL BALANCE  
FOR MONTH ENDING 11/30/80

DATE 11/30/80  
PAGE 2

ACCOUNT NUMBER	JRNL DATE	JRNL NUMBER	ACCOUNT/JRNL DESCRIPTION	BEGINNING BALANCE	MONTHLY ACTIVITY	ENDING BALANCE
16800			ACC. DEP./FURNITURE	.00	174,692.95-	174,692.95-
16850			ACC. DEP./FIXTURES	.00	26,002.47-	26,002.47-
16900			ACC. DEP./LEASEHOLD IMP.	.00	117,416.11-	117,416.11-
17200			GOODWILL	.00	10,894.00	10,894.00
21100			ACCOUNTS PAYABLE	.00	185,447.00-	185,447.00-
21200			NOTES PAYABLE - TRADE	.00	60,634.00-	60,634.00-
21300			NOTES PAYABLE - BANKS	.00	3,000.00-	3,000.00-
21500			DIVIDENDS PAYABLE	.00	1,802.00-	1,802.00-
22100			F.I.C.A. TAXES PAYABLE	.00	13,742.61-	13,742.61-
22200			FEDERAL W/H TAXES PAYABLE	.00	16,156.62-	16,156.62-
22210			FED UNEMPLOY TAXES PAYABL	.00	2,163.27-	2,163.27-
22300			STATE W/H TAXES PAYABLE	.00	6,523.76-	6,523.76-
22310			STATE UNEMPLOY TAXES PAYA	.00	4,163.74-	4,163.74-
22400			LOCAL PAYROLL TAXES PAYAB	.00	300.00-	300.00-
22500			OTHER PAYROLL DEDUCTIONS	.00	166.00-	166.00-
22600			SALES TAXES PAYABLE	.00	17,264.07-	17,264.07-
22700			PROPERTY TAXES PAYABLE	.00	35,000.00-	35,000.00-
22800			COMMISSIONS PAYABLE	.00	17,051.70-	17,051.70-
22900			INTEREST PAYABLE	.00	29,684.23-	29,684.23-
23100			RESERVE - PENSION/PROFIT	.00	23,382.00-	23,382.00-
24100			DEFERRED INCOME TAXES PAY	.00	26,357.00-	26,357.00-
24200			FEDERAL INCOME TAXES PAYA	.00	37,962.98-	37,962.98-
24300			STATE INCOME TAXES PAYABL	.00	7,415.22-	7,415.22-

DATE 11/30/80  
PAGE 3

ACCOUNT NUMBER	JRNL DATE	JRNL NUMBER	ACCOUNT/JRNL DESCRIPTION	BEGINNING BALANCE	MONTHLY ACTIVITY	ENDING BALANCE
25200			MORTGAGE PAYABLE	.00	402,932.00-	402,932.00-
31300			CAPITAL STOCK PREFERRED	.00	92,455.00-	92,455.00-
31400			CAPITAL STOCK - COMMON	.00	28,851.00-	28,851.00-
31500			PAID IN CAPITAL	.00	1,083,913.00-	1,083,913.00-
39980			RETAINED EARNINGS - PRV Y	.00	380,156.00-	380,156.00-
40100			SALES - MERCHANDISE	.00	450,000.00-	450,000.00-
40200			SALES - OTHER	.00	75,876.00-	75,876.00-
40300			SALES RETURNS/ALLOWANCES	.00	32,134.50	32,134.50
40500			SERVICE CONTRACTS	.00	42,410.50-	42,410.50-
44100			PURCHASES - MERCHANDISE	.00	264,132.00	264,132.00
44300			FREIGHT IN	.00	16,000.50	16,000.50
50200			SALARIES - MANAGEMENT	.00	93,674.50	93,674.50
50300			SALARIES - OTHER	.00	56,475.00	56,475.00
50650			COMMISSION EXPENSE	.00	4,767.59	4,767.59
50700			PAYROLL TAXES	.00	4,000.00	4,000.00
50800			EMPLOYEE BENEFITS	.00	9,591.00	9,591.00
51200			ADVERTISING/PROMOTION	.00	1,500.00	1,500.00
52100			RENT	.00	40,000.00	40,000.00
52200			TELEPHONE	.00	7,900.91	7,900.91
52300			UTILITIES	.00	1,534.50	1,534.50
52500			OFFICE SUPPLIES	.00	12,575.75	12,575.75
53400			INSURANCE	.00	24,000.25	24,000.25

208 THE CONTROLLER

01106.1

LOOPHOLE QUALE & FLYWHEEL INC.  
TRIAL BALANCE  
FOR MONTH ENDING 11/30/80

DATE 11/30/80  
PAGE 4

ACCOUNT NUMBER	JRNL DATE	JRNL NUMBER	ACCOUNT/JRNL DESCRIPTION	BEGINNING BALANCE	MONTHLY ACTIVITY	ENDING BALANCE
T O T A L S				M .00	N .00	O .00

\*\*\*\*\*  
DEBIT BALANCES ARE SHOWN AS POSITIVE NUMBERS - CREDIT BALANCES ARE SHOWN AS NEGATIVE NUMBERS





## DETAIL TRIAL BALANCE

---

Obtained via Menu: G/L  
Selection: Trial Balance

Purpose: This report shows all transactions for the month as well as the beginning and ending balances for all accounts. A partial report may be printed by specifying the desired account ranges. This report must be printed in full before closing the month for General Ledger.

Sequence: Numeric by account number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01107.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Detail Trial Balance
D	DATE -- date you entered for Today's Date
E	MONTH-ENDING DATE -- entered during Close Month or Startup Procedures
F	ACCOUNT NUMBER -- G/L Chart of Accounts number
G	JRNL DATE -- date of journal transactions
H	JRNL NUMBER -- journal number associated with the transaction
I	ACCNT/JRNL DESCRIPTION -- description of account associated with the account number
J	BEGINNING BALANCE -- for current accounting month
K	MONTHLY ACTIVITY -- total dollar amount posted to this account during the month
L	ENDING BALANCE -- for the current accounting month
M	TOTALS -- beginning balance total of all accounts printed
N	TOTALS -- monthly activity total of all accounts printed
O	TOTALS -- ending balance total of all accounts printed
P	MESSAGE -- informational message

## LIST OF REPORTS 211

**A**  
01107 1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC.  
DETAIL TRIAL BALANCE  
FOR MONTH ENDING 11/30/80 **C**  
**E**

**D**  
DATE 11/30/80  
PAGE 1

ACCOUNT NUMBER	JRNL DATE	JRNL NUMBER	ACCOUNT/JRNL DESCRIPTION	BEGINNING BALANCE	MONTHLY ACTIVITY	ENDING BALANCE
<b>F</b> 10100	<b>G</b> 11/30/80	<b>H</b> GL001	CASH - CHECKING ACCT. <b>I</b> BEG BAL	.00	18,602.20	18,602.20
10200	11/30/80	GL001	CASH - SAVINGS ACCT. BEG BAL	.00	27,000.00	27,000.00
10300	11/30/80	GL001	PETTY CASH BEG BAL	.00	400.00	400.00
10400	11/30/80	GL001	CASH EQUIVALENTS BEG BAL	.00	51,909.00	51,909.00
11100	11/30/80	GL001	ACCOUNTS RECEIVABLE - TRA BEG BAL	.00	241,486.00	241,486.00
11200	11/30/80	GL001	ACCOUNTS RECEIVABLE - EMP BEG BAL	.00	15,450.00	15,450.00
11400	11/30/80	GL001	NOTES RECEIVABLE BEG BAL	.00	90,709.00	90,709.00
11500	11/30/80	GL001	INTEREST RECEIVABLE BEG BAL	.00	28,534.00	28,534.00
12100	11/30/80	GL001	MERCHANDISE INVENTORY BEG BAL	.00	165,751.00	165,751.00
13100	11/30/80	GL001	DEPOSITS BEG BAL	.00	6,229.00	6,229.00
14100	11/30/80	GL001	SHORT-TERM INVESTMENTS BEG BAL	.00	35,448.00	35,448.00
15100	11/30/80	GL001	INVESTMENT IN OTHER CORP. BEG BAL	.00	65,000.00	

## 212 THE CONTROLLER

01107.1                      LOOPHOLE QUALE & FLYWHEEL INC.  
                                     DETAIL TRIAL BALANCE  
                                     FOR MONTH ENDING 11/30/80

DATE 11/30/80  
 PAGE 2

ACCOUNT NUMBER	JRNL DATE	JRNL NUMBER	ACCOUNT/JRNL DESCRIPTION	BEGINNING BALANCE	MONTHLY ACTIVITY	ENDING BALANCE
						65,000.00
15300	11/30/80	GL001	INVEST. IN RENTAL PROPERT BEG BAL	.00	24,325.00	24,325.00
15400	11/30/80	GL001	INSURANCE (CASH VALUE) BEG BAL	.00	56,348.00	56,348.00
15490	11/30/80	GL001	LEASEHOLD IMPROVEMENTS BEG BAL	.00	248,285.00	248,285.00
15500	11/30/80	GL001	OTHER INVESTMENTS BEG BAL	.00	34,700.00	34,700.00
16100	11/30/80	GL001	LAND BEG BAL	.00	1,051,991.00	1,051,991.00
16200	11/30/80	GL001	BUILDINGS BEG BAL	.00	653,090.00	653,090.00
16300	11/30/80	GL001	MACHINERY AND EQUIPMENT BEG BAL	.00	634,684.00	634,684.00
16400	11/30/80	GL001	FURNITURE BEG BAL	.00	210,870.00	210,870.00
16450	11/30/80	GL001	FIXTURES BEG BAL	.00	39,368.00	39,368.00
16600	11/30/80	GL001	ACC. DEP. / BUILDINGS BEG BAL	.00	506,143.34-	506,143.34-
16700	11/30/80	GL001	ACC. DEP. / MACH. AND EQUIP BEG BAL	.00	410,295.13-	410,295.13-

ACCOUNT NUMBER	JRNL DATE	JRNL NUMBER	ACCOUNT/JRNL DESCRIPTION	BEGINNING BALANCE	MONTHLY ACTIVITY	ENDING BALANCE
16800	11/30/80	GL001	ACC. DEP./FURNITURE BEG BAL	.00	174,692.95-	174,692.95-
16850	11/30/80	GL001	ACC. DEP./FIXTURES BEG BAL	.00	26,002.47-	26,002.47-
16900	11/30/80	GL001	ACC. DEP./LEASEHOLD IMP. BEG BAL	.00	117,416.11-	117,416.11-
17200	11/30/80	GL001	GOODWILL BEG BAL	.00	10,894.00	10,894.00
21100	11/30/80	GL001	ACCOUNTS PAYABLE BEG BAL	.00	185,447.00-	185,447.00-
21200	11/30/80	GL001	NOTES PAYABLE - TRADE BEG BAL	.00	60,634.00-	60,634.00-
21300	11/30/80	GL001	NOTES PAYABLE - BANKS BEG BAL	.00	3,000.00-	3,000.00-
21500	11/30/80	GL001	DIVIDENDS PAYABLE BEG BAL	.00	1,802.00-	1,802.00-
22100	11/30/80	GL001	F.I.C A. TAXES PAYABLE BEG BAL	.00	13,742.61-	13,742.61-
22200	11/30/80	GL001	FEDERAL W/H TAXES PAYABLE BEG BAL	.00	16,156.62-	16,156.62-
22210	11/30/80	GL001	FED UNEMPLOY TAXES PAYABL BEG BAL	.00	2,163.27-	2,163.27-
22300	11/30/80	GL001	STATE W/H TAXES PAYABLE BEG BAL	.00	6,523.76-	

## 214 THE CONTROLLER

01107.1                      LOOPHOLE QUALE & FLYWHEEL INC.                      DATE 11/30/80  
                                DETAIL TRIAL BALANCE                      PAGE 4  
                                FOR MONTH ENDING 11/30/80

ACCOUNT NUMBER	JRNL DATE	JRNL NUMBER	ACCOUNT/JRNL DESCRIPTION	BEGINNING BALANCE	MONTHLY ACTIVITY	ENDING BALANCE
						6,523.76-
22310	11/30/80	GL001	STATE UNEMPLOY TAXES PAYA BEG BAL	.00	4,163.74-	4,163.74-
22400	11/30/80	GL001	LOCAL PAYROLL TAXES PAYAB BEG BAL	.00	300.00-	300.00-
22500	11/30/80	GL001	OTHER PAYROLL DEDUCTIONS BEG BAL	.00	166.00-	166.00-
22600	11/30/80	GL001	SALES TAXES PAYABLE BEG BAL	.00	17,264.07-	17,264.07-
22700	11/30/80	GL001	PROPERTY TAXES PAYABLE BEG BAL	.00	35,000.00-	35,000.00-
22800	11/30/80	GL001	COMMISSIONS PAYABLE BEG BAL	.00	17,051.70-	17,051.70-
22900	11/30/80	GL001	INTEREST PAYABLE BEG BAL	.00	29,684.23-	29,684.23-
23100	11/30/80	GL001	RESERVE - PENSION/PROFIT BEG BAL	.00	23,382.00-	23,382.00-
24100	11/30/80	GL001	DEFERRED INCOME TAXES PAY BEG BAL	.00	26,357.00-	26,357.00-
24200	11/30/80	GL001	FEDERAL INCOME TAXES PAYA BEG BAL	.00	37,962.98-	37,962.98-
24300	11/30/80	GL001	STATE INCOME TAXES PAYABL BEG BAL	.00	7,415.22-	7,415.22-

## LIST OF REPORTS 215

01107.1                      LOOPHOLE QUALE & FLYWHEEL INC.                      DATE 11/30/80  
                                    DETAIL TRIAL BALANCE                      PAGE 5  
                                    FOR MONTH ENDING 11/30/80

ACCOUNT NUMBER	JRNL DATE	JRNL NUMBER	ACCOUNT/JRNL DESCRIPTION	BEGINNING BALANCE	MONTHLY ACTIVITY	ENDING BALANCE
25200	11/30/80	GL001	MORTGAGE PAYABLE BEG BAL	.00	402,932.00-	402,932.00-
31300	11/30/80	GL001	CAPITAL STOCK PREFERRED BEG BAL	.00	92,455.00-	92,455.00-
31400	11/30/80	GL001	CAPITAL STOCK - COMMON BEG BAL	.00	28,851.00-	28,851.00-
31500	11/30/80	GL001	PAID IN CAPITAL BEG BAL	.00	1,083,913.00-	1,083,913.00-
39980	11/30/80	GL001	RETAINED EARNINGS - PRV Y BEG BAL	.00	380,156.00-	380,156.00-
40100	11/30/80	GL002	SALES - MERCHANDISE YTD BAL	.00	450,000.00-	450,000.00-
40200	11/30/80	GL002	SALES - OTHER YTD BAL	.00	75,876.00-	75,876.00-
40300	11/30/80	GL002	SALES RETURNS/ALLOWANCES YTD BAL	.00	32,134.50	32,134.50
40500	11/30/80	GL002	SERVICE CONTRACTS YTD BAL	.00	42,410.50-	42,410.50-
44100	11/30/80	GL002	PURCHASES - MERCHANDISE YTD BAL	.00	264,132.00	264,132.00
44300	11/30/80	GL002	FREIGHT IN YTD BAL	.00	16,000.50	16,000.50
50200	11/30/80	GL002	SALARIES - MANAGEMENT YTD BAL	.00	93,674.50	

## 216 THE CONTROLLER

01107.1                LOOPHOLE QUALE & FLYWHEEL INC.                DATE 11/30/80  
                                DETAIL TRIAL BALANCE                PAGE 6  
                                FOR MONTH ENDING 11/30/80

ACCOUNT NUMBER	JRNL DATE	JRNL NUMBER	ACCOUNT/JRNL DESCRIPTION	BEGINNING BALANCE	MONTHLY ACTIVITY	ENDING BALANCE
						93,674.50
50300	11/30/80	GL002	SALARIES - OTHER YTD BAL	.00	56,475.00	56,475.00
50650	11/30/80	GL002	COMMISSION EXPENSE YTD BAL	.00	4,767.59	4,767.59
50700	11/30/80	GL002	PAYROLL TAXES YTD BAL	.00	4 000.00	4,000.00
50800	11/30/80	GL002	EMPLOYEE BENEFITS YTD BAL	.00	9,591.00	9,591.00
51200	11/30/80	GL002	ADVERTISING/PROMOTION YTD BAL	.00	1,500.00	1,500.00
52100	11/30/80	GL002	RENT YTD BAL	.00	40,000.00	40,000.00
52200	11/30/80	GL002	TELEPHONE YTD BAL	.00	7,900.91	7,900.91
52300	11/30/80	GL002	UTILITIES YTD BAL	.00	1,534.50	1,534.50
52500	11/30/80	GL002	OFFICE SUPPLIES YTD BAL	.00	12,575.75	12,575.75
53400	11/30/80	GL002	INSURANCE YTD BAL	.00	24,000.25	24,000.25
			T O T A L S	.00		.00

DEBIT BALANCES ARE SHOWN AS POSITIVE NUMBERS - CREDIT BALANCES ARE SHOWN AS NEGATIVE NUMBERS





## BALANCE SHEET

---

Obtained via Menu: G/L

Selection: Balance Sheet

**Purpose:** This report shows the financial position of your company at any one specific time. The report displays the relationship between Assets, Liabilities and Equity.

**Sequence:** Numeric by account number, summarized by ranges specified by program

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01108.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Balance Sheet (summarized report)
D	DATE -- date you entered for Today's Date
E	MONTH-ENDING DATE -- for current accounting month
F	MAJOR CATEGORY -- there are three major categories: ASSETS, LIABILITIES and EQUITY
G	MINOR CATEGORY -- further breakdown of major categories
H	SUB-MINOR CATEGORY -- lowest level of category, a breakdown of minor categories; these totals are printed in column I
I	TOTAL AMOUNTS -- for the subminor accounts
J	TOTAL AMOUNTS -- for the minor and major categories
K	AMOUNT -- dollar amount brought over from the Income Statement

A  
01108.1

B  
LOOPHOLE QUALE & FLYWHEEL INC.  
BALANCE SHEET — C  
E FOR MONTH ENDING 11/30/80

D  
DATE 11/30/80  
PAGE 1

ASSETS: F

CURRENT ASSETS: G

CASH	97,911.20
RECEIVABLES	376,179.00
H INVENTORIES	I 165,751.00
PREPAID EXPENSES	6,229.00
OTHER CURRENT ASSETS	35,448.00

TOTAL CURRENT ASSETS

J  
-----  
681,518.20  
-----

INVESTMENTS

-----  
428,658.00  
-----

PLANT, PROPERTY AND EQUIPMENT

-----  
2,590,003.00  
-----

ACCUMULATED DEPRECIATION/AMORTIZATION

-----  
1,234,550.00-  
-----

INTANGIBLE ASSETS

-----  
10,894.00  
-----

OTHER ASSETS

-----  
.00  
-----

TOTAL ASSETS

=====

2,476,523.20
--------------

=====

LIABILITIES:

CURRENT LIABILITIES

-----  
488,216.20  
-----

LONG TERM LIABILITIES

-----  
402,932.00  
-----

## 220 THE CONTROLLER

---

01108.1	LOOPHOLE QUALE & FLYWHEEL INC. BALANCE SHEET FOR MONTH ENDING 11/30/80	DATE 11/30/80 PAGE 2
TOTAL LIABILITIES		=====
		891,148.20
		=====
EQUITY:		
ALL EQUITY ACCOUNTS		-----
		1,205,219.00
		-----
RETAINED EARNINGS		-----
		K 380,156.00
		-----
TOTAL EQUITY		=====
		1,585,375.00
		=====
TOTAL LIABILITIES AND EQUITY		=====
		2,476,523.20
		=====



## DETAIL BALANCE SHEET

---

Obtained via Menu: G/L  
Selection: Balance Sheet

**Purpose:** This report shows the financial position of your company at any one specific time. The report will display the relationship between Assets, Liabilities and Equity. It includes the same information as the (summary) Balance Sheet (Ø11Ø8.1), and also prints each account with a balance at month-end.

**Sequence:** Numeric by chart of accounts number, summarized by ranges specified by program

<u>Item</u>	<u>Description</u>
A	REPORT ID -- Ø11Ø9.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Detail Balance Sheet
D	DATE -- date you entered as Today's Date
E	MONTH-ENDING DATE -- current accounting month-end date
F	MAJOR CATEGORY -- there are three major categories: ASSETS, LIABILITIES and EQUITY
G	MINOR CATEGORY -- further breakdown of categories
H	SUB-MINOR CATEGORY -- breakdown of minor categories
I	TOTALS -- amounts for sub-minor accounts
J	TOTALS -- amounts for minor and major categories
K	ACCOUNT -- description as found on Chart of Accounts
L	AMOUNT -- brought forward from Income Statement

A  
01109.1

B  
LOOPHOLE QUALE & FLYWHEEL INC.  
DETAIL BALANCE SHEET  
E FOR MONTH ENDING 11/30/80 C

D  
DATE 11/30/80  
PAGE 1

ASSETS: F

CURRENT ASSETS: G

CASH H	I	
CASH - CHECKING ACCT.	18,602.20	
K CASH - SAVINGS ACCT.	27,000.00	
PETTY CASH	400.00	
CASH EQUIVALENTS	51,909.00	
TOTAL CASH		J 97,911.20
RECEIVABLES		
ACCOUNTS RECEIVABLE - TRADE	241,486.00	
ACCOUNTS RECEIVABLE - EMPLOY	15,450.00	
ALLOWANCE - BAD DEBT	.00	
NOTES RECEIVABLE	90,709.00	
INTEREST RECEIVABLE	28,534.00	
TOTAL RECEIVABLES		376,179.00
INVENTORIES		
MERCHANDISE INVENTORY	165,751.00	
MERCHANDISE ON CONSIGNMENT	.00	
TOTAL INVENTORIES		165,751.00
PREPAID EXPENSES		
DEPOSITS	6,229.00	
PREPAID EXPENSES	.00	
TOTAL PREPAID EXPENSES		6,229.00
OTHER CURRENT ASSETS		
SHORT-TERM INVESTMENTS	35,448.00	
TOTAL OTHER CURRENT ASSETS		35,448.00

TOTAL CURRENT ASSETS	-----	681,518.20	-----
----------------------	-------	------------	-------

INVESTMENTS:

INVESTMENT IN OTHER CORP.	65,000.00
INVEST. IN RENTAL PROPERTY	24,325.00
INSURANCE (CASH VALUE)	56,348.00
LEASEHOLD IMPROVEMENTS	248,285.00
OTHER INVESTMENTS	34,700.00

TOTAL INVESTMENTS	-----	428,658.00	-----
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## 224 THE CONTROLLER

01109.1

LOOPHOLE QUALE & FLYWHEEL INC.  
DETAIL BALANCE SHEET  
FOR MONTH ENDING 11/30/80

DATE 11/30/80  
PAGE 2

PLANT, PROPERTY AND EQUIPMENT:		
LAND	1,051,991.00	
BUILDINGS	653,090.00	
MACHINERY AND EQUIPMENT	634,684.00	
FURNITURE	210,870.00	
FIXTURES	39,368.00	
TOTAL PLANT, PROPERTY AND EQUIPMENT		2,590,003.00
ACCUMULATED DEPRECIATION/AMORTIZATION:		
ACC. DEP./BUILDINGS	506,143.34-	
ACC. DEP./MACH. AND EQUIP.	410,295.13-	
ACC. DEP./FURNITURE	174,692.95-	
ACC. DEP./FIXTURES	26,002.47-	
ACC. DEP./LEASEHOLD IMP.	117,416.11-	
TOTAL ACCUMULATED DEPRECIATION/AMORTIZATION		1,234,550.00-
INTANGIBLE ASSETS:		
ORGANIZATION COSTS	.00	
GOODWILL	10,894.00	
TOTAL INTANGIBLE ASSETS		10,894.00
OTHER ASSETS:		
TOTAL OTHER ASSETS		.00
TOTAL ASSETS		2,476,523.20
LIABILITIES:		
CURRENT LIABILITIES:		
ACCOUNTS PAYABLE	185,447.00	
NOTES PAYABLE - TRADE	60,634.00	
NOTES PAYABLE - BANKS	3,000.00	



## LIST OF REPORTS 225

01109.1

LOOPHOLE QUALE & FLYWHEEL INC.  
DETAIL BALANCE SHEET  
FOR MONTH ENDING 11/30/80DATE 11/30/80  
PAGE 3

NOTES PAYABLE - EMP/OFFICERS	.00	
DIVIDENDS PAYABLE	1,802.00	
F.I.C.A. TAXES PAYABLE	13,742.61	
FEDERAL W/H TAXES PAYABLE	16,156.62	
FED UNEMPLOY TAXES PAYABLE	2,163.27	
STATE W/H TAXES PAYABLE	6,523.76	
STATE UNEMPLOY TAXES PAYABLE	4,163.74	
LOCAL PAYROLL TAXES PAYABLE	300.00	
OTHER PAYROLL DEDUCTIONS	166.00	
SALES TAXES PAYABLE	17,264.07	
PROPERTY TAXES PAYABLE	35,000.00	
COMMISSIONS PAYABLE	17,051.70	
INTEREST PAYABLE	29,684.23	
RESERVE - PENSION/PROFIT SHR	23,382.00	
DEFERRED INCOME TAXES PAYABLE	26,357.00	
FEDERAL INCOME TAXES PAYABLE	37,962.98	
STATE INCOME TAXES PAYABLE	7 415.22	
TOTAL CURRENT LIABILITIES		488,216.20
LONG TERM LIABILITIES:		
NOTES PAYABLE	.00	
MORTGAGE PAYABLE	402,932.00	
TOTAL LONG TERM LIABILITIES		402,932.00
TOTAL LIABILITIES		891,148.20
EQUITY:		
ALL EQUITY ACCOUNTS:		
CAPITAL STOCK PREFERRED	92,455.00	
CAPITAL STOCK - COMMON	28,851.00	
PAID IN CAPITAL	1,083,913.00	
TOTAL ALL EQUITY ACCOUNTS		1,205,219.00
RETAINED EARNINGS:		
DIVIDENDS PAID	.00	
RETAINED EARNINGS - PRV YEARS	380,156.00	

## 226 THE CONTROLLER

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01109.1	LOOPHOLE QUALE & FLYWHEEL INC. DETAIL BALANCE SHEET FOR MONTH ENDING 11/30/80	DATE 11/30/80 PAGE 4
	RETAINED EARNINGS - CURR YEAR	.00
	TOTAL RETAINED EARNINGS	----- 380,156.00 -----
		=====
TOTAL EQUITY		1,585,375.00 =====
		=====
TOTAL LIABILITIES AND EQUITY		2,476,523.20 =====



## **INCOME STATEMENT**

---

Obtained via Menu: G/L

Selection: Income Statement

Purpose: This report illustrates the revenue and expenses of your company for the year-to-date and for the current accounting month. This report is commonly called the "P and L" or Profit and Loss Statement.

Sequence: Numeric by account number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01110.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Income Statement (summarized report)
D	DATE -- date you entered as Today's Date
E	MONTH-ENDING DATE -- current accounting month entered during Close Month or Startup procedures
F	CATEGORIES -- the description of each Chart of Accounts category, followed by the account number range
G	CURRENT MONTH -- account total for current month
H	YEAR TO DATE -- account total for the year-to-date
I	GROSS PROFIT/LOSS ON SALES -- sales less cost of sales for current month
J	GROSS PROFIT/LOSS ON SALES -- sales less cost of sales for year-to-date
K	NET OPERATING INCOME -- gross profit less operating expenses for the current month
L	NET OPERATING INCOME -- gross profit less operating expenses for the year-to-date
M	NET INCOME/LOSS -- net operating income plus other revenues less other expenses for the current month
N	NET INCOME/LOSS -- net operating income plus other revenues less other expenses for the year-to-date

**A**  
01110.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC.  
INCOME STATEMENT  
**E** FOR MONTH ENDING 12/31/80 **C**

**D**  
DATE 12/31/80  
PAGE 1

	CURRENT MONTH	YEAR TO DATE
	<b>G</b>	<b>H</b>
<b>F</b> SALES (40000-43999)	299,360.19	835,512.19
COST OF SALES (44000-46999)	74,366.50	354,499.00
GROSS PROFIT/LOSS ON SALES	<b>I</b> 224,993.69	<b>J</b> 481,013.19
OPERATING EXPENSES (50000-59999)	75,497.33	331,516.83
NET OPERATING INCOME	<b>K</b> 149,496.36	<b>L</b> 149,496.36
OTHER REVENUE (47000-49999)	4,120.20	4,120.20
OTHER EXPENSES (60000-69999)	6,063.40	6,063.40
NET INCOME/LOSS	<b>M</b> 147,553.16	<b>N</b> 147,553.16

## DETAIL INCOME STATEMENT

---

Obtained via Menu: G/L

Selection: Income Statement

Purpose: This report illustrates the revenue and expenses of your company over a period of time. This report is commonly called the "P and L" or Profit and Loss Statement. All accounts with balances for year-to-date are printed.

Sequence: Numeric by account number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01111.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Detail Income Statement
D	DATE -- date you entered as Today's Date
E	MONTH-ENDING DATE -- current accounting month entered during Close Month or Startup procedures
F	CATEGORIES -- Chart of Accounts category, followed by the account description
G	CURRENT MONTH -- account total for the current month
H	YEAR TO DATE -- account total for year-to-date
I	GROSS PROFIT/LOSS ON SALES -- sales less cost of sales for current month
J	GROSS PROFIT/LOSS ON SALES -- sales less cost of sales for the year-to-date
K	NET OPERATING INCOME -- gross profit less operating expenses for current month
L	NET OPERATING INCOME -- gross profit less operating expenses for year-to-date
M	NET INCOME/LOSS -- net operating income plus other revenue less other expenses for current month
N	NET INCOME/LOSS -- net operating income plus other revenue less other expenses for year-to-date

## LIST OF REPORTS 231

**A**  
01111.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC.  
DETAIL INCOME STATEMENT-**C**  
**E** FOR MONTH ENDING 12/31/80

**D**  
DATE 12/31/80  
PAGE 1

	CURRENT MONTH	YEAR TO DATE
<b>F</b> SALES	<b>G</b>	<b>H</b>
SALES - MERCHANDISE/DEPT 0	253,730.47	703,730.47
SALES - MERCHANDISE/DEPT 1	71,083.90	71,083.90
SALES - OTHER/DEPT 0	1,059.23	76,935.23
SALES - OTHER/DEPT 1	100.00	100.00
SALES RETURNS/ALLOWANCES/D 0	26,495.88-	58,630.38-
SALES RETURNS/ALLOWANCES/D 1	769.43	769.43
SALES/TERMS DISCOUNT/DEPT 0	917.70-	917.70-
SALES/TERMS DISCOUNT/DEPT 1	967.38-	967.38-
SERVICE CONTRACTS	.00	42,410.50
TOTAL SALES	298,362.07	834,514.07
COST OF SALES		
PURCHASES - MERCHANDISE	73,560.00	337,692.00
FREIGHT IN	806.50	16,807.00
TOTAL COST OF SALES	74,366.50	354,499.00
GROSS PROFIT/LOSS ON SALES	<b>I</b> 223,995.57	<b>J</b> 480,015.07
OPERATING EXPENSES		
SALARIES - MANAGEMENT	.00	93,674.50
SALARIES - OTHER	.00	56,475.00
COMMISSION EXPENSE	.00	4,767.59
PAYROLL TAXES	.00	4,000.00
EMPLOYEE BENEFITS	.00	9,591.00
ADVERTISING/PROMOTION	.00	1,500.00
RENT	5,400.00	45,400.00
TELEPHONE	167.84	8,068.75
UTILITIES	.00	1,534.50
EQUIPMENT RENTALS	2,700.00	2,700.00
OFFICE SUPPLIES	1,042.31	13,618.06
INSURANCE	10.00	24,010.25
TOTAL OPERATING EXPENSES	9,320.15	265,339.65
NET OPERATING INCOME	<b>K</b> 214,675.42	<b>L</b> 214,675.42

## 232 THE CONTROLLER

01111.1	LOOPHOLE QUALE & FLYWHEEL INC. DETAIL INCOME STATEMENT FOR MONTH ENDING 12/31/80	DATE 12/31/80 PAGE 2
	CURRENT MONTH	YEAR TO DATE
OTHER REVENUE		
FINANCE CHARGES	1,388.73	1,388.73
FINANCE CHARGES/DEPT 1	10.67	10.67
VENDOR DISCOUNTS TAKEN	2,720.80	2,720.80
TOTAL OTHER REVENUE	4,120.20	4,120.20
OTHER EXPENSES		
TOTAL OTHER EXPENSES	.00	.00
NET INCOME/LOSS	<b>M</b> 218,795.62	<b>N</b> 218,795.62





## INCOME STATEMENT FOR DEPARTMENTS

---

Obtained via Menu: G/L  
Selection: Income Statement

Purpose: This report illustrates the revenue and expenses of each department in your company over a period of time. This report is commonly called the "P and L" or Profit and Loss Statement.

Sequence: Numeric by account number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01112.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Income Statement (summarized for Departments)
D	DATE -- date you entered for Today's Date
E	MONTH-ENDING DATE -- current accounting month entered during Close Month or Startup procedures
F	DEPARTMENT NO -- the department being reported
G	CATEGORIES -- Chart of Accounts category, followed by account number range
H	CURRENT MONTH -- account total for the current month
I	YEAR TO DATE -- account total for the year-to-date
J	GROSS PROFIT/LOSS ON SALES -- sales less cost of sales for current month
K	GROSS PROFIT/LOSS ON SALES -- sales less cost of sales for the year-to-date
L	NET OPERATING INCOME -- gross profit less operating expenses for current month
M	NET OPERATING INCOME -- gross profit less operating expenses for the year-to-date
N	NET INCOME/LOSS -- net operating income plus other revenues less other expenses for current month
O	NET INCOME/LOSS -- net operating income plus other revenues less other expenses for the year-to-date

**A**  
01112.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC.  
INCOME STATEMENT — **C**  
FOR MONTH ENDING 12/31/80  
DEPARTMENT 1 — **F**  
**E**

**D**  
DATE 12/31/80  
PAGE 1

**G**  
SALES (40000-43999)

CURRENT MONTH	YEAR TO DATE
<b>H</b>	<b>I</b>
70,985.95	70,985.95

COST OF SALES (44000-46999)

.00	.00
-----	-----

GROSS PROFIT/LOSS ON SALES

<b>J</b> 70,985.95	<b>K</b> 70,985.95
--------------------	--------------------

OPERATING EXPENSES (50000-59999)

.00	.00
-----	-----

NET OPERATING INCOME

<b>L</b> 70,985.95	<b>M</b> 70,985.95
--------------------	--------------------

OTHER REVENUE (47000-49999)

10.67	10.67
-------	-------

OTHER EXPENSES (60000-69999)

.00	.00
-----	-----

NET INCOME/LOSS

<b>N</b> 70,996.62	<b>O</b> 70,996.62
--------------------	--------------------

## **DETAIL INCOME STATEMENT**

### **FOR DEPARTMENTS**

Obtained via Menu: G/L

Selection: Income Statement

Purpose: This report illustrates the revenue and expenses for each department of your company over a period of time. This report is commonly called the "P and L" or Profit and Loss Statement. All accounts with balances are printed.

Sequence: Numeric by account number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01113.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Detail Income Statement (for Departments)
D	DATE -- date you entered for Today's Date
E	MONTH-ENDING DATE -- entered during Close Month or Startup procedures
F	DEPARTMENT NO -- the department being reported
G	CATEGORIES -- Chart of Accounts category and account description
H	CURRENT MONTH -- account total for the current month
I	YEAR TO DATE -- account total for the year-to-date
J	GROSS PROFIT/LOSS ON SALES -- sales less cost of sales for current month
K	GROSS PROFIT/LOSS ON SALES -- sales less cost of sales for year-to-date
L	NET OPERATING INCOME -- gross profit less operating expenses for current month
M	NET OPERATING INCOME -- gross profit less operating expenses for year-to-date
N	INCOME/LOSS -- net operating income plus other revenues less other expenses for current month
O	INCOME/LOSS -- net operating income plus other revenues less other expenses for year-to-date

**A**  
01113.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC.  
DETAIL INCOME STATEMENT  
FOR MONTH ENDING 11/30/80  
DEPARTMENT 0  
**E** **F** **C**

**D**  
DATE 11/30/80  
PAGE 1

**G**  
SALES

SALES - MERCHANDISE  
SALES - OTHER  
SALES RETURNS/ALLOWANCES  
SERVICE CONTRACTS

TOTAL SALES

COST OF SALES

PURCHASES - MERCHANDISE  
FREIGHT IN

TOTAL COST OF SALES

GROSS PROFIT/LOSS ON SALES

OPERATING EXPENSES

SALARIES - MANAGEMENT  
SALARIES - OTHER  
COMMISSION EXPENSE  
PAYROLL TAXES  
EMPLOYEE BENEFITS  
ADVERTISING/PROMOTION  
RENT  
TELEPHONE  
UTILITIES  
OFFICE SUPPLIES  
INSURANCE

TOTAL OPERATING EXPENSES

NET OPERATING INCOME

OTHER REVENUE

TOTAL OTHER REVENUE

CURRENT MONTH

YEAR TO DATE

**H**

**I**

450,000.00 450,000.00  
75,876.00 75,876.00  
32,134.50 32,134.50  
42,410.50 42,410.50

536,152.00 536,152.00

264,132.00 264,132.00  
16,000.50 16,000.50

280,132.50 280,132.50

**J** 256,019.50

**K** 256,019.50

93,674.50 93,674.50  
56,475.00 56,475.00  
4,767.59 4,767.59  
4,000.00 4,000.00  
9,591.00 9,591.00  
1,500.00 1,500.00  
40,000.00 40,000.00  
7,900.91 7,900.91  
1,534.50 1,534.50  
12,575.75 12,575.75  
24,000.25 24,000.25

256,019.50 256,019.50

**L**

.00

**M**

.00

.00

.00

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01113.1                      LOOPHOLE QUALE & FLYWHEEL INC.                      DATE 11/30/80  
                                    DETAIL INCOME STATEMENT                      PAGE 2  
                                    FOR MONTH ENDING 11/30/80  
                                    DEPARTMENT 0

	CURRENT MONTH	YEAR TO DATE
	-----	-----
OTHER EXPENSES		
	-----	-----
TOTAL OTHER EXPENSES	.00	.00
	-----	-----
	=====	=====
NET INCOME/LOSS	N .00	O .00
	=====	=====



## \* **G/L CUSTOMIZING FEATURES**

---

Obtained via Menu: G/L  
Selection: Customizing Features

Purpose: This report provides a hard copy of the current status of your G/L system.

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01114.1 -- reference this unique identifying number if calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- General Ledger Customizing Features
D	DATE -- date you entered as Today's Date
E	FISCAL YEAR-END DATE -- date you entered for your company's fiscal year end
F	CURRENT MONTH END -- last day of your current accounting month
G	Detail of your answers to the questions presented in Customizing Features



A  
01114.1

B  
LOOPHOLE QUALE & FLYWHEEL INC.  
GENERAL LEDGER CUSTOMIZING FEATURES C

D  
DATE 12/31/80  
PAGE 1

CURRENT SYSTEM STATUS  
-----

FISCAL YEAR-END DATE IS 12/31/80 E  
CURRENT MONTH-END DATE IS 12/31/80 F

YOU ARE USING THE SUPPLIED CHART OF ACCOUNTS

YOUR COMPANY NAME IS LOOPHOLE QUALE & FLYWHEEL INC.

2 DEPARTMENTS ARE BEING USED  
DEPARTMENT #0  
DEPARTMENT #1

G

ACCOUNTS RECEIVABLE IS BEING USED  
ACCOUNTS PAYABLE IS BEING USED

## \* **CHART OF ACCOUNTS—PROVIDED**

---

Obtained via Menu: G/L

Selection: Chart of Accounts

**Purpose:** The Chart of Accounts report is a list of the General Ledger account numbers and descriptions that you are using to record your business transactions.

**Sequence:** Listed numerically by account number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01101.0 -- Always reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Chart of Accounts
D	DATE -- date you entered for Today's Date
E	ACCOUNT NUMBER -- the G/L account numbers are listed in sequence, grouped by Assets, Liabilities, Equity, Revenue and Expenses
F	DESCRIPTION -- description of each account in the Chart of Accounts

A  
01101.1

B  
LOOPHOLE OUALE & FLYWHEEL INC.  
CHART OF ACCOUNTS C

D  
DATE 11/30/80  
PAGE 1

ACCOUNT  
NUMBER

DESCRIPTION

E  
ASSETS

F

10100 CASH - CHECKING ACCT.  
10200 CASH - SAVINGS ACCT.  
10300 PETTY CASH  
10400 CASH EQUIVALENTS  
11100 ACCOUNTS RECEIVABLE - TRADE  
11200 ACCOUNTS RECEIVABLE - EMPLOY  
11300 ALLOWANCE - BAD DEBT  
11400 NOTES RECEIVABLE  
11500 INTEREST RECEIVABLE  
12100 MERCHANDISE INVENTORY  
12200 MERCHANDISE ON CONSIGNMENT  
13100 DEPOSITS  
13200 PREPAID EXPENSES  
14100 SHORT-TERM INVESTMENTS  
15100 INVESTMENT IN OTHER CORP.  
15300 INVEST. IN RENTAL PROPERTY  
15400 INSURANCE (CASH VALUE)  
15490 LEASEHOLD IMPROVEMENTS  
15500 OTHER INVESTMENTS  
16100 LAND  
16200 BUILDINGS  
16300 MACHINERY AND EQUIPMENT  
16400 FURNITURE  
16450 FIXTURES  
16600 ACC. DEP. /BUILDINGS  
16700 ACC. DEP./MACH. AND EQUIP.  
16800 ACC. DEP./FURNITURE  
16850 ACC. DEP./FIXTURES  
16900 ACC. DEP./LEASEHOLD IMP.  
17100 ORGANIZATION COSTS  
17200 GOODWILL

LIABILITIES

21100 ACCOUNTS PAYABLE  
21200 NOTES PAYABLE - TRADE  
21300 NOTES PAYABLE - BANKS  
21400 NOTES PAYABLE - EMP/OFFICERS  
21500 DIVIDENDS PAYABLE  
22100 F.I.C A. TAXES PAYABLE  
22200 FEDERAL W/H TAXES PAYABLE  
22210 FED UNEMPLOY TAXES PAYABLE  
22300 STATE W/H TAXES PAYABLE  
22310 STATE UNEMPLOY TAXES PAYABLE  
22400 LOCAL PAYROLL TAXES PAYABLE

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01101.1

LOOPHOLE OUALE & FLYWHEEL INC.  
CHART OF ACCOUNTS

DATE 11/30/80  
PAGE 2

ACCOUNT

NUMBER	DESCRIPTION
22500	OTHER PAYROLL DEDUCTIONS
22600	SALES TAXES PAYABLE
22700	PROPERTY TAXES PAYABLE
22800	COMMISSIONS PAYABLE
22900	INTEREST PAYABLE
23100	RESERVE - PENSION/PROFIT SHR
24100	DEFERRED INCOME TAXES PAYABLE
24200	FEDERAL INCOME TAXES PAYABLE
24300	STATE INCOME TAXES PAYABLE
25100	NOTES PAYABLE
25200	MORTGAGE PAYABLE

EQUITY

31100	CAPITAL (PARTNER)
31200	DRAWING ACCOUNT (PARTNER)
31300	CAPITAL STOCK PREFERRED
31400	CAPITAL STOCK - COMMON
31500	PAID IN CAPITAL
39100	DIVIDENDS PAID
39980	RETAINED EARNINGS - PRV YEARS
39990	RETAINED EARNINGS - CURR YEAR

REVENUE

40100	SALES - MERCHANDISE
40200	SALES - OTHER
40300	SALES RETURNS/ALLOWANCES
40400	SALES/TERMS DISCOUNT
40500	SERVICE CONTRACTS
44100	PURCHASES - MERCHANDISE
44200	LABOR
44300	FRIGHT IN
44400	PURCHASE RETURNS/ALLOWANCES
46000	CHANGE IN INVENTORY
47100	FINANCE CHARGES
48100	VENDOR DISCOUNTS TAKEN

EXPENSES

50100	SALARIES - OFFICERS
50200	SALARIES - MANAGEMENT
50300	SALARIES - OTHER
50400	HOURLY WAGES
50600	BONUS
50650	COMMISSION EXPENSE
50700	PAYROLL TAXES

01101.1                      LOOPHOLE OUALE & FLYWHEEL INC.  
                                 CHART OF ACCOUNTS

DATE '1/30/80  
PAGE 3

ACCOUNT NUMBER	DESCRIPTION
50800	EMPLOYEE BENEFITS
50900	PENSION/PROFIT SHARE CONTRIB
51100	LEGAL/ACCOUNTING FEES
51200	ADVERTISING/PROMOTION
51300	CONTRACT SERVICES
51400	JANITORIAL SERVICE/SUPPLY
52100	RENT
52200	TELEPHONE
52300	UTILITIES
52400	EQUIPMENT RENTALS
52500	OFFICE SUPPLIES
52600	DUES AND SUBSCRIPTIONS
52700	REPAIRS AND MAINTENANCE
52800	CONTRIBUTIONS
53100	TRAVEL AND ENTERTAINMENT
53300	MARKETING EXPENSE - MISC.
53400	INSURANCE
54100	AMORTIZATION
54300	BAD DEBT EXPENSE
54400	DEPRECIATION EXPENSE
54500	PROPERTY TAX
60100	INTEREST EXPENSE
60200	FEDERAL INCOME TAXES
60300	STATE AND LOCAL INCOME TAXES

## CUSTOMER MASTER LIST

---

Obtained via Menu: A/R

Selection: Customer Master

Purpose: This report can be used as a reference for all customers of your business. All information on this report comes from data entered during the Customer Master selection.

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 1201.1 -- reference this unique identifying number if calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Customer Master List
D	DATE -- date you entered as Today's Date
E	CUSTOMER NO -- assigned by the computer
F	NAME and ADDRESS -- of customer
G	DISCOUNT PERCENT -- information only
H	LAST ACTIVITY -- date of last Sale, Payment, Adjustment, or Finance Charge
I	YEAR-TO-DATE CHARGES -- rounded to whole dollars
J	BALANCE DUE -- on account
K	TOTAL YEAR TO DATE CHARGES -- of all customers printed
L	TOTAL BALANCE DUE -- of all customers printed
M	PHONE NO
N	SALESPERSON NO
O	TAX EXEMPT -- "YES" or "NO", informational only
P	TOTAL NUMBER OF CUSTOMERS -- active and printed
Q	TOTAL NUMBER OF CUSTOMERS -- removed and printed

A

01201.1

B

LOOPHOLE QUALE & FLYWHEEL INC.  
CUSTOMER MASTER LIST  
( \* MEANS CUSTOMER HAS BEEN REMOVED )

D

DATE 01/15/81  
PAGE 1

CUST#	NAME/ADDRESS			YTD BILLINGS	BAL DUE
E	F		G	I	J
1001	FLAMINGO MOTOR LODGE 3893 EL CAMINO REAL PALO ALTO, CA 94307	PHONE 493-2411 SALESPERSON 1 TAX EXEMPT NO	DISCOUNT PCNT .0 LAST ACTIVITY 12/31/80	0	75,902.62
1008	FORTUNATE FRANK'S #1 JACK LONDON SQR SAN FRANCISCO, CA 95510	PHONE 770-7754 SALESPERSON 2 TAX EXEMPT NO	DISCOUNT PCNT 6.0 LAST ACTIVITY 12/31/80	0	67,724.33
1002	FOUR SEASONS MOTOR INN 2034 EL CAMINO REAL PALO ALTO, CA 94302	PHONE 493-4334 SALESPERSON 1 TAX EXEMPT NO	DISCOUNT PCNT 5.0 LAST ACTIVITY 12/31/80	0	85,284.27
1003	GARDEN MAYFLOWER 850 LEONG DRIVE MOUNTAIN VIEW, CA 94577	PHONE 961-1131 SALESPERSON 1 TAX EXEMPT NO	DISCOUNT PCNT .5 LAST ACTIVITY 12/31/80	0	82,622.77
1005	LA TOUR RESTAURANT PALO ALTO OFFICE CTR THIRD LEVEL PALO ALTO, CA 94303	PHONE 321-4596 SALESPERSON 3 TAX EXEMPT NO	DISCOUNT PCNT 10.0 LAST ACTIVITY 12/31/80	0	19,890.75
1007	RUDNICKI'S PLEASING PALATE 1900 UNIVERSITY MENLO PARK, CA 94201	PHONE 323-7780 SALESPERSON 3 TAX EXEMPT NO	DISCOUNT PCNT 1.0 LAST ACTIVITY 12/31/80	0	32,985.35
1004	SUNSET EMPLOYMENT AGENCY 1505 MATHILDA SUNNYVALE, CA 94550	PHONE 733-9033 SALESPERSON 2 TAX EXEMPT NO	DISCOUNT PCNT 6.0 LAST ACTIVITY 12/31/80	0	24,862.36
1006	TRAVERS SPACE SHOES 1228 SUTTER SAN FRANCISCO, CA 95501	PHONE 885-1926 SALESPERSON 2 TAX EXEMPT NO	DISCOUNT PCNT 6.0 LAST ACTIVITY 12/31/80	0	12,506.91
T O T A L S				K 0 L	401,779.36

P

Q

\*\*\*\*\*  
ACTIVE CUSTOMERS 8 REMOVED CUSTOMERS 0  
\*\*\*\*\*

## CUSTOMER MAILING LABELS

---

Obtained via Menu: A/R  
Selection: Customer Master

Purpose: These labels can be used for mailing information to each customer, or they may be attached to Customer file folders.

Sequence: Alphabetic

<u>Item</u>	<u>Description</u>
A	NAME and ADDRESS -- of customer
B	SALESPERSON NO. -- of salesman assigned to that customer
C	CUSTOMER NO. -- assigned by the computer

\* NOTE: Form feed labels should be 3 1/2" wide and 15/16" high. Use only single-width label sheets.



A	B	C
	1	1001
FLAMINGO MOTOR LODGE 3893 EL CAMINO REAL PALO ALTO, CA 94307		
	2	1008
FORTUNATE FRANK'S #1 JACK LONDON SQR SAN FRANCISCO, CA 95510		
	1	1002
FOUR SEASONS MOTOR INN 2034 EL CAMINO REAL PALO ALTO, CA 94302		
	1	1003
GARDEN MAYFLOWER 850 LEONG DRIVE MOUNTAIN VIEW, CA 94577		
	3	1005
LA TOUR RESTAURANT PALO ALTO OFFICE CTR THIRD LEVEL PALO ALTO, CA 94303		
	3	1007
RUDNICKI'S PLEASING PALATE 1900 UNIVERSITY MENLO PARK, CA 94201		
	2	1004
SUNSET EMPLOYMENT AGENCY 1505 MATHILDA SUNNYVALE, CA 94550		
	2	1006
TRAVERS SPACE SHOES 1228 SUTTER SAN FRANCISCO, CA 95501		

## SALES JOURNAL

Obtained via Menu: A/R

Selection: Sales Entries

Purpose: Shows a register for a batch of invoices, adjustments or finance charges entered. Save the final copy, which is in document number sequence, for audit trail purposes.

Sequence: Entry number or document number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- either 01203.1 or 01204.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Sales Journal
D	DATE -- date you entered for Today's Date
E	JOURNAL NO. -- assigned this report by the computer; each has a unique number from Sn001 to Sn999 where S=Sales and n=Volume No of diskette
F	BATCH DATE -- date assigned during Sales Entries program
G	ENT NO -- sequentially assigned entry number; set to 1 for new sales batch
H	CUSTOMER NAME -- the name of this customer up to 23 characters
I	CUST NO -- customer number, assigned during Add Customers
J	DOCUMENT # -- any reference number, assigned in Sales Entries
K	TY -- transaction type: S = Sale, A = Adjustment, F = Finance Charge
L	SL NO -- salesperson number, assigned during Sales Entries
M	COM PCT -- commission percent, assigned during Sales Entries
N	TRAN DATE -- transaction date, entered during Sales Entries
O	SALE AMOUNT -- entered during Sales Entries
P	OTHER AMOUNT -- entered during Sales Entries
Q	TAX AMOUNT -- entered during Sales Entries
R	TOTAL AMOUNT -- the sum of O, P, and Q
S	TOTALS -- for each amount category on this report
T	GENERAL LEDGER SUMMARY -- shows how G/L accounts are affected if you are using G/L
U	ACCOUNT NUMBER -- G/L account numbers the summary is posted to; assigned during A/R Customizing Features
V	DESCRIPTION -- of the G/L account
* W	TOTAL -- of all amounts for adjustments
* X	TOTAL -- of all amounts for sales
Y	TOTAL -- of all other amounts printed
Z	TOTAL -- of all tax amounts for sales and adjustments
AA	TOTAL -- of all finance charges
BB	TOTAL -- of all total amounts for Accounts Receivable
CC	TOTALS -- of all debits and credits printed in the Summary
* DD	TOTAL -- of all amounts for sales returns and allowances

A  
01204.1

B  
LOOPHOLE QUALE & FLYWHEEL INC.  
C SALES JOURNAL S1003  
E  
F  
BATCH DATE 01/15/81

D  
DATE 01/15/81  
PAGE 1

ENT NO	CUSTOMER NAME	CUST NO	DOCU- MENT#	T Y	SL NO	COM PCT	TRAN DATE	SALE AMOUNT	OTHER AMOUNT	TAX AMOUNT	TOTAL AMOUNT
G	H	I	J	K	L	M	N	O	P	Q	R
1	FOUR SEASONS MOTOR INN	1002	565	S	01	1.40	01/05/81	450.00	.00	29.25	479.25
2	FORTUNATE FRANK'S	1008	566	S	02	1.00	01/05/81	13542.39	1504.09	441.35	15487.83
5	GARDEN MAYFLOWER	1003	567	S	01	1.20	01/12/81	5167.42	14.77	36.78	5189.43
3	LA TOUR RESTAURANT	1005	ECO19	A	03	1.00	01/08/81	769.43	.00	43.95	813.38
4	LA TOUR RESTAURANT	1005	F118	F	03	.00	01/10/81	.00	10.67	.00	10.67

T O T A L S

S 19929.24 1499.99 551.33 21980.56

# 252 THE CONTROLLER

01204.1

T  
LOOPHOLE QUALE & FLYWHEEL INC.  
SALES JOURNAL S1003  
BATCH DATE 01/15/81

DATE 01/15/81  
PAGE 2

## GENERAL LEDGER SUMMARY

ACCOUNT NUMBER	DESCRIPTION	DEBITS	CREDITS
U	V	W	
40301	SALES RETURNS/ALLOWANCES		769.43
40100	SALES - MERCHANDISE		19,159.81
40200	SALES - OTHER	X	1,489.32
22600	SALES TAXES PAYABLE	Y	551.33
47101	FINANCE CHARGES	Z	10.67
11100	ACCOUNTS RECEIVABLE	AA	BB
		21,980.56	
T O T A L S		CC 21,980.56	DD 21,980.56



## **PAYMENT JOURNAL**

---

Obtained via Menu: A/R

Selection: Payment Entries

Purpose: Reports payments and adjustments made to a customer's balance.

Sequence: Entry number or document number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- either 01205.1 or 01206.1 -- reference this unique identifying number if calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Payment Journal
D	DATE -- date you entered for Today's Date
E	JOURNAL NO. -- sequentially assigned to each batch, from Pn001 to Pn999 where P=Payments and n=Volume No of diskette
F	BATCH DATE -- assigned during Payment Entries
G	ENT NO -- entry number is sequentially assigned beginning with 1; when a new batch is entered, it is reset to 1
H	CUSTOMER NAME -- the name of the customer
I	CUST NO -- assigned during Add Customer
J	DOCUMENT # -- can be any convenient reference number
K	TY -- type of transaction: A = Adjustment, P = Payment
L	TRAN DATE -- transaction date, entered during Payment Entries
M	PYMT/ADJ AMOUNT -- amount of payment or adjustment
N	TERMS DISCOUNT -- amount of discount
O	TOTAL AMOUNT -- total of M and N
P	AGE PER -- aging period; computer assigns oldest unless other specified: 1 = 0 - 30 2 = 31-60 3 = 61-90 4 = over 90
Q	TOTALS -- of all amount categories printed
R	TOTALS -- number of payments and adjustments entered
S	ACCOUNT NUMBER -- G/L account number to which the entries will be posted if using G/L; assigned during A/R Customizing Features
T	DESCRIPTION -- description of G/L account number
U	DEBITS -- total of all payment amounts
V	DEBITS -- total of all terms discount amounts
W	TOTAL -- of all sales returns and allowances
X	CREDITS -- total of all total amounts
Y	TOTALS -- total debits and total credits

\*

A  
01206.1

B  
LOOPHOLE QUALE & FLYWHEEL INC.  
C PAYMENT JOURNAL P1003  
BATCH DATE 01/15/81 E  
F

D  
DATE 01/15/81  
PAGE 1

ENT NO	CUSTOMER NAME	CUST NO	DOCU- MENT#	T Y	TRAN DATE	PYMT/ADJ AMOUNT	TERMS DISCOUNT	TOTAL AMOUNT	AGE PER
G	H	I	J	K	L	M	N	O	P
3	FOUR SEASONS MOTOR INN	1002	376	A	01/12/81	84.37	.00	84.37	4
2	GARDEN MAYFLOWER	1003	451	P	01/10/81	1880.00-	120.00-	2000.00-	1
1	SUNSET EMPLOYMENT AGENCY	1004	476	P	01/10/81	52.37-	.00	52.37-	3
4	FORTUNATE FRANK'S	1008	521	P	01/13/81	5106.39-	567.38-	5673.77-	1
5	TRAVERS SPACE SHOES	1006	565	A	01/13/81	15.00-	.00	15.00-	3

T O T A L S

Q

6969.39- 7656.77-  
687.38-

R 3 PAYMENTS  
2 ADJUSTMENTS

## 256 THE CONTROLLER

LOOPHOLE QUALE & FLYWHEEL INC.  
 PAYMENT JOURNAL P1003  
 BATCH DATE 01/15/81

DATE 01/15/81  
 PAGE 2

### GENERAL LEDGER SUMMARY

ACCOUNT NUMBER	DESCRIPTION	DEBITS	CREDITS
<b>S</b>	<b>T</b>		
10100	CASH-CHECKING ACCT	<b>U</b> 7,038.76	
40400	SALES/TERMS DISCOUNT	<b>V</b> 687.38	
40300	SALES RETURNS/ALLOWANCES		<b>W</b> 69.37
11100	ACCOUNTS RECEIVABLE		<b>X</b> 7,656.77
T O T A L S		<b>Y</b> 7,726.14	7,726.14





## **SUMMARY AGED TRIAL BALANCE**

---

Obtained via Menu: A/R

Selection: Aged Trial Balance

Purpose: Shows who owes money and how current each customer's balance is.  
Only customers who have balances will be included on this report.

Sequence: Alphabetic by customer name

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01207.1 -- reference this unique identifying number if calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Summary Aged Trial Balance
D	DATE -- date you entered for Today's Date
E	MONTH-ENDING DATE -- current accounting month-end date you entered during Close Month or Startup procedures
F	CUST NO -- Customer number assigned by the computer
G	CUSTOMER NAME -- customer's name
H	PHONE NUMBER -- customer's phone number, no area code
I	0-30 DAYS -- amount of the customer's balance incurred during the 0-30 day aging period
J	31-60 DAYS -- amount of the customer's balance incurred during the 31-60 day aging period
K	61-90 DAYS -- amount of the customer's balance incurred during the 61-90 day aging period
L	PAST 90 DAYS -- amount of the customer's balance outstanding over 90 days
M	TOTAL DUE -- the total of all aging periods (I + J + K + L); This is the total amount the customer owes
N	TOTALS -- totals of all customers printed

**A**  
01207.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC.  
AGED TRIAL BALANCE  
FOR THE MONTH ENDING 01/31/81  
( \* MEANS CUSTOMER HAS BEEN REMOVED )

**D**  
DATE 01/15/81  
PAGE 1

CUST NO.	CUSTOMER NAME	PHONE NUMBER	0 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	PAST 90 DAYS	TOTAL DUE
<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>
1001	FLAMINGO MOTOR LODGE	493-2411	948.78	69739.03	6163.59	.00	76851.40
1008	FORTUNATE FRANK'S	770-7754	10660.61	60820.12	4316.45	2587.76	78384.94
1002	FOUR SEASONS MOTOR INN	493-4334	1546.36	71099.76	13059.64	1209.24	86915.00
1003	GARDEN MAYFLOWER	961-1131	4222.21	50960.74	18261.87	13400.16	86844.98
1005	LA TOUR RESTAURANT	321-4596	1072.68	4615.00	15275.75	.00	20963.43
1007	RUDNICKI'S PLEASING	323-7780	412.32	32985.35	.00	.00	33397.67
1004	SUNSET EMPLOYMENT AGENCY	733-9033	310.12	254.57	.00	24555.42	25120.11
1006	TRAVERS SPACE SHOES	885-1926	156.15	154.41	8575.76	3761.74	12648.06
T O T A L S			19329.23	290628.98	65653.06	45514.32	421125.59
<b>N</b>							

## DETAIL AGED TRIAL BALANCE

---

Obtained via Menu: A/R

Selection: Aged Trial Balance

Purpose: Fully detailed report for each customer with a balance. It is similar to the Summary Aged Trial Balance; however, it provides a breakdown of each customer's Balance forward, credits, invoices, payments, and finance charges for current accounting month.

\* Sequence: Alphabetic by customer name; partial listing available

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01208.1 -- reference this unique identifying number if calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Detail Aged Trial Balance
D	DATE -- date you entered for Today's Date
E	MONTH ENDING DATE -- current accounting month-end date entered during Close Month or Startup procedures
F	CUST NO -- customer number assigned by the computer
G	CUSTOMER NAME -- customer's name
H	PHONE NUMBER -- customer's phone number, no area code
I	0-30 DAYS -- amount of the customer's balance incurred during the 0-30 day aging period
J	31-60 DAYS -- amount of the customer's balance incurred during the 31-60 day aging period
K	61-90 DAYS -- amount of the customer's balance incurred during the 61-90 day aging period
L	PAST 90 DAYS -- amount of the customer's balance over 90 days outstanding
M	TOTAL DUE -- the total of all aging periods (I + J + K + L); this is the total amount the customer owes
N	TOTALS -- totals of all customers printed
O	BALANCE FORWARD -- customer's balance forward for the month
P	ADJUST -- shows adjustment (debit or credit) and the document number applied to to customer's account for the month
Q	INVOICE -- shows document number and amount of each invoice applied to this customer's account for the month
R	PAYMENT -- shows document number and amount of each payment applied to this customer's account for the month
S	TOTAL DUE -- amount due for each customer; this total should always match item M for the same customer

## LIST OF REPORTS 261

**A**  
01208.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC.  
DETAIL AGED TRIAL BALANCE  
FOR THE MONTH ENDING 01/31/81  
( \* MEANS CUSTOMER HAS BEEN REMOVED )

**D**  
DATE 01/15/81  
PAGE 1

CUST NO.	CUSTOMER NAME	PHONE NUMBER	0 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	PAST 90 DAYS	TOTAL DUE
<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>
1001	FLAMINGO MOTOR LODGE	493-2411	948.78	69739.03	6163.59	.00	76851.40
	BALANCE FORWARD	75902.62					
	FINANCE 01/15/81 FC001	948.78					
	TOTAL DUE	76851.40					
1008	FORTUNATE FRANK'S	770-7754	10660.61	60820.12	4316.45	2587.76	78384.94
	BALANCE FORWARD	67724.33					
	INVOICE 01/05/81 566	15487.83					
	PAYMENT 01/13/81 521	5673.77-					
	FINANCE 01/15/81 FC002	846.55					
	TOTAL DUE	78384.94					
1002	FOUR SEASONS MOTOR INN	493-4334	1546.36	71099.76	13059.64	1209.24	86915.00
	BALANCE FORWARD	85284.27					
	INVOICE 01/05/81 565	479.25					
	ADJUST 01/12/81 376	84.37					
	FINANCE 01/15/81 FC003	1067.11					
	TOTAL DUE	86915.00					
1003	GARDEN MAYFLOWER	961-1131	4222.21	50960.74	18261.87	13400.16	86844.98
	BALANCE FORWARD	82622.77					
	PAYMENT 01/10/81 451	2000.00-					
	INVOICE 01/12/81 567	5189.43					
	FINANCE 01/15/81 FC004	1032.78					
	TOTAL DUE	86844.98					
T O T A L S			17377.96	41801.55	17197.16		328996.32
<b>N</b>			252619.65				

---

## MONTHLY ACTIVITY REPORT

---

Obtained via Menu: A/R

Selection: Aged Trial Balance

Purpose: Shows the total activity for the month, including the sales transactions broken down into sale, tax and other amount categories.

\* Sequence: Alphabetic by customer name; partial listing available

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01209.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Monthly Activity Report
D	DATE -- date you entered for Today's Date
E	MONTH ENDING DATE -- entered during either Close Month or Startup procedures
F	CUST NO. -- assigned by the computer
G	CUSTOMER NAME -- customer's name
H	DOCUMENT # -- the reference number you assigned to each payment, credit, invoice or finance charge (computer assigned)
I	TRAN DATE -- the date of each transaction for this customer for this month
J	TY -- transaction type: S = Sale, A = Adjustment, F = Finance Charge, P = Payment
K	SALE AMOUNT -- amount of each sale or credit for each customer
L	OTHER AMOUNT -- amount of each "other amount" entered for each customer
M	TAX AMOUNT -- tax amount applied to this transaction
N	TOTAL AMOUNT -- total of items K, L and M; credits are listed as negative values
O	PAID DATE -- the date that each entry is paid
P	TOTALS -- totals for columns K, L, M, and N for each customer
Q	TOTALS -- final totals for all customers on this report

**A**  
01209.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC.  
MONTHLY ACTIVITY REPORT  
FOR THE MONTH ENDING 01/31/81  
( \* MEANS CUSTOMER HAS BEEN REMOVED )

**D**  
DATE 01/15/81  
PAGE 1

CUST NO.	CUSTOMER NAME	DOCU- MENT#	TRAN DATE	T Y	SALE AMOUNT	OTHER AMOUNT	TAX AMOUNT	TOTAL AMOUNT	PAID DATE
<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>
1001	FLAMINGO MOTOR LODGE	FC001	01/15/81	F	.00	948.78	.00	948.78	.....
				<b>P</b>	.00	948.78	.00	948.78	
1008	FORTUNATE FRANK'S	566	01/05/81	S	13542.39	1504.09	441.35	15487.83	.....
		521	01/13/81	P				5673.77-	.....
		FC002	01/15/81	F	.00	846.55	.00	846.55	.....
					13542.39		441.35		
						2350.64		10660.61	
1002	FOUR SEASONS MOTOR INN	565	01/05/81	S	450.00	.00	29.25	479.25	.....
		376	01/12/81	A	84.37	.00	.00	84.37	.....
		FC003	01/15/81	F	.00	1067.11	.00	1067.11	.....
					534.37		29.25		
						1067.11		1630.73	
1003	GARDEN MAYFLOWER	451	01/10/81	P				2000.00-	.....
		567	01/12/81	S	5167.42	14.77-	36.78	5189.43	.....
		FC004	01/15/81	F	.00	1032.78	.00	1032.78	.....
					5167.42		36.78		
						1018.01		4222.21	
<b>T O T A L S</b>					19244.18		507.38		
						5384.54		17462.33	

## STATEMENTS

---

Obtained via Menu: A/R  
Selection: Statements

Purpose: Statements can be printed showing balance forward, payments, adjustments, charges, and any finance charges for a customer. The last statement is a summary of all statements issued. Statements are printed only for customers with balances.

Sequence: Alphabetic by customer name; alphabetic range to be printed can be specified.

<u>Item</u>	<u>Description</u>
A	COMPANY NAME AND ADDRESS -- your company name and address
B	DATE -- current accounting month-end date
C	ACCOUNT NUMBER -- assigned by the computer to this customer
D	CUSTOMER NAME AND ADDRESS -- name and address of customer
E	DATE -- of each entry on the statement
F	BAL FORWARD -- from previous month
G	AMOUNT -- of BAL FORWARD -- total outstanding balance
H	CHARGES and PAYMENTS -- description of type of entry; includes finance charges, payments, adjustments, and charges
I	AMOUNT -- the dollar amount of each entry
J	CUMULATIVE TOTALS -- each entry will increase or decrease the cumulative total in this column; final entry is the amount the customer owes or is to be credited.
K	AGING BREAKDOWN -- the amount owed for each aging period

### Statements Summary Section

L	DATE -- current month-end date; same as item B
M	TOTAL BEGINNING BALANCE -- total of all balance forward amounts (Item G) for all statements printed
N	TOTAL CHARGES -- sum of all positive sales charged to your customers for this report
O	TOTAL CREDITS -- sum of all credits applied to your customers for this report
P	TOTAL ADJUSTMENTS -- sum of all adjustments applied to your customers for this report
Q	TOTAL FINANCE CHARGES -- sum of all finance charges applied to your customers for this report
R	TOTAL PAYMENTS -- sum of all payments made by your customers
S	TOTAL BALANCE DUE -- sum of items M, N, O, P, Q and R on this report; represents the total balance due you for this report



**A** TWIN CITY ELECTRONICS  
101 NORTH RESISTOR STREET  
GILROY  
CALIFORNIA 94213  
(408) 773-1923

DATE	07/31/80 <b>B</b>
ACCOUNT NUMBER	1008 <b>C</b>

**D** MANKATO HI-FI  
228 SOUTH FRONT ST  
MANKATO, MN 56001

AMOUNT ENCLOSED \$ \_\_\_\_\_

RETURN THIS PORTION WITH PAYMENT

DATE	CHARGES AND CREDITS				AMOUNT
07/01/80		BAL FORWARD <b>F</b>	<b>I</b>		3,435.91 <b>G</b>
07/06/80 <b>E</b>	726	CHARGES		752.21	4,188.12
07/07/80	CR146	CREDIT MEMO <b>H</b>		565.34-	3,622.78
07/31/80	FC004	FINANCE CHARGE		51.54	3,674.32 <b>J</b>

<b>K</b>	(CURRENT)	(31 - 60)	(61 - 90)	(PAST 90)
	238.41	752.21	2,683.70	.00

PAY LAST AMOUNT  
IN THIS COLUMN

TWIN CITY ELECTRONICS

*Thank You*

# 266 THE CONTROLLER

TWIN CITY ELECTRONICS  
101 NORTH RESISTOR STREET  
GILROY  
CALIFORNIA 94213  
(408) 773-1923

DATE	07/31/80
ACCOUNT NUMBER	1009

NORTH STAR ELECTRONICS  
NORTH SHORE  
OF LAKE TAHOE  
NORTH SHORE, CA 95677

AMOUNT ENCLOSED \$ \_\_\_\_\_

RETURN THIS PORTION WITH PAYMENT

DATE	CHARGES AND CREDITS			AMOUNT
07/01/80		BAL FORWARD		10,945.57
07/10/80	R52	ADJUSTMENT	73.10	11,018.67
07/10/80	727	CHARGES	37.37	11,056.04
07/31/80	14325	PAYMENT	1,033.44-	10,022.60
07/31/80	FC005	FINANCE CHARGE	148.68	10,171.28
(CURRENT)	(31 - 60)	(61 - 90)	(PAST 90)	PAY LAST AMOUNT IN THIS COLUMN
259.15	911.62	5,000.00	4,000.51	

TWIN CITY ELECTRONICS

*Thank You*

DATE
ACCOUNT NUMBER

AMOUNT ENCLOSED \$ \_\_\_\_\_

RETURN THIS PORTION WITH PAYMENT

DATE	CHARGES AND CREDITS	AMOUNT
	TWIN CITY ELECTRONICS VOLUME #1	
	TOTAL FOR ALL STATEMENTS ISSUED 07/31/80	
	-----	
	TOTAL BEGINNING BALANCE 14,381.48	
	-----	
	TOTAL CHARGES 789.58	
	TOTAL CREDITS 565.34-	
	TOTAL ADJUSTMENTS 73.10	
	TOTAL FINANCE CHARGES 200.22	
	TOTAL PAYMENTS 1,033.44-	
	-----	
	TOTAL BALANCE DUE 13,845.60	

PAY LAST AMOUNT  
IN THIS COLUMN*Thank You*

## SALES COMMISSION REPORT

---

Obtained via Menu: A/R  
Selection: Sales Commission

Purpose: This report details the sales each salesperson has made for the month. Totals are produced for each salesperson and for total sales for this report.

Sequence: Numeric by salesperson number; partial listing possible

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01210.1 -- reference this unique identifying number when calling the Hotline
* B	VOLUME # -- volume number of diskette, assigned during startup
C	COMPANY NAME -- your company name
D	REPORT TITLE -- Sales Commission Report
E	DATE -- date you entered for Today's Date
F	MONTH-ENDING DATE -- date entered during Close Month or Startup procedures
G	SALESPERSON -- Salesperson number, assigned during Sales Entries
H	INVOICE NUMBER -- reference number for each sale, assigned during Sales Entries
I	DATE -- of each sale
J	CUSTOMER NAME -- name of the customer to whom the sale was made
K	INVOICE AMOUNT -- the dollar amount of each sale
L	COMM PCNT -- commission percent, assigned during Sales Entries
M	COMMISSION -- the dollar amount of the salesperson's commission for each sale; this item = item K x item J
N	SALESPERSON TOTALS -- total amount of sales for each salesperson
O	SALESPERSON TOTALS -- total amount of all sales commissions for each salesperson
P	TOTALS -- total amount of sales for this report
Q	TOTALS -- total amount of commissions to be paid for this report

VOLUME #1  
01210.1

LOOPHOLE QUALE & FLYWHEEL INC.  
SALES COMMISSION REPORT  
FOR MONTH ENDING 01/31/81

DATE 01/15/81  
PAGE 1

SALES- PERSON	INVOICE NUMBER	DATE	CUSTOMER NAME	SALES AMOUNT	COMM PCNT	COMMISSION
<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>
1	565	01/05/81	FOUR SEASONS MOTOR INN	450.00	1.40	6.30
	567	01/12/81	GARDEN MAYFLOWER	5,167.42	1.20	62.01
SALESPERSON TOTALS				<u>N</u> 5,617.42		<u>O</u> 68.31
2	566	01/05/81	FORTUNATE FRANK'S	13,542.39	1.00	135.42
SALESPERSON TOTALS				13,542.39		135.42
T O T A L S				<u>P</u> 19,159.81		<u>Q</u> 203.73

## \* A/R CUSTOMIZING FEATURES

---

Obtained via menu: A/R

Selection: Customizing Features

Purpose: This report provides a hard copy of the current status of your A/R system.

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01211.1 -- reference this unique identifying number if calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Accounts Receivable Customizing Features
D	DATE -- date you entered as Today's Date
E	YEAR-END AND MONTH-END DATES -- The dates you entered during Startup as your Fiscal year-end and current month-end. The month-end date will be updated each time you run close-month. The year-end date can only be changed by closing the fiscal year.
F	COMPANY NAME, ADDRESS, AND PHONE NUMBER -- The information you entered about your company. This will be used on Statements if you so specify.
G	SYSTEM STATUS -- The responses you gave to the customizing questions for Accounts Receivable

**A**  
01211.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC.  
ACCOUNTS RECEIVABLE CUSTOMIZING FEATURES **C**

**D**  
DATE 01/01/81  
PAGE 1

CURRENT SYSTEM STATUS  
-----

FISCAL YEAR-END DATE IS 12/31/81 **E**  
CURRENT MONTH-END DATE IS 01/31/81

YOUR COMPANY'S NAME, ADDRESS, AND TELEPHONE NUMBER ARE  
LOOPHOLE QUALE & FLYWHEEL INC.  
**F** 349 ASH STREET  
PALO ALTO  
CALIFORNIA 94303  
(415) 494-8009

VOLUME NUMBER FOR THIS DISKETTE IS 1

STATEMENTS WILL BE PRINTED WITH COMPANY NAME

FINANCE CHARGES WILL BE CALCULATED BY THE COMPUTER  
MONTHLY FINANCE CHARGE IS 1.25%

A SALES COMMISSION REPORT BY SALESPERSON WILL BE PRINTED

YOU ARE ON AN ACCRUAL BASIS OF ACCOUNTING

GENERAL LEDGER IS BEING USED

2 DEPARTMENTS ARE BEING USED **G**  
DEPARTMENT #0  
DEPARTMENT #1

GENERAL LEDGER SUMMARY ACCOUNT NUMBERS

CASH-CHECKING ACCT	10100
SALES - MERCHANDISE	40100
SALES - OTHER	40200
SALES/TERMS DISCOUNT	40400
SALES RETURNS/ALLOWANCES	40300
FINANCE CHARGES	47100
SALES TAXES PAYABLE	22600
ACCOUNTS RECEIVABLE-TRADE	11100

## **VENDOR MASTER LIST**

---

Obtained via Menu: A/P

Selection: Vendor Master

Purpose: This report can be used as a reference for all vendors for your company. All information on this report comes from data entered during the A/P Vendor Master selection.

Sequence: Either alphabetic or vendor number sequence

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01302.1 for alpha sequence, 01303.1 for numeric sequence-- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Vendor Master List
D	DATE -- date you entered for Today's Date
E	NAME/ADDRESS -- Name and address of vendor
F	VENDOR NUMBER -- assigned by the computer
G	PERMANENT/TEMPORARY -- status of vendor
H	PHONE -- phone number of vendor, includes Area Code
I	TERMS -- payment discounts
J	LAST PAYMNT -- date of last payment
K	YEAR TO DATE PURCHASES -- all purchases made from the vendor since start of current fiscal year; whole dollars only are shown
L	Y-T-D NO. PURCHASES -- number of purchases from this vendor for the current fiscal year
M	TOTALS -- total of all purchases made, year-to-date, from all vendors printed on this report
N	TOTALS -- total number of purchases made, year-to-date, from vendors printed on this report



**A**  
01302.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC  
VENDOR MASTER LIST **C**

**D**  
DATE 01/15/81  
PAGE 1

NAME/ADDRESS		YEAR TO DATE PURCHASES	Y-T-D NO. PURCHASES
<b>E</b>	<b>F G H I J</b>	<b>K</b>	<b>L</b>
APPLE COMPUTER INC. 10260 BANDLEY DRIVE CUPERTINO, CA 95014	VENDOR NUMBER 8 PERMANENT PHONE (408) 996-1010 TERMS 2/10 N/30 LAST PAYMNT	0	0
BANK OF AMERICA MENLO PARK BRANCH 633 SANTA CRUZ MENLO PARK, CA	VENDOR NUMBER 6 PERMANENT PHONE (415) 329-2942 TERMS LAST PAYMNT	0	0
BOISE CASCADE CORPORATION OFFICE PRODUCTS DIV 435 VALLEY DR BRISBANE, CA	VENDOR NUMBER 5 PERMANENT PHONE (415) 467-8770 TERMS 4/10 2/20 LAST PAYMNT	0	0
CENTRAL STATIONERS 324 CASTRO MOUNTAIN VIEW, CA 94220	VENDOR NUMBER 4 PERMANENT PHONE (415) 968-3160 TERMS N/45 LAST PAYMNT	0	0
EASTMAN KODAK COMPANY 925 PAGE MILL ROAD PALO ALTO, CA 94306	VENDOR NUMBER 3 PERMANENT PHONE (415) 493-7200 TERMS 2/10 N/30 LAST PAYMNT	0	0
INSTRUMENT SPECIALISTS 1414 FIRST STREET DES MOINES, IA 50321	VENDOR NUMBER 9 PERMANENT PHONE (513) 833-1088 TERMS 1/30 N/60 LAST PAYMNT	0	0
PACIFIC TELEPHONE 420 COWPER PALO ALTO, CA 94301	VENDOR NUMBER 1 PERMANENT PHONE (415) 855-1822 TERMS LAST PAYMNT	0	0
PALO ALTO UTILITIES CIVIC CENTER PALO ALTO, CA 94301	VENDOR NUMBER 2 PERMANENT PHONE (415) 329-2161 TERMS LAST PAYMNT	0	0
PEINTRES 305 GALERIE DU BAC SAN FRANCISCO, CA	VENDOR NUMBER 10 TEMPORARY PHONE (415) 770-2334 TERMS 2/20 N/45 LAST PAYMNT	0	0
TELMAK ASSOCIATES 2785 SOUTH COLORADO DENVER, CO 80222	VENDOR NUMBER 7 TEMPORARY PHONE (303) 771-0997 TERMS 2/10 N/30 LAST PAYMNT	0	0

## 274 THE CONTROLLER

01302.1

LOOPHOLE QUALE & FLYWHEEL INC  
VENDOR MASTER LIST

DATE 01/15/81  
PAGE 2

NAME/ ADDRESS

YEAR TO DATE  
PURCHASES

Y-T-D NO.  
PURCHASES

T O T A L S

M

O

N

O



## VENDOR LABELS

---

Obtained via Menu: A/P

Selection: Vendor Master

Purpose: Mailing correspondence or to label vendor file folders. Only permanent vendors will be printed on the labels.

Sequence: Alphabetic by vendor name

<u>Item</u>	<u>Description</u>
A	NAME AND ADDRESS -- Vendor name and address
B	VENDOR NUMBER -- as assigned by the computer

## A

## B

APPLE COMPUTER INC.  
10260 BANDLEY DRIVE  
CUPERTINO, CA 95014

8

BANK OF AMERICA  
MENLO PARK BRANCH  
633 SANTA CRUZ  
MENLO PARK, CA

6

BOISE CASCADE CORPORATION  
OFFICE PRODUCTS DIV  
435 VALLEY DR  
BRISBANE, CA

5

CENTRAL STATIONERS  
324 CASTRO  
MOUNTAIN VIEW, CA 94220

4

EASTMAN KODAK COMPANY  
925 PAGE MILL ROAD  
PALO ALTO, CA 94306

3

INSTRUMENT SPECIALISTS  
1414 FIRST STREET  
DES MOINES, IA 50321

9

PACIFIC TELEPHONE  
420 COWPER  
PALO ALTO, CA 94301

1

PALO ALTO UTILITIES  
CIVIC CENTER  
PALO ALTO, CA 94301

2

## NEW A/P INVOICE REGISTER

---

Obtained via Menu: A/P  
Selection: New Invoices

Purpose: This report details each new invoice in voucher number sequence. It can be used to proof the invoices you have entered, prior to posting. The final report should be saved for your permanent records.

Sequence: Numeric by voucher or vendor number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01304.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- New A/P Invoice Register
D	DATE -- date you entered as Today's Date
* E	BATCH DATE -- date you entered as Batch Date
F	VOUCH NO -- unique voucher number assigned by the computer
G	VENDOR NAME -- name of the vendor
H	VEN NO -- Vendor number assigned during Add Vendors
I	INVOICE NO -- invoice number
J	INVOICE DATE -- invoice date
K	CNTRL NO -- if invoice was paid, this is check number
L	CHK/DUE DATE -- date the check is due, or if already paid, the check date
M	DISCOUNT AMOUNT -- discount amount if payment made according to terms
N	G/L ACCT -- G/L accounts to which this invoice will be distributed; these are the G/L account numbers entered during Add Invoices
* O	INV/ACCT AMOUNT -- amount of invoice distributed to G/L accounts
P	TOTAL -- the total dollar amount of the invoice
Q	TOTALS -- total of all discount amounts for this batch of invoices
* R	TOTALS -- total all invoices for this batch

**A**  
01305.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC  
NEW A/P INVOICE REGISTER  
BATCH DATE 12/15/80

**D**  
DATE 01/15/81  
PAGE 1

**E**

VOUCH NO	VENDOR NAME	VEN NO	INVOICE NO	INVOICE DATE	CNTRL NO	CHK/DUE DATE	DISCOUNT AMOUNT	G/L ACCT	INV/ACCT AMOUNT
<b>F</b> 16	<b>G</b> PACIFIC TELEPHONE	<b>H</b> 1	<b>I</b>	<b>J</b> 11/30/80	<b>K</b>	<b>L</b> 12/30/80	<b>M</b> .00	<b>N</b> 52200	<b>O</b> 167.84
								TOTAL	167.84 <b>P</b>
15	CENTRAL STATIONERS	4	CS109	11/16/80		01/01/81	.00	52400	1200.00
								52500	804.56
								TOTAL	2004.56
19	CENTRAL STATIONERS	4		12/11/80		01/11/81	.00	53400	10.00
								52400	1500.00
								52500	237.75
								TOTAL	1747.75
18	TELMAX ASSOCIATES	7	0897	12/01/80		01/01/81	50.00	16300	1000.00
								TOTAL	1000.00
17	APPLE COMPUTER INC.	8	45998	11/30/80		12/10/80	290.00	44100	14500.00
								TOTAL	14500.00
21	APPLE COMPUTER INC.	8		12/13/80		12/23/80	441.20	44100	22060.00
								TOTAL	22060.00
20	INSTRUMENT SPECIALISTS	9	4498A	12/12/80		01/12/81	370.00	44100	37000.00
								44300	806.50
								TOTAL	37806.50
22	PEINTRES	10	12/80	12/01/80	1947	12/15/80	.00	52100	5400.00
								TOTAL	5400.00

T O T A L S **Q** 1,151.20 **R** 84,686.65

## ACCOUNTS PAYABLE CASH REQUIREMENTS

Obtained via Menu: A/P  
Selection: Open Invoices

Purpose: Informs you of the ongoing cash requirements based on due dates for all unpaid invoices. The report produces totals per invoice, totals per due date and running totals for all unpaid invoices.

\* Sequence: By due date; Partial listing possible

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 1306.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Accounts Payable Cash Requirements
D	DATE -- date you entered for Today's Date
E	VENDOR NAME -- the name of each vendor
F	VEN NO -- vendor number, assigned by computer in Add Vendors
G	VOUCH NO -- voucher number assigned to each invoice
H	INVOICE NUMBER -- entered during New Invoices
I	INVOICE DATE -- the date of the invoice
J	VOUCHER DATE -- date the invoice was entered
K	INVOICE TOTAL -- total amount of the invoice
L	INVOICE DISCOUNT -- total amount of the terms discount for this invoice
M	INVOICE NET -- amount to be paid to vendor for invoice ( $M = K - L$ )
N	DUE DATE -- the date each invoice is due to be paid
O	DUE DATE TOTALS -- total amount of invoices for this due date
P	DUE DATE TOTALS -- total amount of discount for this due date
Q	DUE DATE TOTALS -- total amount of invoice totals minus discount totals for this due date
R	RUNNING TOTALS -- total amount of all invoices accumulated through this due date
S	RUNNING TOTALS -- total amount of all discounts accumulated through this due date
T	RUNNING TOTALS -- total amount of all invoice totals minus all discounts accumulated through this due date
U	FINAL TOTALS -- total amount of all invoices printed
V	FINAL TOTALS -- total amount of all discounts printed
W	FINAL TOTALS -- total amount of all invoices minus discounts printed



**A**  
01306.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC  
ACCOUNTS PAYABLE CASH REQUIREMENTS **C**

**D**  
DATE 12/31/80  
PAGE 1

VENDOR NAME	VEN NO	VOUCH NO	INVOICE NUMBER	INVOICE DATE	VOUCHER DATE	INVOICE TOTAL	INVOICE DISCOUNT	INVOICE NET
<b>E</b>	<b>F</b>	<b>G</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	
PACIFIC TELEPHONE	1	16		11/30/80	12/05/80	167.84	.00	167.84
PALO ALTO UTILITIES	2	3		11/30/80	11/30/80	6717.48	.00	6717.48
			<b>N</b> 12/30/80 DUE DATE TOTALS			<b>O</b> 6,885.32	<b>P</b> .00	<b>Q</b> 6,885.32
			RUNNING TOTALS			<b>R</b> 6,885.32	<b>S</b> .00	<b>T</b> 6,885.32
			<b>H</b>					
TELMAK ASSOCIATES	7	18	0897	12/01/80	12/15/80	1000.00	50.00	950.00
CENTRAL STATIONERS	4	7		11/16/80	11/30/80	20045.60	.00	20045.60
		15	CS109	11/16/80	12/05/80	2004.56	.00	2004.56
			01/01/81 DUE DATE TOTALS			23,050.16		23,000.16
			RUNNING TOTALS			29,935.48	50.00	29,885.48
							50.00	
CENTRAL STATIONERS	4	19		12/11/80	12/15/80	1747.75	.00	1747.75
			01/11/81 DUE DATE TOTALS			1,747.75		1,747.75
			RUNNING TOTALS			31,683.23	.00	31,633.23
							50.00	
INSTRUMENT SPECIALISTS	9	20	4498A	12/12/80	12/15/80	37806.50	370.00	37436.50
			01/12/81 DUE DATE TOTALS			37,806.50	370.00	37,436.50
			RUNNING TOTALS			<b>U</b> 69,489.73	<b>V</b> 420.00	<b>W</b> 69,069.73

## OPEN INVOICES BY VENDOR

---

Obtained via Menu: A/P

Selection: Open Invoices

Purpose: Lists all unpaid (open) invoices for each vendor. The report can be used to monitor the current dollar amount due any particular vendor. A partial report can be printed for a limited range of vendors.

Sequence: Alphabetic by vendor name; partial listing available

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01307.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Open Invoices By Vendor
D	DATE -- date you entered for Today's Date
E	VENDOR NAME -- the name of each vendor
F	VEN NO -- vendor number, assigned during Vendor Master
G	VOUCH NO -- voucher number, assigned during New Invoices
H	INVOICE NUMBER -- entered during New Invoices
I	INVOICE DATE -- entered during New Invoices
J	DUE DATE -- the date the invoice is to be paid
K	INVOICE TOTAL -- the total amount of each invoice
L	INVOICE DISCOUNT -- the dollar amount of the terms discount for the invoice
M	INVOICE NET -- amount to be paid to the vendor for the invoice ( $M = K - L$ )
N	VENDOR TOTALS -- total amount due each vendor; only printed if more than 1 invoice is open for a vendor
O	VENDOR TOTALS -- total discount currently available
P	VENDOR TOTALS -- total dollar amount owed each vendor if discount is applied ( $P = N - O$ )
Q	GRAND TOTALS -- total dollar amount owed all vendors printed
R	GRAND TOTALS -- total dollar amount of all discounts taken on all invoices printed
S	GRAND TOTALS -- total dollar amount of all invoices minus all discounts for all invoices printed ( $S = Q - R$ )

**A**  
01307.1

**B**  
LOOPHOLE QUALE & FLYWHEEL INC  
OPEN INVOICES BY VENDOR **C**

**D**  
DATE 01/15/81  
PAGE 1

VENDOR NAME	VEN NO	VOUCH NO	INVOICE NUMBER	INVOICE DATE	DUE DATE	INVOICE TOTAL	INVOICE DISCOUNT	INVOICE NET
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>
APPLE COMPUTER INC.	8	9		11/22/80	12/02/80	14500.00	290.00	14210.00
		10		11/25/80	12/05/80	22060.00	441.20	21618.80
		17	45998	11/30/80	12/10/80	14500.00	290.00	14210.00
		21		12/13/80	12/23/80	22060.00	441.20	21618.80
				VENDOR TOTALS		<b>N</b> 73,120.00	<b>O</b> 1,462.40	<b>P</b> 71,657.60
BOISE CASCADE CORPORATION	5	12		11/25/80	12/05/80	5040.40	201.62	4838.78
CENTRAL STATIONERS	4	6		10/31/80	12/14/80	18945.40	.00	18945.40
		7		11/16/80	01/01/81	20045.60	.00	20045.60
		8	CS10098	11/30/80	01/16/81	17500.50	.00	17500.50
		15	CS109	11/16/80	01/01/81	2004.56	.00	2004.56
		19		12/11/80	01/11/81	1747.75	.00	1747.75
				VENDOR TOTALS		60,243.81	.00	60,243.81
EASTMAN KODAK COMPANY	3	4		11/02/80	12/02/80	15055.90	.00	15055.90
		5		11/21/80	12/01/80	4300.00	86.00	4214.00
				VENDOR TOTALS		19,355.90	86.00	19,269.90
INSTRUMENT SPECIALISTS	9	11		11/04/80	12/04/80	37806.50	370.00	37436.50
		20	4498A	12/12/80	01/12/81	37806.50	370.00	37436.50
				VENDOR TOTALS		75,613.00	740.00	74,873.00
GRAND TOTALS						<b>Q</b> 233,373.11	<b>R</b> 2,490.02	<b>S</b> 230,883.09

## A/P PAID INVOICE REGISTER

Obtained via Menu: A/P

Selection: Pay Open Invoices

Purpose: This report is a check register of all invoices paid during processing of a batch.

Sequence: Numeric by control number; hand-written checks appear first

<u>Item</u>	<u>Description</u>
A	REPORT ID --01308.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- A/P Paid Invoice Register
D	DATE -- date you entered for Today's Date
* E	CHECK DATE -- entered prior to printing this report; it is the date that is printed on the computer generated checks
F	CNTRL NO -- unique control number assigned for each payment
G	VENDOR NAME -- the name of the vendor
H	VOUCH NO -- assigned during Add New Invoices
I	INVOICE NO -- invoice number
J	INV/CHECK DATE -- if the invoice was paid with a hand written check, the date shown is the check date; if it is not a
* K	handwritten check, the date shown is the invoice date
L	INVOICE TOTAL -- the total dollar amount of the invoice
	INVOICE DISCOUNT -- the dollar amount of the terms discount applied to this invoice
M	INVOICE NET -- the dollar amount of the invoice that is being paid to the vendor ( $M = K - L$ )
N	CHECK TOTALS -- total amount of invoices for this vendor
O	CHECK TOTALS -- total discount applicable to this vendor
P	CHECK TOTALS -- total of invoices due this vendor minus all applicable discount amounts; if vendor has two or more invoices being paid in one batch, the computer will total the invoices into one check
* Q	GRAND TOTALS -- invoice total, the total dollar amount of all invoices due to vendors as of the Pay Thru Date
R	GRAND TOTALS -- Invoice Discount, the total dollar amount of all discounts applicable to this batch
S	GRAND TOTALS --Invoice Net, the total dollar amount of all checks written for this batch

CHECK DATE 12/01/80  
01308.1B  
LOOPHOLE QUALE & FLYWHEEL INC  
C A/P PAID INVOICE REGISTERD  
DATE 01/15/81  
PAGE 1

CNTRL NO	VENDOR NAME	VOUCH NO	INVOICE NO	INV/CHECK DATE	INVOICE TOTAL	INVOICE DISCOUNT	INVOICE NET
F	G	H	I	J	K	L	M
H 1947	PEINTRES	22	12/80	12/15/80	5400.00	.00	5400.00
1948	APPLE COMPUTER INC.	9		11/22/80	14500.00	290.00	14210.00
		10		11/25/80	22060.00	441.20	21618.80
CHECK TOTALS					N 36560.00	O 731.20	P 35828.80
1949	BOISE CASCADE CORPORATION	12		11/25/80	5040.40	201.62	4838.78
1950	EASTMAN KODAK COMPANY	4		11/02/80	15055.90	.00	15055.90
		5		11/21/80	4300.00	86.00	4214.00
CHECK TOTALS					19355.90	86.00	19269.90
1951	INSTRUMENT SPECIALISTS	11		11/04/80	37806.50	370.00	37436.50

GRAND TOTALS Q 104162.80 R 1388.82 S 102773.98

## CHECKS AND STUBS

---

Obtained via Menu: A/P

Selection: Pay Open Invoices

Purpose: Checks can be produced to pay your vendors. The bottom copy should be kept to provide a record of all checks produced.

Sequence: Numerically by control number

<u>Item</u>	<u>Description</u>
-------------	--------------------

(Stub portion)

A	DATE -- invoice date
B	VOUCHER NUMBER -- unique number assigned to invoice
C	DESCRIPTION -- invoice number
D	AMOUNT -- of invoice, this corresponds to the Invoice Total on the A/P Paid Invoice Register
E	DEDUCTION -- amount of deduction, this corresponds to Invoice Discount on the A/P Paid Invoice Register
F	NET AMOUNT -- amount being paid on this invoice, this corresponds to Invoice Net on A/P Paid Invoice Register
G	CHECK DATE -- the check date entered during Pay Open Invoices; this date will be printed on the check
H	CONTROL NUMBER -- sequential check control number assigned by the computer
I	TOTALS -- for vendor identified by vendor number
J	TOTALS -- total dollar amount of all invoices for this vendor
K	TOTALS -- total amount of discount deduction for this vendor
L	TOTALS -- net amount paid to this vendor; check drawn on this amount

(Check Portion)

M	DATE -- the check date, corresponds to item G on stub
N	CONTROL NO -- control number, corresponds to item H on stub
O	AMOUNT -- amount of the check, corresponds to item L on stub
P	VENDOR NAME -- the company (or person) to whom the check is being paid



## **A/P DISTRIBUTION JOURNAL APNNN**

---

Obtained via Menu: A/P

Selection: Distribution Journal

Purpose: This report details the distribution of all dollar amounts to the respective General Ledger accounts.

Sequence: Numeric by G/L account number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01309.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- A/P Distribution Journal APnnn
D	DATE -- date you entered for Today's Date
E	MONTH-ENDING DATE -- current accounting month-end date entered during Close Month or Startup procedures
F	G/L ACCNT -- the G/L account number to which monies are distributed
G	ACCNT DESCRIPTION -- description of the G/L account
H	VOUCH NO -- assigned to invoice during New Invoices
I	VOUCHER DATE -- date invoice entered into computer
J	VENDOR -- vendor number for this invoice
K	INVOICE NUMBER -- the invoice number
L	INVOICE DATE -- date of the invoice
M	DISTRIBUTED AMOUNT -- the amount for this invoice that is being distributed to each G/L account
N	ACCOUNT TOTAL -- the total dollar amount being distributed from various invoices to this account
O	GRAND TOTAL -- the total dollar amount of all invoices being distributed to G/L accounts shown



## LIST OF REPORTS 289

A  
01309.1

B  
LOOPHOLE QUALE & FLYWHEEL INC  
C A/P DISTRIBUTION JOURNAL AP002  
FOR MONTH ENDING 12/31/80

D  
DATE 12/31/80  
PAGE 1

E

G/L ACCNT	ACCNT DESCRIPTION	VOUCH NO	VOUCHER DATE	VEN- DOR	INVOICE NUMBER	INVOICE DATE	DISTRIBUTED AMOUNT
F	G	H	I	J	K	L	M
16300	MACHINERY AND EQUIPMENT	18	12/15/80	7	0897	12/01/80	1000.00
44100	PURCHASES - MERCHANDISE	17	12/05/80	8	45998	11/30/80	14500.00
		20	12/15/80	9	4498A	12/12/80	37000.00
		21	12/15/80	8		12/13/80	22060.00
					ACCOUNT TOTAL		73560.00
44300	FREIGHT IN	20	12/15/80	9	4498A	12/12/80	806.50
52100	RENT	22	12/15/80	10	12/80	12/01/80	5400.00
52200	TELEPHONE	16	12/05/80	1		11/30/80	167.84
52400	EQUIPMENT RENTALS	15	12/05/80	4	CS109	11/16/80	1200.00
		19	12/15/80	4		12/11/80	1500.00
					ACCOUNT TOTAL		2700.00
52500	OFFICE SUPPLIES	15	12/05/80	4	CS109	11/16/80	804.56
		19	12/15/80	4		12/11/80	237.75
					ACCOUNT TOTAL		1042.31
53400	INSURANCE	19	12/15/80	4		12/11/80	10.00

GRAND TOTAL POSTED TO ACCOUNT NUMBER 21100 84686.65

## **A/P DISBURSEMENT JOURNAL APNNN**

---

Obtained via Menu: A/P

Selection: Disbursement Journal

\* Purpose: Details which checks have been written, to whom, the check date/number/amount and the discount amount. The summary section of the report details the amounts disbursed to the G/L accounts.

Sequence: Numeric by check number

<u>Item</u>	<u>Description</u>
A	REPORT ID -- Ø131Ø.1 -- reference this unique identifying number when calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- A/P Disbursement Journal
D	DATE -- date you entered for Today's Date
E	MONTH-ENDING DATE -- current accounting month-end date entered during Close Month or Startup procedures
F	CHECK NO -- corresponds to the control number
G	VENDOR NAME -- the name of the vendor
H	CHECK DATE -- the date of the check
I	CHECK AMOUNT -- the amount paid to the vendor
J	DISCOUNT TAKEN -- the amount of the discount taken, as offered by the vendor
K	CHECKS -- the number of checks printed
L	TOTALS -- the total dollar amount of all checks written during the month
M	TOTALS -- the total dollar amount of all discounts taken during the month
N	REPORT TITLE -- General Ledger Summary
O	ACCOUNT NUMBER -- the G/L account numbers to which funds are disbursed; these accounts are entered during A/P Startup procedures
P	DESCRIPTION -- of the G/L accounts
Q	DEBITS -- amount to be posted to G/L account
R	CREDITS -- amount to be posted to G/L account
S	TOTALS -- total debit amount to be posted to G/L
T	TOTALS -- total credit amount to be posted to G/L

A  
01310.1

B  
LOOPHOLE QUALE & FLYWHEEL INC  
C A/P DISBURSEMENT JOURNAL AP003  
FOR MONTH ENDING 12/31/80

D  
DATE 12/31/80  
PAGE 1

E

CNTRL NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNT TAKEN
F	G	H	I	J
1947	PEINTRES	12/15/80	5400.00	.00
1948	APPLE COMPUTER INC.	12/01/80	35828.80	731.20
1949	BOISE CASCADE CORPORATION	12/01/80	4838.78	201.62
1950	EASTMAN KODAK COMPANY	12/01/80	19269.90	86.00
1951	INSTRUMENT SPECIALISTS	12/01/80	37436.50	370.00
1952	APPLE COMPUTER INC.	12/24/80	35828.80	731.20
1953	CENTRAL STATIONERS	12/24/80	18945.40	.00
1954	PACIFIC TELEPHONE	12/24/80	8466.02	.00
1955	PEINTRES	12/24/80	4938.42	100.78
1956	TELMAK ASSOCIATES	12/24/80	9500.00	500.00
T O T A L S			L 180452.62	M 2720.80
K 10 CHECKS				

## 292 THE CONTROLLER

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01310.1

LOOPHOLE QUALE & FLYWHEEL INC  
A/P DISBURSEMENT JOURNAL AP003  
FOR MONTH ENDING 12/31/80

DATE 12/31/80  
PAGE 2

### GENERAL LEDGER SUMMARY

ACCOUNT NUMBER	DESCRIPTION	DEBITS	CREDITS
<b>O</b>	<b>P</b>	<b>Q</b>	<b>R</b>
21100	ACCOUNTS PAYABLE	183,173.42	
10100	CASH IN BANK		180,452.62
48100	VENDOR DISCOUNTS TAKEN		2,720.80
T O T A L S		<b>S</b> 183,173.42	<b>T</b> 183,173.42



## \* **A/P CUSTOMIZING FEATURES**

---

Obtained via menu: A/P  
Selection: Customizing Features

Purpose: This report provides a hard copy of the current status of your A/P system.

<u>Item</u>	<u>Description</u>
A	REPORT ID -- 01311.1 -- reference this unique identifying number if calling the Hotline
B	COMPANY NAME -- the name of your company
C	REPORT TITLE -- Accounts Payable Customizing Features
D	DATE -- date you entered as Today's Date
E	FISCAL YEAR-END -- The date you entered during Startup as your Fiscal year-end
F	CURRENT MONTH-END DATE -- the month you are currently entering data for
G	COMPANY NAME, ADDRESS -- The information you entered about your company.
H	CURRENT SYSTEM STATUS -- The responses you gave to the customizing questions for Accounts Payable

A  
01311.1

B  
LOOPHOLE QUALE & FLYWHEEL INC  
ACCOUNTS PAYABLE CUSTOMIZING FEATURES C

D  
DATE 01/15/81  
PAGE 1

CURRENT SYSTEM STATUS  
-----

FISCAL YEAR-END DATE IS 12/31/80 E  
CURRENT MONTH-END DATE IS 12/31/80 F

YOUR COMPANY'S NAME AND ADDRESS ARE  
LOOPHOLE QUALE & FLYWHEEL INC  
G 349 ASH STREET  
PALO ALTO  
CALIFORNIA 94303

GENERAL LEDGER IS NOT BEING USED

CHECKS WILL NOT BE PRINTED

YOU ARE ON AN ACCRUAL BASIS OF ACCOUNTING H

GENERAL LEDGER SUMMARY ACCOUNT NUMBERS  
CASH-CHECKING ACCOUNT 10100  
VENDOR DISCOUNTS TAKEN 48100  
ACCOUNTS PAYABLE 21100





## APPENDIX B

# STANDARDS

The Controller has been designed and written with your ease of use as a paramount consideration. Every effort has been made to be consistent throughout the system. As a point of reference, review these standards before you begin using the system. Doing so will make the learning process both quicker and easier.

### USE OF THE KEYBOARD

Always press the RETURN key following each keyboard entry. It makes things happen.

Pressing the ESCape key will always take you back to the menu that was last displayed. The ESCape key is functional when the Apple is waiting for you to type. The ESCape key has the useful capability of interrupting the printing process any time you wish. Printing can be continued at will.

When the Apple makes a "beeping" noise, it is trying to tell you something. Here's the code:

One beep means an error has occurred.

Two beeps means pay attention! Check out what's happening with the system right now!

### DATES: FORMATS AND DEFINITIONS

All dates must be entered in the form MM/DD/YY including leading 0's when necessary (i.e., 02/01/80). All dates must fall between January 1, 1970, and December 31, 1999. The Controller has several dates we would like to define:

1. TODAY'S DATE: Any date from January 1, 1970 to December 31, 1999.
2. YEAR-END DATE: The date on which your fiscal year ends.
3. CURRENT MONTH-END DATE: The date your current month ends. This date must be within the twelve months prior to your YEAR-END DATE.
4. BATCH-DATE: The date the batch is processed or entered into the Controller. The batch date must be within the current month (or up to two months in the future in the case of G/L).

5. JOURNAL DATE: The date the journal was processed or entered into the Controller. It must be within the month of BATCH DATE. On financial reports, today's date always appears in the upper right-hand corner of the report. The applicable accounting date appears in the center, under the report heading.

## MENUS

A menu is a list of numbered choices. Each choice is numbered; you enter your selection by typing a number from the menu. Letters and special characters are not allowed as menu selections.

If you attempt to perform a procedure that is not in an appropriate sequence, your next selection will be suggested on the System Menu. For example, if you attempt to run a Trial Balance without posting Journal Entries, this message will appear on the System Menu.

YOUR NEXT SELECTION SHOULD BE 3.

Selection 3 will be Journal Entries from the General Ledger Menu.

When making selections from the Controller Menu or any menu, the Apple will verify that the proper diskettes have been inserted and prompt you if necessary. Therefore, only insert diskettes when instructed to do so.

## DESCRIPTIONS ENTERED BY THE USER

All letters, numbers, and special characters are allowed when describing entries, except commas and colons. A space in the first position followed by RETURN will blank the entire entry. In every case, the size of the entry is defined by the number of dots (.) on the screen beneath and to the right of the cursor.

For dollar amount entries, the rightmost dot can be used only for a minus (-) sign to indicate a negative amount.

Decimal points, commas, and dollar signs are not allowed when a numeric entry is requested. The Controller will provide them.

Leading 0's are not necessary except when entering a date. The numbers will be right justified by the program; this means that if a number requires three digits and you type the number 1, the controller will add the zeros and move the 1 all the way to the right (001).

Minus signs (for negative numbers) are entered after the number is entered and not allowed at all for General Ledger journal entries. Use an offsetting entry to force the desired negative amount, if necessary.

Spaces are not permitted for the first letter or character in any entry, nor in any position of a numeric value. A space followed by RETURN will blank the entire entry.

Once data has been entered, you may edit the entry by answering N to the question: "IS THIS ENTRY CORRECT?" and selecting the appropriate line to be changed. Editing tools are:

1. The RETYPE key (>) which has the same effect as re-typing the characters in the position beneath the cursor.
2. The RESTORE key (<) which restores any character that was changed during editing.
3. Simultaneously pressing the CTRL key and the X key (sometimes written as CTRL-X) will restore the entire line (on which the cursor is located) to its previous entry.
4. By pressing ESC in response to IS THIS ENTRY CORRECT?, you will be taken back to the previous menu without the entry in question being entered.

## **TROUBLESHOOTING**

---

This section of the manual will help solve problems and explain error messages that you may receive while using the Controller.

### **NO PICTURE ON THE MONITOR**

1. Check to see that the monitor is properly plugged in.
2. Verify that the switch is on, and the red light on the front of the monitor is lit.
3. Turn the "brightness" adjustment knob to check illumination.
4. Check cable connections between the monitor and the Apple.

### **THE APPLE DOESN'T WORK**

1. Check to see that both ends of the power cord are properly plugged in.
2. Verify that the power switch on the back left of the Apple is in the "on" position.
3. Verify that the monitor is properly connected and is turned on.

## ACCIDENTAL RESET

The RESET key, when pressed, instantly interrupts the Controller, and returns the Apple to its resident programming language (i.e. APPLESOFT, BASIC, MONITOR). This can have devastating effects on your business data. If you press the RESET key at any time, whether by accident or intentionally, you must restore your data diskette. Do not take any chances. Always restore the diskette. This is done by selecting UTILITIES from one of the system menus (General Ledger, Accounts Receivable, or Accounts Payable), and then choosing DISKETTE RESTORE.

## THE PRINTER DOESN'T PRINT

1. Check that the power cable is properly plugged in to a grounded (3-prong) 110 volt outlet.
2. Verify that the ribbon cable is tightly inserted into the back of the printer. Also, insure that the pin alignment is correct on the interface card, and is inserted into slot 1 (the second slot from the left) in the Apple.
3. Set the power switch on the printer to the ON position, and ensure that the power lamp is lit.
4. Check the "paper empty switch" , if your printer has one. Make sure the paper has not jammed.

## ERROR MESSAGES

While using the APPLE GENERAL BUSINESS SYSTEM you may from time to time encounter the following message:

ERROR xx HAS OCCURRED. REF NO yyy

REFER TO YOUR USER'S MANUAL

PRESS 'RETURN' KEY TO CONTINUE

Don't panic! Record the entire message and the screen headings on a notepad. Press RETURN and you will be returned to the main menu or the system menu. The reference number (shown above as Ref No yyy) is for our use only. Don't be concerned with it. The error number is explained below:

<u>ERROR NO.</u>	<u>WHAT IT MEANS</u>
------------------	----------------------

1	LANGUAGE NOT AVAILABLE Your Apple is looking for a computer language which you don't have. Have your Applesoft card or Language card checked by you dealer for defects.
---	--

4	WRITE PROTECTED You have a write protect sticker on your diskette. That means the silver tag on your diskette prevents your adding on to, changing or deleting data that is now on the diskette. Remove the tag and start over.
---	--

8	I/O ERROR May indicate problems with the diskette, the disk drive or the controller card. If the problem persists, contact your dealer for service on the equipment.
---	---

9	DISK FULL You have filled your diskette with data. You have exceeded the file limitations of the system.
---	---

14	PROGRAM TOO LARGE Your Apple does not have enough memory (48K is needed). Contact your dealer.
----	---

255	CTRL-C INTERRUPT ATTEMPTED Press RETURN to go to the Apple General Business System Menu. If this occurred during a posting procedure, you must use your back-up diskette to restore your data diskette.
-----	--

SPECIAL ERROR MESSAGES:

YOUR SYSTEM DOES NOT HAVE A PASCAL LANGUAGE CARD NOR AN APPLESOFT CARD.  
YOU MUST HAVE ONE OF THESE CARDS IN ORDER TO RUN THE CONTROLLER.

or

PASCAL LANGUAGE CARD CANNOT BE RELOADED UNTIL THE SYSTEM IS REBOOTED.

You cannot load the applesoft language onto this card until you reboot the system.

## CORRUPT DATA

The following errors will occur only if your data or system diskettes have failed, creating "corrupt" data or programs. In all cases, attempt to recover from your back-up diskettes. If your problems persist, you should contact us on the Hotline.

<u>ERROR NO.</u>	<u>DESCRIPTION</u>
Ø	NEXT WITHOUT FOR
1	Consult above section on ERROR MESSAGES
2,3	RANGE ERROR
4	Consult above section on ERROR MESSAGES
5	END OF DATA
6	FILE NOT FOUND
7	VOLUME MISMATCH
8,9	Consult above section on ERROR MESSAGES
1Ø	FILE LOCKED
11	SYNTAX ERROR
12	NO BUFFERS AVAILABLE
13	FILE TYPE MISMATCH
14	Consult above section on ERROR MESSAGES
15	NOT DIRECT COMMAND
16	SYNTAX
22	RETURN WITHOUT GOSUB
42	OUT OF DATA
53	ILLEGAL QUANTITY
69	OVERFLOW
77	OUT OF MEMORY
9Ø	UNDEFINED STATEMENT
1Ø7	BAD SUBSCRIPT
12Ø	REDIMENSIONED ARRAY
133	DIVISION BY ZERO
163	TYPE MISMATCH
176	STRING TOO LONG
191	FORMULA TOO COMPLEX
224	UNDEFINED FUNCTION
254	BAD RESPONSE TO AN INPUT STATEMENT
255	Consult above section on ERROR MESSAGES

# APPENDIX C

## MENU MAP

### GENERAL LEDGER

---

APPLE GENERAL BUSINESS SYSTEM

TODAY'S DATE 00/00/00

THE CONTROLLER

#### GENERAL LEDGER MENU

##### 1. CHART OF ACCOUNTS

1. ADD ACCOUNT
2. CHANGE ACCOUNT
3. REMOVE ACCOUNT
4. PRINT ACCOUNTS
5. PRINT CHANGED ACCOUNTS ONLY
6. DISPLAY ACCOUNTS
7. RETURN TO G/L MENU

##### 2. STANDARD ENTRIES

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
4. PRINT ENTRIES
5. DISPLAY ENTRIES
6. POST ENTRIES
7. RETURN TO G/L MENU

##### 3. JOURNAL ENTRIES

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
4. PRINT ENTRIES
5. POST ENTRIES
6. RETURN TO G/L MENU

##### 4. TRANSFER JOURNALS

##### 5. TRIAL BALANCE

1. SUMMARY REPORT
2. DETAIL REPORT
3. RETURN TO G/L MENU

##### 6. BALANCE SHEET

1. SUMMARY REPORT
2. DETAIL REPORT
3. RETURN TO G/L MENU

## 304 THE CONTROLLER

---

### 7. INCOME STATEMENT

1. SUMMARY REPORT
2. DETAIL REPORT
3. RETURN TO G/L MENU

### 8. CLOSE MONTH

9. CUSTOMIZING FEATURES
1. CHANGE CUSTOMIZING FEATURES
  2. PRINT CUSTOMIZING FEATURES
  3. RETURN TO G/L MENU

\*

### 10. UTILITIES

1. DISKETTE COPY (BACKUP)
2. DISKETTE RESTORE
3. DISKETTE DUPLICATION
4. FILE ALLOCATION
5. DISKETTE CONVERSION
6. RETURN TO THE CONTROLLER

\*

### 11. CHANGE TODAY'S DATE

### 12. RETURN TO CONTROLLER



# ACCOUNTS PAYABLE

## ACCOUNTS RECEIVABLE MENU

## ACCOUNTS RECEIVABLE SUB-MENU

### 1. CUSTOMER MASTER

1. ADD CUSTOMER
2. CHANGE CUSTOMER
3. INITIALIZE CUSTOMER BALANCES
4. REMOVE CUSTOMER
5. PRINT CUSTOMERS
6. PRINT CUSTOMER LABELS
7. EXAMINE CUSTOMER
8. RETURN TO A/R MENU

### 2. SALES ENTRIES

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
4. PRINT ENTRIES
5. POST ENTRIES
6. RETURN TO A/R MENU

### 3. PAYMENT ENTRIES

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
4. PRINT ENTRIES
5. POST ENTRIES
6. RETURN TO A/R MENU

### 4. AGED TRIAL BALANCE

1. SUMMARY REPORT
2. DETAIL REPORT
3. MONTHLY ACTIVITY REPORT
4. RETURN TO A/R MENU

### 5. FINANCE CHARGES

### \* 6. STATEMENTS

1. PRINT STATEMENT
2. RETURN TO A/R MENU

### \* 7. SALES COMMISSIONS

1. SALES COMMISSION REPORT
2. RETURN TO A/R MENU

### 8. CLOSE MONTH

### \* 9. CUSTOMIZING FEATURES

1. CHANGE CUSTOMIZING FEATURES
2. PRINT CUSTOMIZING FEATURES
3. RETURN TO A/R MENU

## 306 THE CONTROLLER

---

### 10. UTILITIES

\*

1. DISKETTE COPY (BACKUP)
2. DISKETTE RESTORE
3. DISKETTE DUPLICATION
4. FILE ALLOCATION
5. DISKETTE CONVERSION
6. RETURN TO THE CONTROLLER

### 11. CHANGE TODAY'S DATE

### 12. RETURN TO THE CONTROLLER

# ACCOUNTS RECEIVABLE

## ACCOUNTS PAYABLE MENU

## ACCOUNTS PAYABLE SUB-MENU

### 1. VENDOR MASTER

1. ADD VENDOR
2. CHANGE VENDOR
3. REMOVE VENDOR
4. PRINT VENDOR
5. VENDOR LABELS
6. EXAMINE VENDOR
7. RETURN TO A/P MENU

### 2. NEW INVOICES

1. ADD ENTRIES
2. CHANGE ENTRIES
3. REMOVE ENTRIES
4. PRINT ENTRIES
5. DISPLAY ENTRIES
6. POST ENTRIES
7. RETURN TO A/P MENU

### 3. OPEN INVOICES

1. CHANGE INVOICES
2. PRINT INVOICES BY DUE DATE
3. PRINT INVOICES BY VENDOR
4. DISPLAY INVOICES BY VENDOR
5. RETURN TO A/P MENU

### 4. PAY OPEN INVOICES

1. PRINT PAID INVOICES REGISTER
2. PRINT CHECKS
3. RETURN TO A/P MENU

### 5. DISTRIBUTION JOURNAL

1. PRINT JOURNAL
2. POST JOURNAL
3. RETURN TO A/P MENU

### 6. DISBURSEMENT JOURNAL

1. PRINT JOURNAL
2. POST JOURNAL
3. RETURN TO A/P MENU

### 7. CLOSE MONTH

### 8. CUSTOMIZING FEATURES

1. CHANGE CUSTOMIZING FEATURES
2. PRINT CUSTOMIZING FEATURES
3. CHART OF ACCOUNTS
4. RETURN TO A/P MENU

\*

9. UTILITIES

\*

1. DISKETTE COPY (BACKUP)
2. DISKETTE RESTORE
3. DISKETTE DUPLICATION
4. FILE ALLOCATION
5. DISKETTE CONVERSION
6. RETURN TO THE CONTROLLER

10. CHANGE TODAY'S DATE

11. RETURN TO THE CONTROLLER

## \* APPENDIX D

# QUESTIONS AND ANSWERS

This Appendix contains answers to the questions most frequently asked by people who call the Controller's Hot Line.

1. What is the significance of beginning and ending default values on reports required for month-end?

Before month-end can be processed, the complete printing of certain reports is required. To fulfill this requirement, you must accept both the beginning and ending default values.

2. How do I make partial payments to vendors?

If you know in advance that you will not be paying an entire invoice amount at one time, your entry should be made in the form of several invoices with various convenient due dates.

On the other hand, if you have already entered and posted an invoice, and then find you wish to pay this in several installments, you must reverse the invoice out of the system. To do this, you will enter a new invoice with a the same information as the invoice you need to reverse. The only difference is that the amounts will be negative. This will offset the original total invoice amount. Now make your entry in the form of several invoices with various suitable due dates.

3. How do I record prepaid hand-written checks?

When entering new invoices, you should reply "Y" when asked INVOICE PAID? You should make sure that you run the program Pay Open Invoices and run a distribution and disbursement journal before closing the month. This will insure that the handwritten checks are distributed and disbursed during the proper accounting period.

4. How do I change the Fiscal year-end date?

Once Startup has been completed, the fiscal year-end date cannot be changed. To alter the fiscal year-end date, you must, once again, begin the Startup procedures. This can be accomplished by restoring your data diskette from the corresponding BKD diskette (that's the one without a notch in the upper right-hand corner), which was originally supplied when you purchased The Controller.

5. How do I return to Startup?

To retrain to Startup, you must restore your data diskette from the corresponding BKD diskette (without a notch in the upper right hand corner) which was originally supplied when you purchased The Controller.

6. What am I supposed to use the write-protected BKD diskettes for?

These diskettes, which should be stored in a safe place, give you the capability to restore your diskettes to their original (pre-Startup) status. This will allow you to either restart the business you are currently running on the Controller, or to Startup an entirely new business.

7. How can I change information that I have already posted?

Information that has been posted into the system cannot be changed. It is advisable to make changes before posting a batch. However, if you find that you must change posted information, the only course of action is to reverse the entry back out of the system. For example, if an erroneous sale of \$100.00 has been entered and posted, the only way to change that entry is to enter and post a sale for a negative \$100.00, and then enter and post the correct entry.

8. When starting up The Controller, should month-end be in the current or prior month for General Ledger, Accounts Payable, and Accounts Receivable?

When starting up the General Ledger and/or Accounts Payable for an already existing business, you should use the prior month. This allows you to enter existing account balances in General Ledger and open invoices in Accounts Payable.

When starting up Accounts Receivable, regardless of whether or not you have an existing or a new business, you should use the current month. Customer balances from an existing business can be entered through the Initialize Customer Balances option on the Customer Master menu.

9. Must each month be closed, or can I skip some?

The Controller requires that each and every month be closed. It will not permit you to skip any month in General Ledger, Accounts Receivable, or Accounts Payable.

10. In order to transfer to General Ledger from Accounts Receivable and Accounts Payable, what reports must be run?

In Accounts Receivable, you must select the option to Post Sales and/or Payments from the Sales and/or Payments Menu. In Accounts Payable, you must select the Distribution and/or Disbursement Journal options from the Accounts Payable menu after you have posted checks through the Pay Open Invoices option.

11. Why do I have to customize twice in Accounts Payable?

When starting up Accounts Payable, you must customize both before and after closing the first month. This enables you to enter your open invoices without transferring the distribution and disbursement journal summary balances to the General Ledger. These balances were incorporated into the General Ledger when you loaded the General Ledger Chart of Accounts balances.

12. How are negative balances entered into The Controller?

In The Controller, a negative sign is always entered to the right of the last digit. For example, a negative one hundred dollars would be entered as "10000-".

13. All sorts of strange symbols are appearing on my screen. What do I do?

This is a sign of static interference. You should restart your system. It is also strongly suggested that you spray the air and floor around your Apple with a static-control spray every few days. This is especially important if the floor is carpeted.

14. Why don't certain journal entries appear on my current General Ledger reports?

General Ledger permits you to enter transactions two months beyond your current month-end date. However, those transactions with dates greater than the current month-end date will not appear on your Trial Balance, your Balance Sheet, or your Income Statement until the transaction date falls within the current month. Regardless of the month to which transactions apply, all entries to the General Ledger are reflected in the General Journal report. The dollar amounts of future month transactions will also always be mirrored in the Chart of Accounts with Balances report.

15. Will you tell me how to modify my Controller so that it will do such-and-such?

Due to the unique way in which we assist Controller users through the Hot Line, it is imperative that we know how each and every Controller package functions. If, through modifications, different Controller packages perform differently under the same circumstances, then it becomes impossible for us to assist Controller users effectively and consistently. Unauthorized modifications by users void the warranty, and will become nullified when updating to an improved version of the Controller.

16. Can The Controller be used for multiple companies?

The Controller can be used for multiple companies, provided that they don't require consolidated financial statements. This is accomplished by duplicating a set of data diskettes for each company. However, it should be understood that duplicating the system diskettes, or using The Controller package on more than one Apple computer is a violation of the copyright laws.

17. What is the difference between a Diskette Copy, a Diskette Restore, and a Diskette Duplication.

A Diskette Copy (or backup) is what you produce when you copy your DAT diskette to your BKD diskette. This protects you in case the information on your Data diskette is damaged. Diskette Restore is the procedure in which you copy the data from your BKD diskette to your data diskette. You would do this if the data on your DAT diskette was damaged or altered due to a power-outage or some other unforeseen problem. A Diskette Duplication is simply an exact copying of information from one diskette to another.

18. What is the difference between account numbers 3998Ø and 3999Ø?

Both accounts 3998Ø and 3999Ø are retained earnings accounts which reflect your company's profits or losses. Account 3998Ø (Retained Earnings - Curr Year) reflects your company's profit or loss for the current year. This account's balance is transferred at year-end to account 3999Ø (Retained Earnings - Prv Years).



19. I added an account to the General Ledger Chart of Accounts, and now Accounts Payable tells me that this account does not exist. Why?

Changes to the General Ledger Chart of Accounts are not reflected in the Accounts Payable Chart of Accounts. Selecting the Chart of Accounts option from the Accounts Payable Customizing Features Menu will transfer the altered General Ledger Chart of Accounts to your Accounts Payable data diskette. It is imperative that this procedure be followed whenever any changes are made to the General Ledger Chart of Accounts.

20. When should I select Transfer Journals in General Ledger?

Transfer to the General Ledger should be accomplished before closing the current month. This will insure that all accounts will be updated during the correct accounting period.

21. When I've completed processing, does the point in a program where I turn my machine off make any difference?

Yes, it does. You should always return to the Apple General Business System Menu. When you ESCape from this menu, a message will be displayed instructing you to turn off your Apple. Following this procedure is the only way you can guarantee the integrity of your data.



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