BPI ENTERPRISE SERIES™

ACCOUNTS RECEIVABLE

BPI SYSTEMS™

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## ACCOUNTS RECEIVABLE

BPI SYSTEMS™

remember

Before you begin using your new system, it's important that you familiarize yourself with the following list of safety tips. **Read this list before using the manual that comes with your BPI system,** and keep it handy as a reminder while you work with the system.

1. To be eligible for warranty support, register your system by completing the Software Registration card and mailing it to BPI.

2. Each time you use the system, make sure you set the date and time, either when you first turn on the computer or by means of the Set Date and Time command on the System menu.

3. Since you'll need to use DOS commands with your system from time to time, make sure they're in your root directory or set up the PATH command to find your DOS commands.

4. Always return to the DOS prompt before turning off your computer. Never turn off the computer while a BPI screen or menu is displayed.

5. Never remove a diskette from a diskette drive while the drive's red light is still on.

6. Remember to make backups after setting up and editing your company's books. Store these backups in a safe place.

7. When you begin entering data to your books, make regular, daily backups to prevent accidental loss of data. To keep a rotating set of backups, make a new backup diskette daily for a few days and then begin recycling by using the oldest diskette for your next backup.

Enterprise 01/86

Owner's Manual
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BPI SYSTEMS, INC.
3001 Bee Cave Road
Austin, Texas 78746

BPI ENTERPRISE SERIES™

ACCOUNTS RECEIVABLE

BPI
SYSTEMS™

February 1986

NOTICE OF REGISTERED TRADEMARKS

References are made in this manual to DOS. This
is an acronym for the Disk Operating System soft-
ware produced by Microsoft and is a registered
trademark of Microsoft Corporation.

IBM is a registered trademark of International
Business Machines Corporation.

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BPI Systems, Inc.

How to Use This Manual

This manual is both a **self-instruction** guide
(complete with step-by-step instructions and sample
exercises) and a **reference manual.** Although you
need no prior knowledge of computers, we do assume
that you've looked through the manual for your Disk
Operating System (DOS) and have installed DOS on
your computer's fixed disk. We also assume that
you have a basic understanding of accounting.

The first three chapters of this manual introduce
your new accounting system. Chapter 1 highlights
some of the features of the Accounts Receivable
system, describes a number of conveniences included
as standard features on all BPI Enterprise packages,
and lists the equipment you need to operate the
system. Chapter 2 tells you how to install the
system and gets you ready to enter data. Chapter 3
provides an accounting overview that explains how
the system handles your company's data.

The remaining chapters teach you how to use the
system to record data. In Chapters 4 through 7,
you practice setting up and processing the books for
a sample company named the Corner Home Improve-
ment Center. Be sure to do all the demonstration

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exercises in order since they provide important information about setting up books, entering data, printing reports, and closing procedures. Chapter 8 provides instructions on managing disks and data.

The remainder of the manual includes appendixes, a glossary, and an index. The appendixes provide sample reports, list and explain error messages, and discuss managing disk documents.

When you finish reading, return to Chapter 4 and follow the checklist at the end of the chapter to set up your company's books. We strongly recommend that you read all chapters before attempting to work with your own data. This way, even if you're familiar with previous BPI products, you won't overlook important information about new features and improvements that can help you to use your system more efficiently.

Here's a summary of the best approach to installing and using your new system:

1. Complete the Software Registration card at the back of the manual and mail it to BPI Systems.

2. Read each chapter of the manual, installing your system as described in Chapter 2 and completing all of the demonstration exercises.

3. Follow the checklist at the end of Chapter 4 to set up your company's books.

4. Set up your printer as described in Chapter 6.

5. Enter and print your company's data as described in Chapters 5 and 6.

6. Follow the checklist at the end of Chapter 7 to close the books.

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1 Introduction

1
Introduction

The BPI Enterprise Series products for the IBM
Personal Computer XT and AT are accounting tools
for medium-sized businesses. The Accounts Receiv-
able system simplifies the tasks of entering data
to journals, printing invoices and statements, and
printing reports. This chapter provides an overview
of the system's features and describes the equip-
ment and supplies you need to operate it.

ACCOUNTS RECEIVABLE FEATURES

A number of standard features enhance the effi-
ciency of your new system and make it easy to use:

- **Balance Forward or Open Item Accounts.** Trans-
  actions on customer accounts that you designate
  as open item remain on the books until paid.
  When you age receivables, the system deletes
  transaction detail for balance forward accounts
  and brings forward the account balance.

- **Revolving Balance, Fixed Payment, or Regular
  Accounts.** You can set up balance forward cus-
  tomer accounts with a revolving balance; with

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Introduction

fixed, required payments; or with the entire
balance due at one time.

● **Cash Discounts.** You can give discounts at the
time of the sale or to reward prompt payment.

● **Finance Charges.** You can calculate finance
charges on the average daily balance (for re-
volving balance forward customers only) or as a
percentage of the closing balance. You specify
the rates.

● **Billing Cycles.** You can assign groups of cus-
tomers to different billing cycles.

● **Automatic Charges.** With a single command, you
can enter regular charges automatically to any
number of customer accounts.

● **Automatic Account Prompts.** You assign general
ledger accounts to appear automatically during
data entry to save you keystrokes.

● **Sales Invoices.** You can print invoices as you
enter them or at any time before closing the
period. You can delete or void invoices, main-
tain due dates, and correct existing invoice
amounts with credit and debit memos.

● **Customer Analyses.** You can print an analysis
of a single customer account or any group of
accounts. The reports include summaries of
both current activity and activity for the life
of the account.

● **Invoice and Receipts Journals.** You record
credit and cash sales, voided invoices, and
credit and debit memos in the Invoice Journal.
In the Receipts Journal, you record payments on
customer accounts as well as other income.

BPI ENTERPRISE FEATURES

The Accounts Receivable system is one product in the BPI Enterprise Series for the IBM Personal Computer XT and AT. Every BPI Enterprise package that you purchase includes these features:

- **Double-Entry Accounting.** When you enter a single transaction, the system automatically records it as a double entry to designated control accounts and to the subsidiary ledgers, where appropriate.

- **Automatic Chart of Accounts.** The system includes a built-in chart of accounts ready for use. You can use this automatic chart of accounts as is, alter it to suit your needs, or design a new chart of accounts.

- **Problem Solving.** Along with descriptive error messages that appear when you enter data incorrectly, the system displays warning messages to help you avoid potential problems.

- **Online Information.** If you're not sure what to enter at a data entry field, press a key to display Info text that tells you what to do next.

- **Selector Function.** You can enter an asterisk anytime you see one beside a data entry field. The system responds by listing the entries that are valid for that field. Use the Arrow keys to select the entry you want.

- **Suspend Function.** This function allows you to suspend your current activity while you go elsewhere in the system to perform another task. Then, you can return to the original screen and resume your work, with the previously entered data intact.

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- **Security.** You define a special password when you set up your company books. Only users who know the password have access to those books.

- **Two Open Periods.** The system can keep two periods open simultaneously for data entry.

- **Queue.** Rather than running Print commands one at a time, you can place them in the queue. Then, when you're ready to print, the system can run each command in the order entered.

- **Practice Data.** Along with your system, you received sample data for the Corner Home Improvement Center. After you practice working with Corner's books, you can set up your own company's records.

- **Integration.** The BPI Enterprise General Ledger, Accounts Payable, Accounts Receivable, and Payroll systems can each function independently or can work together with one or more of the other three packages as an integrated system.

Additional features, offered separately, include the following:

- **Networking.** This feature allows users at other computers access to programs and company data stored on the fixed disk of a central computer. You can purchase the networking package for the BPI Enterprise Series separately. Ask your dealer for details.

- **Exporting.** With the addition of the BPI Enterprise Report Writer, you can make the data that you enter into your system available to other software applications.

CUSTOMER SUPPORT OPTIONS

When you have a question or encounter a problem while using your system, you can usually find the answers you need by consulting this manual. Sometimes, however, you may need additional help. BPI offers two options for product support:

- **Your Software Dealer.** Dealers of BPI products can call a toll-free number to receive product support for their customers. Consult your dealer for details.

- **Online BPI Customer Service.** You can purchase toll-free customer support directly from BPI Systems. Send in the registration card at the back of this manual for complete details.

SYSTEM SIZE

In general, each BPI Enterprise system that you install requires from 400K to 800K bytes of disk space. The requirements increase as you add accounts and enter data.

REQUIRED EQUIPMENT

Accounts Receivable operates on a number of different combinations of IBM Personal Computer equipment. This section describes the equipment you need.

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COMPUTER

To operate the Accounts Receivable system, you need an IBM Personal Computer XT or AT (or a compatible model) with a minimum of the following:

- One monitor that displays 25 lines of 80 characters each.

- DOS Version 2.10 or a later version. (For networking, refer to the Enterprise Series network booklet for the version required.)

- A system unit with at least 320K bytes of memory. (Networking requires more memory.)

- One diskette drive and one fixed-disk drive.

- A keyboard.

- An 80-column printer that can print 132-character lines.

To avoid damage caused by a power surge or failure while you're working with the system, it's a good idea to use an uninterrupted power source with your computer. Although not required equipment, it could prove valuable in protecting your data.

KEYBOARD

The keyboard includes these groups of keys: the main keyboard, numeric keypad, and function keys.

Main Keyboard

Most of the main keyboard looks and operates like that of a standard typewriter. Pressing a letter,

numeral, or symbol key displays that character on
the monitor screen.

- Use the **Return** key to select commands or to
  enter data into the computer after you type it on
  the keyboard. (Your computer manual may refer
  to this key by some other name, such as the
  Enter key.) When entering multiple-line data,
  use Return to move to the next line and to skip
  over information that you don't want to change.

- Use the **Esc** (escape) key to end the current
  operation. You also use Esc to leave the system
  and return to DOS.

Numeric Keypad

The numeric keypad on the right side of the key-
board resembles the keyboard of an adding machine.
You can use the numeric keypad to enter numbers or
move the cursor around on the screen. (The **cursor**
is a blinking line or rectangle that shows you where
the information you type at the keyboard will ap-
pear on the screen.)

When you turn on your computer, the keypad keys are
set to move the cursor. Use these keys as follows:

- The **Home** key moves the cursor to the first
  command in a menu, the first entry field of a
  data entry screen, or the beginning of a docu-
  ment.

- **End** moves to the last command in a menu, the
  last entry field of a data entry screen, or the
  end of a document.

- **Up Arrow** moves the cursor up one line or back to
  the previous entry field.

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● **Down Arrow** moves the cursor down a line or to the next entry field.

● **Left Arrow** and **Right Arrow** move the cursor left and right in an entry field. They also allow you to move back and forth among menus shown on the same screen.

● For some commands with multiple screens, **PgUp** (page up) moves to the last field of the previous screen.

● For some commands with multiple screens, **PgDn** (page down) moves to the first field of the next screen.

● **Ins** (insert) changes from the Replace mode to Insert mode and back. Replace types characters over existing text or space, while Insert adds characters to a line or field until the line or field is full; when the space is full, the system beeps to remind you you can't go any further.

● **Del** (delete) erases the character marked by the cursor.

To use the keypad to enter numbers, press the **Num Lock** (number lock) key above the keypad. Press it again to move the cursor with the keypad keys. You can also use the Shift keys to enter numbers from the numeric keypad. (Keep in mind, too, that you can enter numbers with the number keys located across the top of the keyboard.)

When BPI Enterprise menus (lists of commands) appear on the screen, or when you're using the Selector function, however, the Num Lock or Shift keys have no effect. In these cases, you can use the keypad keys only to move from one selection to another on the screen.

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Special Function Keys

Notice the group of function keys, F1 through F10, on the left side of your keyboard. You can use these keys to perform special functions when you operate your system. Some of these keys always have the same function. (For example, the F1 key displays Info text.) The functions of the other keys vary depending on where you are in the system. So that you always know which functions are currently available, the system displays those functions and their corresponding keys in highlighted boxes at the top or bottom of the screen.

DISKETTES USED WITH THE SYSTEM

The Accounts Receivable package includes these diskettes, which you'll use to install your system on the fixed disk:

- BPI System

- G/L Support

- A/R, Parts 1, 2, and 3

- Corner Home Improvement Center

Program Diskettes

With the BPI System diskette, the G/L Support diskette, and the three A/R diskettes, you install all of the programs you need to run the system. Be especially careful with these diskettes. After you finish installing your system, store them in a secure place in case you need them again. (You can use the diskettes to install the system any number of times.)

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Demonstration Data Diskette

A data diskette contains the accounting information for a particular company. The data diskette you receive with this package is a demonstration diskette that contains information about Corner Home Improvement Center. After you finish the Corner demonstration, you'll know all the steps necessary to set up and maintain your company data on the fixed disk.

Backup Diskettes

In addition to the diskettes you received with your system, you need blank, formatted diskettes to make backup copies of your company data after you store it on the fixed disk. Backup data diskettes protect against accidental loss of data after you begin using the system.

Protecting Diskettes

Diskettes store information in magnetic impulses. Never try to remove the cover that protects the magnetic surface of the diskette. When handling a diskette, don't touch the exposed part of the magnetic surface. Keep the diskettes away from damaging substances such as moisture, heat, and magnets.

In addition to protecting the diskettes themselves, you can protect the data stored on backup diskettes. To do so, cover the notch on the right edge of the diskette with an adhesive **write-protect tab.** You can't enter data or copy data to a write-protected diskette, but you can look at the information on it. By write protecting your backup diskettes, you eliminate the possibility of accidentally writing over or erasing the information stored on them.

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SUPPLIES

In addition to the computer equipment and diskettes
already mentioned, you will need the following
basic supplies:

- Adhesive diskette labels and write-protect tabs.

- Printer paper (heavy stock, continuous form).

- Mailing labels (single column 3 1/2- by 15/16-
  inch, pressure/sensitive, continuous-form la-
  bels). Order these if you wish to print mailing
  labels with the Accounts Receivable system.

- Statements (8 1/2- by 7-inch continuous-form
  statements). Order these if you wish to print
  statements with the Accounts Receivable system.
  (A full-sized illustration of a statement is in
  the back of this manual, following the index.)

- Invoices (8 1/2- by 11-inch continuous-form
  invoices). Order these if you wish to print
  invoices with the Accounts Receivable system.

Most packages of new diskettes include labels and
write-protect tabs. Preprinted forms are available
from some computer dealers. If your dealer does
not stock them, you can order directly from Rapid-
forms, a supplier who guarantees compatibility
with BPI software products. The brochure in the
back of this manual contains details.

This completes the introduction to Accounts Receiv-
able. Now you can proceed to Chapter 2, which ex-
plains how to install the system. (Remember, you
should already have DOS installed on your fixed
disk.)

2 Getting Started

2
Getting Started

Now you're ready to begin working with your new system. Keep these points in mind as you proceed:

● In this manual, a single asterisk (*) marks each step that requires an action on your part. Within these steps, any characters or words you enter at the keyboard appear in **boldface** type.

● Numbered lists indicate daily routines or standard procedures you will probably use from time to time.

● You can enter information into the system using uppercase letters, lowercase, or a combination.

● A **default response** is one that appears on the screen automatically. You can either accept it by pressing the Return key or change it by typing a new response over it and then pressing Return.

● A **prompt** is a character, word, or phrase that the system displays to request that you enter the appropriate data. For example, the prompt Today's Date tells you to enter a date.

Getting Started

INSTALLING THE SYSTEM

The procedure for installing your system is straightforward. First, make sure you have the diskettes supplied with the system. Then, turn on your computer and bring the DOS prompt (C >) to the screen. (This manual uses the letter C to designate the fixed-disk drive.)

> **NOTE:** If you've already installed another BPI Enterprise system on your fixed disk, you can skip the first four steps below and begin with the fifth one (in which you enter "bpies").

With the DOS prompt on the screen, proceed as follows:

* Insert the BPI System diskette in the diskette drive (referred to as drive A in this manual).

* Type **a:install** at the DOS prompt and press the Return key.

* Remove the BPI System diskette from drive A. (Always wait until the red light on the drive goes off before removing a diskette.)

* Following the instructions on the screen, restart your computer (that is, turn it off and then back on and bring the DOS prompt to the screen).

* Type **bpies** (for BPI Enterprise Series) at the DOS prompt and press Return.

Entering a User ID. After a moment, the system asks you to enter a user ID. The first time you start up your system, the default response to User ID is ANYONE. After you enter the system, you can assign other ID's if you wish with the Assign User ID's command. Then, each time you start up the system, the default for User ID is the ID entered when the system was last in use.

* At User ID, press Return to accept the default.

The initial selection screen appears (Screen 2-1).

```
        F1:Info              F2:Command           Esc:Exit
Command Queue:
  <empty>













   Today: 06/07/86   Queue: OFF   Print To: COM1   Company: CORNER
```
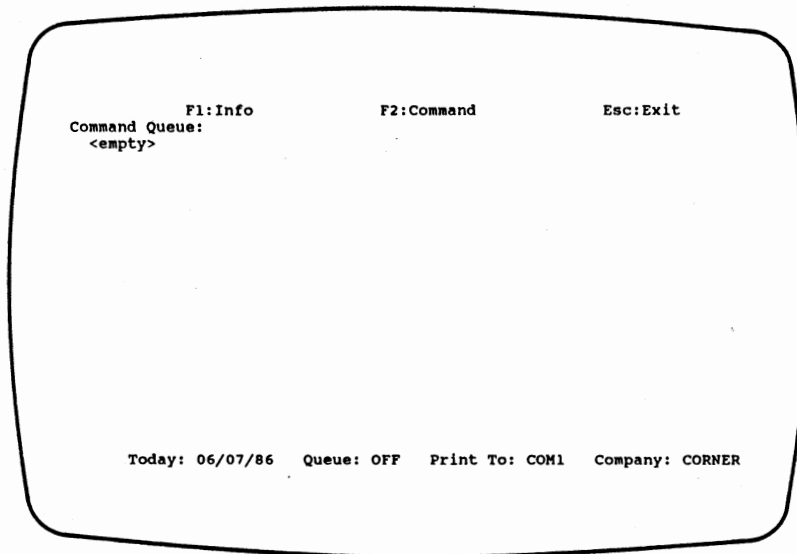
Screen 2-1 Initial Selection Screen

Using Function Keys. Notice the function key definitions at the top of the screen. You can press F1:Info to display Info text or F2:Command to display the first command menu. (A **command** in-

Getting Started

structs the computer to perform a specific task.
Commands appear on the screen in lists called
menus.) You can also press the Esc key to leave
the system and return to the DOS prompt.

* Press F2 to display the System command menu
  (Screen 2-2).

```
    System      Accounting
  ┌────────────────────┐
  │Prepare Printer     │
  │Manage Queue        │
  │Manage Company Data │
  │Format Diskette     │
  │Set Date and Time.  │
  │Update Calendar.    │
  │Assign User ID's    │
  │Change Colors.      │
  │Install New System. │
  │Access DOS.         │
  └────────────────────┘




     Today: 06/07/86    Queue: OFF    Print To: COM1   Company: CORNER
       ↑          ↓          ←          →       Home          End
```
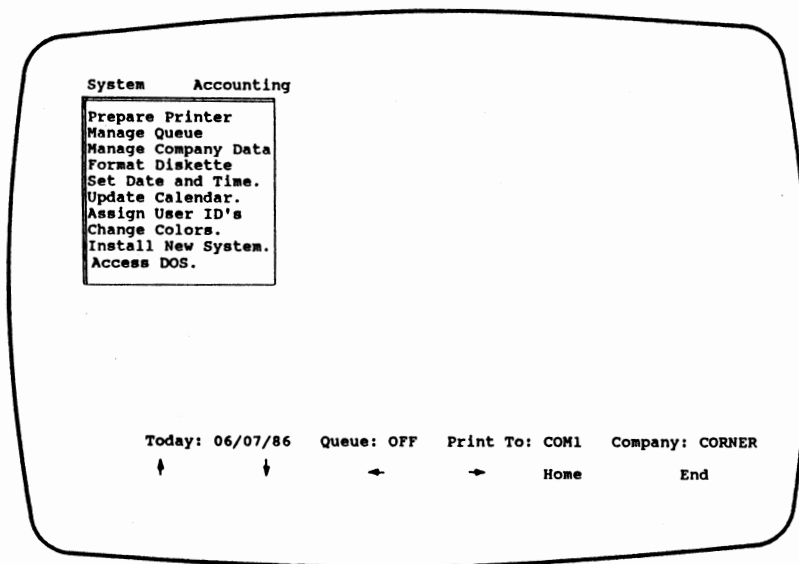
Screen 2-2   System Menu

Highlighting Commands.   Notice that the first
command in the menu is highlighted. You can use
the Up and Down Arrow keys to move the highlight
from one command to another in the menu.   Then,
when you've highlighted the command you want,
press Return to run it.

* Use the Down Arrow key to highlight the
  Install New System command, and press
  Return to enter it.

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Inserting Installation Diskettes. A message on the
screen instructs you to insert Part 1 of the instal-
lation diskette in drive A. First you'll install
the contents of the G/L Support diskette. Then you
will install the contents of the three A/R disk-
ettes.

* Insert the diskette labeled "G/L Support" and
  press Return.

    NOTE: If you insert the wrong disk-
    ette, an error message appears. Press
    any key to erase the message. remove
    the incorrect diskette and insert the
    correct one. Then press Return to con-
    tinue the installation.

The message on the screen tells you that the system
is currently installing Part 1 of 1. The numbers
at the bottom left corner of the screen tell you the
status of the installation. When the numbers on
both sides of the colon are equal, the first phase
of the installation is complete. Then the system
processes the Info text and the new menus and re-
turns to the System menu.

Now you're ready to install the A/R diskettes.

* Remove the G/L Support diskette from drive
  A and insert the diskette labeled "A/R, Part
  1 of 3."

* Select Install New System again.

* Since the first A/R diskette is already in
  drive A, press Return to begin installation.

Getting Started

* When the system instructs you to, replace the
  first A/R diskette with the second one.
  Press Return.

* Repeat the above procedures with the third
  A/R diskette.

When the System menu returns, you've completed
the installation procedure. Any time you need to
install additional systems, enter Install New Sys-
tem again and follow the screen instructions.

GETTING HELP

As you work with your system, you're likely to en-
counter occasional questions or problems that you
need help resolving. The system provides the help
you need in two ways: through online Info text and
error messages.

ONLINE INFO

At each point where the system asks you to enter
data, you can press the F1 key for more infor-
mation. A window appears, displaying text that
explains what kind of entry you need to make.

If you see the message ⟨more⟩ at the bottom right
corner of the window, you can press the PgDn key to
see additional Info text. (You can also use Down
Arrow to scroll one line at a time.) When you
reach the end of the Info for this item, the ⟨more⟩
message disappears. Use PgUp (or Up Arrow) if
you want to move back and review earlier segments
of the text. Also, you can use Home to move to
the beginning of the Info text and End to move to
the end. At any point, pressing Esc takes you back
to the entry field.

Info text contains subject headings to categorize the information. Often, you can perform a number of different functions at a single entry field. In those cases, the Info text describes each function separately under its own descriptive heading. Scroll through the text to see all of the information provided and to find the information pertinent to your task.

ERROR MESSAGES

The system displays error messages when you perform incorrect procedures or when hardware or software problems occur. Often, the error message that appears is self-explanatory and the recovery procedure is fairly simple. In that case, press any key to erase the message and return to the entry field where the error occurred; then enter the correct data. (Remember, if you're not sure what to enter, you can press F1 to display Info text for the field.)

If the message that appears is not self-explanatory, look it up in Appendix B. Then press any key to erase the message, and follow the suggested recovery procedure.

Occasionally you may encounter an error message that isn't listed in Appendix B. This type of message describes a special hardware or software error that requires outside assistance to resolve. Consult the section entitled "Special Hardware and Software Errors" in Appendix B.

USING MENUS

The System menu from which you installed the system is the first of a series of menus that you use to run the system. Notice the label "System" above the System menu on your screen. Notice also the label "Accounting" next to "System." The "Accounting" label reminds you that you have access to a second menu that isn't currently displayed. The Accounting menu contains the commands for entering each accounting system stored on your fixed disk.

Together, the various menus form a tree-like structure, with the System and Accounting menus representing the trunk. A **submenu** is a list of commands with which you further define a task specified by a command on a previous menu. Submenus represent the branches and twigs of the tree.

The commands on each menu are arranged in a special order. The commands you're likely to use most often appear at the top, followed by those you will probably use less often. The command you're likely to use the least appears last on the menu.

From the System menu shown on your screen, let's switch to the Accounting menu and then look at some submenus:

* Press the Right Arrow key to display the Accounting menu (Screen 2-3).

ACCOUNTING MENU

The Accounting menu lists each BPI Enterprise system currently installed on your fixed disk. Each system requires certain General Ledger commands; consequently, the Accounting menu always lists General Ledger, even if you don't have the full
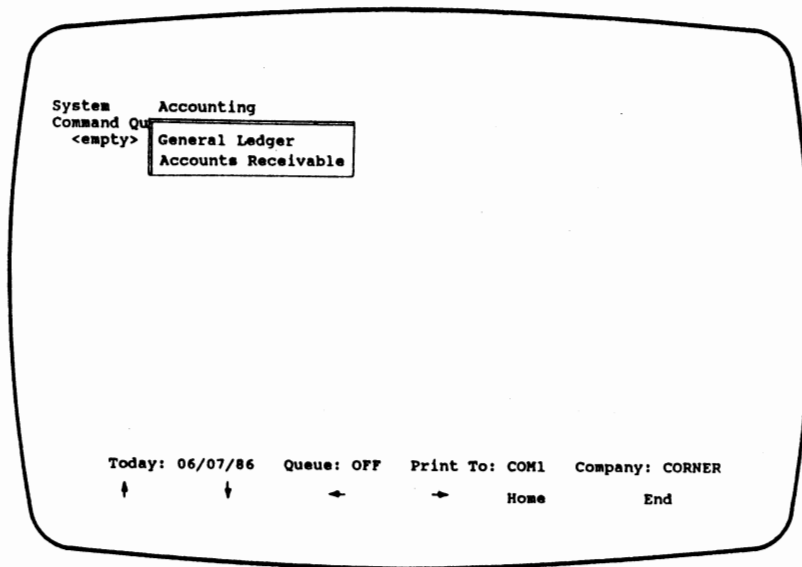
```
System     Accounting
Command Qu┌─────────────────────┐
 <empty>  │ General Ledger      │
          │ Accounts Receivable │
          └─────────────────────┘




   Today: 06/07/86   Queue: OFF   Print To: COM1   Company: CORNER
      ↑         ↑        ←         →        Home        End
```

Screen 2-3   Accounting Menu

General Ledger system installed. If you do have
the full General Ledger system installed, the Ac-
counting menu adds the word "Plus" (General Ledger
Plus) to indicate that you have access to the com-
plete General Ledger system.

The Arrow keys at the bottom of the screen are
reminders that you can use them to move between
menus and to select commands. Use the Left and
Right Arrow keys to move back and forth between
the System and Accounting menus. As you dis-
covered while installing the system, you enter
commands by using the Up and Down Arrow keys to
highlight the command you want. To save time,
you can also use the Home and End keys; pressing
Home highlights the first command on the menu,
and pressing End highlights the last command.

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After highlighting the command you want, press
Return to enter it. Try it now:

* Highlight the General Ledger command. Then
  press Return.

  NOTE: Each time you highlight a com-
  mand and either run it or leave the
  menu, the system remembers it and
  highlights that command the next time
  you return to that menu.

G/L SUBMENUS

The G/L menu appears. Notice that you can access
the System menu on this screen, too (using the
Left Arrow key). The additional labels above the
G/L menu (Edit, Enter, and Print) indicate addi-
tional submenus you can display to record company
data with your system. Again, you use the Left and
Right Arrow keys to move from one submenu to an-
other. Pressing the Right Arrow key at the far
right menu (Print) returns you to the System menu;
pressing the Left Arrow key at the System menu
takes you to the Print menu.

* For a quick introduction to the submenus
  listed on your screen, use the Right Arrow
  key to display the submenus one by one.
  Then, return to the G/L menu.

Some commands end with a period and some don't.
A period means that you've completely defined the
task and the system can execute it without requir-
ing further information from you. In contrast,
when you select a command without a period, the
system goes to a submenu or a **choice box**.

With choice boxes, you define more precisely the
tasks you've selected from the command menus.
For example, if you select the Edit Checkbook
Accounts command, the system displays the choice
box shown in Screen 2-4.

```
System      G/L Plus      Edit      Enter      Print
Command Queue:
  <empty>




                              ┌─────────────────────────┐
                              │ Edit Checkbook Accounts  │
                              │Do what?                  │
                              ├─────────────────────────┤
                              │Add                       │
                              │Change                    │
                              │Delete                    │
        Today: 06/07/86       │      F10: Accept         │   Company: CORNER
            ↑          ↑         ←          →      Home           End
```

Screen 2-4   Choice Box for Editing Checkbooks

Using the Arrow keys, highlight the choice you want
and press Return to select it. If the choice you
want is already highlighted, you can press
F10:Accept to proceed.

The **Suspend function** is a feature that's likely to
come in handy as you work with the system. For
example, assume you're adding a checkbook with the
Edit Checkbook Accounts command. When you reach
the G/L Cash Account Number prompt, you realize
that you must first add the necessary account to the
chart of accounts.

Getting Started

To suspend the Edit Checkbook Accounts command
and add the account, press F2:Command. Then move
from the System menu to the Edit menu and add the
account with the Edit Chart of Accounts command.
(If you don't have enough memory for both com-
mands, you will receive an error message.) When
the Edit menu returns, press the Esc key until the
data entry screen for the Edit Checkbook Accounts
command returns with your previous entries intact,
ready for you to continue.

A/R SUBMENUS

Now let's take a look at some of the submenus you
will use when you select the Accounts Receivable
command.

*   At the G/L menu, press Esc to bring the
    Accounting menu back to the screen.

*   At the Accounting menu, highlight Accounts
    Receivable and press Return.

The A/R menu appears. As when you selected the
General Ledger command, additional labels (Edit,
Enter, and Print) indicate additional submenus you
can display so that you can select Accounts Receiv-
able commands from them.

*   Use the Right Arrow key to display the sub-
    menus one by one, and then return to the A/R
    submenu.

The next section discusses some of the System
commands you're likely to use. You may wish to
practice using them as you read about them.

*   Press Esc twice to return to the System
    menu.

USING SYSTEM COMMANDS

The System commands are those shown on the System
menu. You've already used one System command, In-
stall New System. This section tells you how to
set or change the date and time, manage the com-
mand queue, change the colors or intensities on your
monitor, assign user ID's, and update your personal
calendar. The remaining System commands are dis-
cussed under related topics later in the manual.

SET DATE AND TIME

If you didn't set the date and time when you turned
on your computer or if you want to change the cur-
rent date and time within the system, you can do so
with the Set Date and Time command. When you en-
ter the command, the system displays the current
day of the week, date, and time and asks if the
entries are OK. The default response to the OK
prompt is Y (yes).

If you enter N at the OK prompt, the cursor moves
to Date so you can make the necessary changes.
Change the date if you like, and press Return to
move to Time. (If you change the date, the system
supplies the corresponding day of the week.) Change
the time if necessary, and press Return to move
back to the OK prompt. When you press Return at
the OK prompt to approve the entries, the System
menu returns to the screen.

The system uses this date (unless you enter another
one later for today's date) as the default for the
prompt Date whenever it appears.

Getting Started

MANAGE QUEUE

The command queue appears on the left side of your screen, under the System menu label. (You can't see it when the System menu is being displayed.) When the queue (pronounced like the letter Q) is turned on, you can stack commands in the queue and then run them whenever you're ready. The queue is especially useful when you have, for example, a number of reports to print and don't want to select and print them one at a time.

As indicated at the bottom of your screen, the queue is currently off. For practice, turn the queue on to see how it works.

* Highlight the Manage Queue command and press Return.

* When the choice box appears, highlight the second choice, Turn Queuing On, and press Return.

The System menu reappears. Notice that the queue status at the bottom of the screen has changed from OFF to ON. Now, any command you select will be placed in the queue, as in the following example:

* Use the Right Arrow key to move to the G/L Print menu.

* Highlight the Print Chart of Accounts command and press Return.

After placing the command in the queue, the system is ready for you to enter the next command. If the system needs more information before a running a command that you select for the queue (such as the specific type of report to be printed), the system requests that information before placing the

command in the queue. This way, the queue can run smoothly, without interruption.

You can enter up to 20 commands in the queue before running it. When you're ready to run the queue, select Run the Queue from the choice box. The system executes the commands one after another in the order in which you entered them.

If you queue more than one Print command to print on the screen, each one prints on the screen and remains there until you press Esc to move to the next one. After the last one prints, the System menu returns to the screen.

Since you don't need to print the chart of accounts at this point, use Manage Queue to flush (empty) the queue.

* Return to the System menu, highlight Manage Queue again, and press Return.

* When the choice box appears, highlight Flush the Queue and press Return.

If you begin running the queue and then decide you want to stop it, press Esc to return to the System menu. Then you can use Manage Queue either to resume running the queue (beginning with the next command in order) or to empty the queue.

You don't need to use the queue for the Corner demonstration, so go ahead and turn it off now.

* Since the Manage Queue command is already highlighted, press Return to move to the choice box.

* Use the Down Arrow key to highlight Turn Queuing Off and press Return.

Getting Started

The System menu returns, and the queue status switches back to OFF.

CHANGE COLORS

With the Change Colors command, you can change the color or intensity of prompts, entries, messages, and other items that appear on the screen. You can also change foreground and background colors and make items blink to call attention to them. When you enter the command, a screen appears, showing the current setting for each item you can change (Screen 2-5).

```
F1:Info              F2:Command              Esc:Exit
          CORNER: System Change Colors.

          ┌─────────────────────────────────────────────┐
         ▶│        CORNER: Current Command Name.          │
          │        Most of the text is this color.        │
          │  This highlighted text shows the current choice.│
          │        You enter data in this color.          │
          │          This is a sample message.            │
          │       This is a sample error message.         │
          │             F7:Function Key                   │
          └─────────────────────────────────────────────┘

             You are about to change the box outline.

   ↑:Item ↓:Item  B:Blink  F5:Color↑ F6:Color↓ F9:Default  F10:Save
```
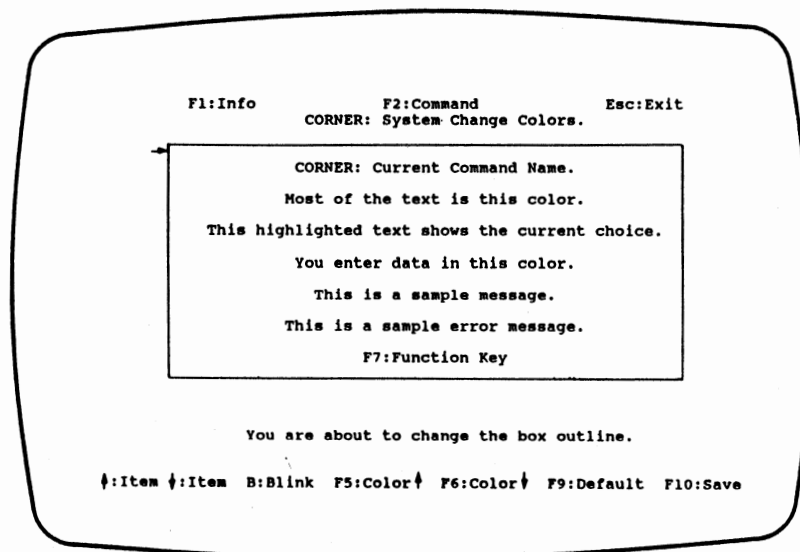
Screen 2-5   Changing Colors

To change the setting of an item, use the Up and Down Arrow keys to move the pointer (on the left side of the box) to the line on which the selected

item appears. The text near the bottom of the
screen (above the function keys) specifies what
you're about to change. When the pointer is on the
appropriate line, watch the item change (for exam-
ple, in color or intensity) as you press the
F5:Color or F6:Color key. Continue to press F5 or
F6 until the item appears as you want it to.

Notice that the function keys F5 and F6 at the
bottom of the screen include up and down arrows.
the arrows serve as reminders that the F5 and F6
keys move through the same set of changes, but in
opposite directions. This comes in handy when, for
example, you're moving through the changes with the
F5 key and move past the one you want. Rather than
scrolling through the whole set of changes again
with F5, you can press F6 to move directly back to
the previous choice.

If you have a monochrome monitor, you can high-
light or underline the chosen item by using F5 or
F6. On both monochrome and color monitors, you
can make text (such as the text of error messages)
blink by pressing the letter B (for Blink). If the
text is already blinking, you can make it stop by
pressing B:Blink again.

If you decide, after making changes, that you prefer
the choices the system provides, press F9:Default
to accept the defaults. When you're satisfied with
the way the screen looks, press F10:Save.

The system associates the screen format you select
with the user ID you used to enter the system.
Subsequently, whenever you use that ID to enter the
system, the system adjusts the monitor to match
your choices.

ASSIGN USER ID'S

If you wish, you can change the user ID you enter to access the BPI Enterprise Series. As you may recall from the installation procedure, the default user ID is ANYONE. An advantage of assigning your own ID is that you can adjust your monitor settings with the Change Colors command and the system will recall them each time you enter that ID. In addition, each user ID is assigned its own calendar (discussed in the following section).

Adding ID's. When you select the Assign User ID's command, you have two choices: you can add new ID's or delete old ones. If you choose Add from the choice box, the prompt User ID appears and you can enter an ID from one to six characters long. (The Info text tells you which characters are valid for this entry.) After you enter the ID and press Return, the cursor returns to the beginning of the User ID field so you can enter another ID if you wish. When you finish entering ID's, press Esc to return to the System menu.

Deleting ID's. If you choose Delete from the choice box, the system displays all currently assigned ID's in alphabetical order. Use the Up and Down Arrow keys to highlight the ID you want to delete, and press Return. When the system asks if you're sure, enter Y (Yes) to delete the ID or N (No) if you've decided not to delete it. You can continue deleting ID's if you wish. (The only exception is that you can't delete ANYONE.) When you finish, press Esc to return to the System menu.

UPDATE CALENDAR

The Update Calendar command lets you keep a per-
sonal calendar that you may find useful as a plan-
ning tool. When you enter the Update Calendar com-
mand, the system displays the days of the current
month, according to the current date within the
system. (You can use PgUp to move to the previous
month and PgDn to move to the following month.)
To record appointments for a specific day, high-
light that day and press Return to display a 15-hour
schedule shown in half-hour appointment slots.
(See the Info text for more details.)

After entering your appointments, press Esc to re-
turn to the calendar. You can view your schedules
online or print them on paper using F4:Print. To
delete old schedules, highlight the appropriate day
and press F3:Delete. The system deletes all sched-
ules up to (but not including) the highlighted date.
Pressing Esc takes you back to the System menu.

ACCESS DOS

To access DOS commands without leaving the BPI
Enterprise system, use the Access DOS command.
When you first run the command, the system dis-
plays 21 blank lines on which you can enter the DOS
commands you want to run. The cursor appears on
the first line. Type the commands as you would
type them at the DOS prompt. After typing a com-
mand, either press F10:Do It to run the command
or press Return to move to a new line and enter
another command. Any time you want to run a com-
mand, use the Arrow keys to move to that line and
press F10. After running the command, the system
returns to the Access DOS screen. Until you de-
lete them, the system saves any commands that you
entered previously.

Getting Started

If you press F10 when the cursor is on a blank line, the system displays the DOS prompt. When you're ready to return to the Access DOS screen, enter "exit" at the DOS prompt. If you're using the Pause function (explained in the Info text), you must then press the Esc key.

For complete details about Access DOS and the functions available with it, be sure to read the Info text.

Now that you are familiar with some of the menus and commands in your Accounts Receivable system and how to use them, the following section describes some of the daily routines you need to know about.

PERFORMING DAILY ROUTINES

Follow these steps to start up the system:

1. From the DOS prompt, type **bpies** and press Return.

2. At the User ID prompt, press Return to accept the default or enter an assigned ID and then press Return.

3. Press F2 to display the System menu.

4. Use the Right Arrow key to move to the Accounting menu.

5. Highlight the system you want and press Return to enter it.

When you finish your work for the day, you can turn off the computer.

NOTE: Always return to the DOS prompt before turning off the computer to avoid losing data not properly stored on the disk.

* From the System menu, press Esc to return to DOS. You can turn off your computer now if you wish.

Now you know the basics about getting your system started. Before entering data, read the next chapter to gain a better understanding of what happens to data when you enter it.

2 Getting Started

**3 Accounting
Overview**

3
Accounting Overview

This chapter explains how the system handles your accounting information. The first part of the chapter discusses some general accounting concepts, like double-entry accounting and debits and credits. The remainder provides a more detailed explanation of the accounting information you enter and its path through the system.

BALANCING ENTRIES

Each transaction you enter into the system through a journal affects at least two accounts in the general ledger (G/L) chart of accounts. This method of accounting is called **double-entry accounting.**

Each time you increase an asset account, you also do one of the following:

- Increase an offsetting liability account.

- Decrease another asset.

Accounting Overview

Similarly, when you decrease a liability account, you also do one of the following:

● Decrease an asset.

● Take on another liability.

For an asset or expense account, an increase is a debit and a decrease is a credit. Conversely, an increase to a liability, income, or capital account is a credit, while a decrease is a debit. The following is a summary:

Debit	Account	Credit
Increase	Asset	Decrease
Increase	Expense	Decrease
Decrease	Liability	Increase
Decrease	Income	Increase
Decrease	Capital	Increase

In double-entry accounting, each transaction must debit at least one account, credit at least one account, and balance. In other words, total debits must equal total credits. With a manual accounting system, you enter both sides (debit and credit) of each transaction. With your Enterprise Accounts Receivable system, the system automatically enters half of each journal entry and posts the amounts to the appropriate general ledger and subledger accounts. Your customer accounts make up the Customer Ledger (the accounts receivable subledger).

SPECIAL ACCOUNTS

When you set up your company, you select the G/L accounts that control the system's actions during data entry. You assign an Accounts Receivable **control account** to which the system automatically

posts all customer balances. Other control accounts are Cash Invoices, which the system automatically debits when you enter a cash sale; Discounts, to which the system posts sales discounts; and Finance Charges, to which the system posts finance charges.

You can also name **special-use accounts,** such as an account for sales tax if your company collects a sales tax. In addition, you can assign the G/L accounts you use most often as **Invoice Journal prompts.** These accounts appear as prompts when you make entries in the invoice journal.

3 Accounting Overview

TYPES OF CUSTOMER ACCOUNTS

With Accounts Receivable, you can determine the way you want the system to handle each credit customer. There are two types of customer accounts: balance forward and open item.

BALANCE FORWARD ACCOUNTS

The Accounts Receivable system supports three types of balance forward accounts: regular accounts, where payment-in-full is due on a given date; accounts with revolving balances; and accounts with fixed payments. You assign payment terms and a billing cycle to each account. The system determines the due date for payments according to the payment terms for each customer and the date you print customer statements.

Each transaction appears once in detail on the customer statement with the payment due. When you age receivables, the system deletes transaction detail and brings forward the cumulative balance of all invoices.

OPEN ITEM ACCOUNTS

For open item customers, the system keeps sales
invoices open as long as necessary until you enter
the payment. The system notes the due date on
open item invoices at the time of sale.

Customer statements for open item accounts list
each open invoice and adjustments, payments, and
the total balance due. When you age receivables,
the system deletes all paid invoices and ages all
unpaid invoices based on their due dates.

Customer account types are discussed in greater
detail in Chapter 4.

JOURNALS

Accounts Receivable information includes sales of
goods or services to customers. You enter sales in
the **Invoice Journal** and payments in the **Receipts
Journal.**

When you enter a receivables transaction in a jour-
nal, the system enters half of the entry for you,
according to the way you set up your company and
customer accounts. At the end of a **batch** (or
group) of transactions, the system automatically
posts the amounts to the appropriate general ledger
and customer accounts.

Figure 3-1 illustrates this data entry and posting
process. Arrows follow the data you enter in the
journals through the ledgers to reports and customer
statements.
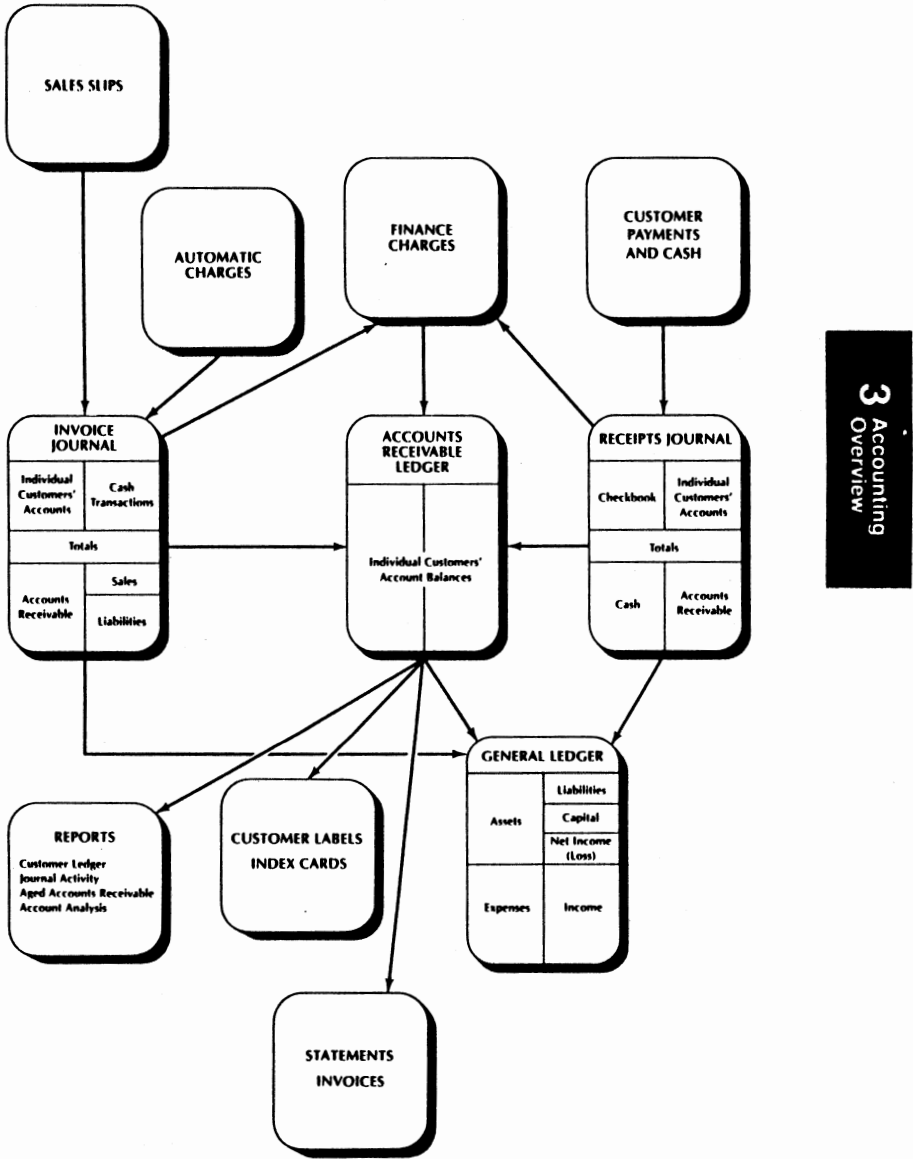
Accounting Overview

Figure 3-1   Data Entry and Posting

Accounting Overview

INVOICE JOURNAL

The Invoice Journal is a record of both sales trans-
actions on customer charge accounts and cash sales
recorded on invoices.

When you set up your receivables data, you assign to
each customer account the general ledger accounts
most often used in transactions for that customer
account.

Then as you enter data to the Invoice Journal, when
you enter a customer account ID, the system
prompts you with the accounts to which the cus-
tomer transactions are usually distributed.

With the Enter Invoices command, you enter sales
in two parts: a transaction and a sales invoice.

Sales Transactions

You can enter the following types of transactions to
the Invoice Journal: normal sales invoice on cus-
tomer charge accounts, cash sales, credit and debit
memos, and voided invoices. Depending on how you
want the system to handle sales, transaction infor-
mation can include the following:

● Accounting period.

● Type of transaction.

● Customer account ID.

● Due date for payment of invoices on open item
accounts.

● Discount date for open item accounts to reward
prompt payment.

- Invoice ID.

- Description of transaction type to appear on the customer statement.

- Remarks to appear in the Invoice Journal report with this transaction.

- G/L accounts involved in the sale and the dollar amounts you want posted to each.

The system automatically displays the G/L accounts assigned to the customer account. You enter the dollar amounts and any additional G/L accounts (and amounts) you need.

3 Accounting Overview

Sales Invoices

Each sales invoice can contain the following information:

- Purchase order number, if the customer has one.

- Credit terms assigned to this customer account.

- Customer name, address, and shipping address.

- Item number or inventory number of the item purchased.

- Description to appear on the printed invoice.

- Billing quantities of the items purchased.

- Unit price (price per single item purchased).

- Sales tax amount.

- Discount amount for this sale only.

Accounting Overview

Each sales invoice can list multiple items sold.
You record only the information you need about each
sale.

You can print invoices as you enter them, or you
can save them to print later. You can print them
at any time before you close the accounting period.
The system gives you a chance to examine and ap-
prove the printed invoices and to reprint them if
they printed incorrectly. Use plain paper or have
invoice forms preprinted to match the system's in-
voice format.

Entering Invoice Data

When you first set up your company data, you assign
a G/L account as the control account for the A/R
subledger (your customer accounts). The A/R con-
trol account contains the sum of the balances in all
customer accounts.

When you enter a sale on a customer account, you
credit the appropriate sales and sales tax accounts.
The system makes a corresponding debit entry to
the A/R control account and debits an equal amount
to the customer account. When you enter amounts
with a minus sign to the sales and sales tax ac-
counts, the system treats them as debits and cred-
its the customer and control accounts for the net
invoice amount. (See Figure 3-2.)

Cash sales. The system separates the cash sales
from credit sales and posts both to the appropriate
G/L accounts. When you enter a cash sale with no
customer account, you credit the appropriate sales
and sales tax accounts. The system debits the net
invoice amount to the cash account assigned to cash
invoices in the company configuration.
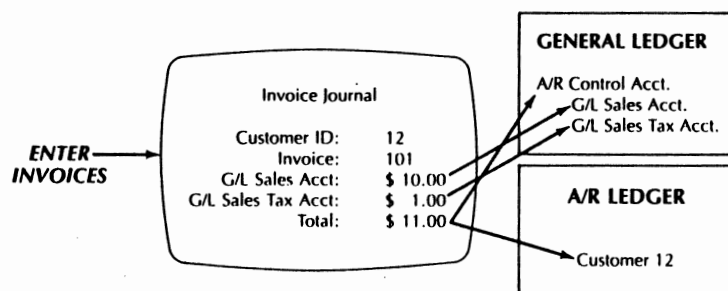
You enter the amounts; the system posts the accounts.

Figure 3-2   Entering Invoices

Credit memos.   An invoice that credits a customer account is a credit memo.   Enter the amount of the credit with a minus sign.   You can enter a credit memo to correct an invoice entered in a previous batch.

This results in a debit entry that reverses credits to sales and sales tax accounts made in a prior entry.   The system credits the A/R control account and the customer account for the net amount of the credit memo.

Debit memos.   You can use debit memos to adjust invoice amounts entered in error.   The system posts amounts just as it does with a normal invoice, debiting a customer account and the A/R control account while crediting the affected sales account.

RECEIPTS JOURNAL

The Receipts Journal records any kind of current receipts, including customer payments for sales invoices and other types of income.   When you make an entry in the Receipts Journal, you identify one

of the checkbooks you've set up. Each checkbook is associated with the G/L cash account to which you want the receipt posted.

For each receipt, you enter the following information:

- Accounting period.

- Checkbook number.

- Deposit number.

- Transaction type (normal customer payments or other receipts.

- Customer account (if applicable).

- Invoice number (for open item customer accounts).

- Description of the transaction type.

- G/L account ID's (for other receipts).

- Dollar amounts for any discount and for the amount of the receipt.

When customers make payments on their accounts or when you enter other receipts, the system debits the G/L cash account assigned to the checkbook you choose. (See Figure 3-3.)

The system posts the total receipt as a credit to the A/R control account and to the customer account. The system posts other receipts as credits to the G/L accounts you enter in the journal.
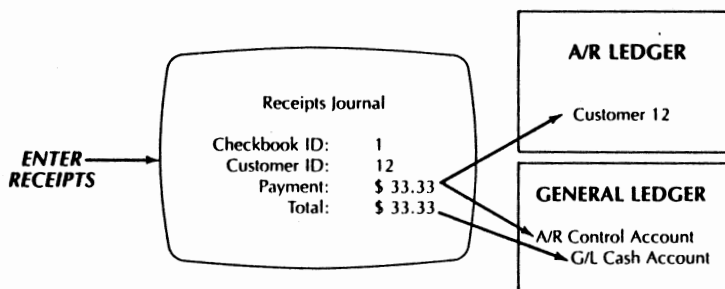
You enter the amounts; the system posts the accounts.

Figure 3-3   Entering Receipts

CHECKBOOKS

Checkbooks identify the G/L cash accounts that cor-
respond to your checking accounts at the bank.   In
the Accounts Receivable system, when you enter cash
receipts, you specify one or more checkbook accounts
to debit.   If you have other BPI Enterprise sys-
tems, see the owner's manual for those systems for
other uses of checkbook accounts.

ADJUSTING ENTRIES

There are three ways to correct or update informa-
tion on receipts or sales that you enter into the
system.

CREDIT AND DEBIT MEMOS

To correct sales information entered in error, you
can enter a credit or debit memo in the Invoice
Journal. Use a credit memo to reverse or lower in-
correct amounts on an existing sales invoice.   A
debit memo increases invoice amounts.   (Credit and

debit memos are discussed in the section entitled "Entering Invoice Data" earlier in this chapter.)

If you want the credit or debit memo posted to the same period as the original invoice, you must enter the credit or debit memo before closing the period.

INVOICE UPDATES

If a question arises about an open item invoice, you can put it on hold temporarily until the dispute is resolved. You can still credit or debit disputed invoices, however.

The Enter Invoice Updates command also can delete invoices for open item customer accounts, provided no payments or disputes have been entered for that invoice.

CUSTOMER ADJUSTMENTS

The Enter Customer Adjustments command lets you make adjustments to customer accounts. When you enter customer adjustments, you must enter both the debit and credit side of each transaction. Each entry must produce a zero balance, or the system won't accept it.

If you use this command to make an adjustment between two customer accounts, the A/R control account is unaffected. If you are adjusting a customer account against a G/L account, the system automatically makes the same debit or credit entry to the A/R control account that you make to the customer account.

ACCOUNTING PERIODS

When setting up your company, you define the accounting periods you want to observe. They can correspond to calendar months or to some other scheme that better suits your needs.

You enter the number of accounting periods for the fiscal year and the dates for each period. Then, when you enter data in the journals, the system posts the transactions to the accounting period you specify.

You can have either 12 or 13 accounting periods. The system keeps two periods open at one time. It closes the current period when you run the Close command, as explained in the section later in this chapter entitled "Closing the Books."

PAST DUE AMOUNTS AND AGING PERIODS

When you set up your company, you establish the number of days in each of five aging periods. For example, the system provides automatic aging periods of 1-30 days, 31-60 days, 61-90 days, 91-120 days, and 121 or more days. Amounts a customer owes that are past due fall into one or more of these aging periods.

DETERMINING DUE DATES

The Accounts Receivable system has one method for determining due dates for balance forward customers, and another for open item customers.

Balance Forward Customers. For balance forward customers, when you print statements, the system

applies the payment terms you've assigned to the customer account. The payment terms and the date you print statements determine when payment is due. For example, if you print the statement on the 10th day of the month and the payment terms specify that the net amount is due in 15 days, the statement lists the payment as due on the 25th.

If the customer fails to make the payment by the due date, the unpaid amount becomes past due. The system keeps track of the balance owed by due date.

When a balance forward customer makes a payment, the payment applies to the total unpaid balance, beginning with the balance in the oldest aging period.

Open Item Customers. For open item customers, you assign the due date for each invoice as you enter it in the Invoice Journal. The system determines the due date for the invoice based on the payment terms for that customer. For example, you enter a sales invoice dated March 5. Payment terms for the customer account specify Net 20. The system displays March 25 as the due date for this invoice. You can accept this due date or enter another one.

If the customer fails to make payment on this invoice by the due date, the invoice becomes past due. The system keeps track of the due date and amount due for all unpaid invoices.

When an open item customer makes a payment, you apply the payment to a specific invoice or to all open invoices. If you apply the payment to all open invoices, the system automatically applies the payment first to finance charges, then to the oldest open invoice.

SEPARATING ACCOUNT
BALANCES INTO AGING PERIODS

The system divides account balances into aging
periods on customer statements, the Aging report,
and Customer Analysis reports. Each time you
print one of these statements or reports, the system
does the following:

- For each open item customer, the system com-
  pares Today's Date (the date you're printing the
  report) with the due date for each open invoice
  for the customer to determine whether the in-
  voice is past due and if so into which aging
  period it falls.

- For each balance forward customer, the system
  compares Today's Date with each portion of the
  customer balance. For example, if the customer
  had an unpaid balance that was due March 30,
  another that was due April 30, and a third due
  May 30, a Customer Analysis report printed on
  May 15 would reflect a current balance due as
  well as balances due in each of the first two
  aging periods (assuming 30-day aging periods).

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BILLING CYCLE ROUTINES

For each customer account, the system produces a
statement listing current activity, the total bal-
ance, the amount due, and the payment due date.
(For an open item customer, the statement may
indicate different due dates for different items
purchased.) You can group customers into billing
cycles and print statements for each group whenever
necessary.

Billing cycles enable companies with many custom-
ers or several customer types to bill different

Accounting Overview

customers at different times and in manageable numbers.

When you install the Accounts Receivable system, one billing cycle is already set up. This means you bill all customers at the same time: just before closing the books at the end of the G/L period.

You can add as many billing cycles as you need and divide your customer accounts among them. You assign each customer account to a billing cycle. Then when you run a command such as Print Statements by billing cycle, the system includes only those customers.

The system prints customer statements, mailing labels, and some receivables reports by billing cycle. You can also age balances in customer accounts by billing cycle.

BEFORE AGING RECEIVABLES

At the end of each billing cycle, you perform the following tasks for the accounts you assigned to that cycle:

1. Enter any automatic charges, such as a regular delivery fee, that you've assigned to specific customer accounts in this billing cycle.

2. Enter finance charges.

3. Print customer statements.

4. Print labels for mailing the statements.

5. Print any remaining invoices.

6. Print receivables reports:

- Invoice and Receipts Journals, as well as Customer Adjustments.

- Account Distribution, showing sales amounts posted to G/L accounts.

- Automatic and Finance Charges.

- Any customer analysis reports containing current activity.

7. Make a backup of your company data. Use either the Backup Company or Copy Company command, depending on the size of your data. (Refer to Chapter 8, "Managing Disks and Data," for details.)

When you complete these steps, you can run the Age Receivables command for the specified billing cycle.

AGING ACCOUNTS RECEIVABLE

The Age Receivables command does the following:

- For balance forward customers, the system totals all current sales, payments, and adjustments and checks to see if each transaction has appeared on a customer statement. The system erases all transaction detail in the customer account and brings the total balance forward. Only transactions that have not yet appeared on a customer statement remain in detail after the aging process.

- In addition, for balance forward customers the aging command acts as a command to approve the

3 Accounting Overview

statements you just printed. In other words, when you print statements the system prints a due date on each statement. But for the system to keep track of the due date for each amount, you must run the Age Receivables command after printing statements.

● For open item customers, the Age Receivables command erases all paid invoices. Only invoices with unpaid balances remain on the books.

● For all customers, aging receivables increments the number of times billed and the number of times past due if the customer has a past due balance.

You'll want to age receivables on the appropriate date for each billing cycle. Some companies have so many customers that all the steps in the previous section are run daily. Companies with few customer accounts may be content with billing them all simultaneously on one billing cycle. Follow these guidelines in timing your aging and billing procedures:

● Print statements and perform the billing cycle routines listed in the previous section before aging balances.

● Age customer balances before closing the books for receivables at the end of the G/L period.

CLOSING THE BOOKS

As part of your regular accounting routine, you need to close the books at the end of each accounting period, at the end of the calendar year, and at the end of the fiscal year.

CLOSING THE PERIOD

At the end of the G/L period, when you've completed all current data entry, entered all charges, printed customer statements and reports, and aged customer balances for all billing cycles, you're ready to close the period. First you close the period for accounts receivable with the Close A/R Period command. Then you close the G/L period with the Close G/L Period command.

When you close the period for A/R, the system reminds you of the end-of-period tasks you need to perform. If you've missed any steps on the list, you can cancel the Close command and run the steps you need, or you can bypass any steps your company doesn't need.

Close the period for A/R only once per G/L period. Then, when you close the period for G/L, the system condenses pertinent G/L information into historical balances and closes the period to any further data entry.

CLOSING YEAR-TO-DATE TOTALS

Most companies provide year-to-date finance charge totals for customers at the end of the calendar year. When you close A/R year-to-date totals, the system deletes all the year-to-date information in customer accounts to begin the new year at zero.

Be sure to print the Customer Analysis YTD Finance Charges report before running the Close YTD Totals command.

3 Accounting Overview

CLOSING THE FISCAL YEAR

The Close Fiscal Year command provides new begin-
ning balances for general ledger income, expense,
and transfer accounts to start the new year. The
system calculates the new balances by adding the
year's activity to the original beginning balances.

This accounting overview gives you some idea of
what the system does with the data you enter. In
the next chapter you see how to set up the books for
a sample company, the Corner Home Improvement
Center.

4 Setting Up the Books

4
Setting Up the Books

Now you're ready to see how Corner set up its books. First, you'll create the company the way Corner did when it originally set up its books. Then you'll install the demonstration diskette, which contains sample data for Corner. You'll use this sample data to learn how to customize a company's books and, in later chapters, to practice processing accounting information with your system.

After working with Corner's books, you should find it easier to decide how you want the system to handle your company's data. When you're ready to set up your own books, return to this chapter and review the steps outlined and the checklist at the end of the chapter, if necessary.

> **NOTE:** If you're using another BPI Enterprise system and have already set up Corner's books with that system, you can skip the preliminary sections of this chapter and begin with the section entitled "Edit A/R Company Configuration."

CREATE COMPANY

To create a set of books, use the Create Company command on the G/L menu. Beginning with the Accounting menu displayed on the screen, proceed as follows:

*   Select the General Ledger command by highlighting it and pressing Return.

    NOTE: From now on, the manual won't always remind you to press Return to enter what you've typed or to run a highlighted command. When the manual instructs you to "enter" information, type the data and press Return. When the manual tells you to "select" or "choose" a command, highlight the command and press Return to run it.

*   Select the Create Company command on the G/L menu.

As shown in Screen 4-1, a series of prompts appears on the screen, requesting information about the company books you're setting up.

The first prompt, Data Drive ID, instructs you to enter the letter that designates the disk drive where you want to store Corner's data. You can choose any drive connected to your system. For the demonstration exercises, however, you must choose the drive where you installed the system.

*   At Data Drive ID, enter C (or whatever letter you've assigned to the fixed-disk drive on which you installed your system).

```
F1:Info                  F2:Command              Esc:Exit
                 CORNER: G/L Create Company.

        Data Drive ID......................
        New Company ID.....................

        Automatic Chart of Accounts? (Y/N). N

        Number of Characters for:
                  Division................. 1
                  Account.................. 3
                  Department............... 1
        Account ID Separator.............. -

        Current G/L Period................ 6
        Current G/L Fiscal Year........... 86



                     OK? (Y/N) N
```

Screen 4-1 Creating a Company

Later, if you want to store your data on a different drive, you can copy it to that drive and then use the Select Company command to indicate the new drive.

Now the system prompts you to enter the company ID. For practice, consult the Info text for a description of the company ID.

* At New Company ID, press F1 and read the Info text that appears.

Corner's unique company ID is Corner.

* Press Esc to return to the prompt, and enter **Corner.**

Setting Up the Books

The cursor moves to the next prompt. If you make
a mistake while entering a response, you can use
the Arrow keys to correct it. For example, if you
misspelled Corner, you could press the Up Arrow
key to return to the New Company ID prompt, cor-
rect the spelling, and press Down Arrow to move to
the next prompt.

SETTING UP THE CHART OF ACCOUNTS

With the next set of prompts, you tell the system
how you want to set up your general ledger accounts.

Selecting the Chart of Accounts

Next, you decide if you want to use the automatic
chart of accounts that the system provides. ("Edit
Chart of Accounts" later in this chapter lists the
accounts in the automatic chart of accounts.) Af-
ter you create the company, you can customize this
list according to your needs. If you prefer to set
up your own chart of accounts, enter N at this
prompt.

* Enter Y to accept the automatic chart of
accounts for Corner.

Choosing Account ID Formats

Each general ledger account is identified by both an
account ID and a name. The next four prompts al-
low you to specify the format for Corner's account
ID's.

An **account ID** can be from 1 to 12 digits long.
The ID must include an account number, which you
can optionally precede with a division number and

follow by a department number. Each segment of
the account ID (that is, the division number, the
account number, and the department number) can be
up to four digits long.

Using division and department numbers enables you
to keep track of activity in any kind of company
subdivision, such as a branch store. When you print
reports containing activity and balances from the
general ledger, the system can provide the data by
division, department, or both.

Consider your options carefully when choosing the
format for account ID's. Once you enter and ap-
prove the number of digits for each segment, you
can't change them. Also, keep in mind that if you
choose the automatic chart of accounts, you must
use at least three digits for the account number
segment.

Corner prefers the format X-XXX-X for its account
ID's.

* Press Return to accept the default responses
  at Division, Account, and Department.

The fourth account ID prompt lets you choose a char-
acter with which to separate the segments of an
account ID.

You can use any of the following characters for the
separator: -, \, /, ~. If you wish, you can
change the separator later with the Edit G/L
Company Configuration command.

* Press Return to accept the default (a hyphen)
  as the separator.

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the Books

Setting Up the Books

ENTERING THE
PERIOD AND FISCAL YEAR

The next two prompts determine the starting point
for your new set of books. At Current G/L Period,
enter the number that corresponds to your current
accounting period.   Since the accounting period is
based on your company's fiscal year, this number is
not necessarily that of the current calendar month.
At Current G/L Fiscal Year, enter the last two
digits of the calendar year in which your fiscal
year ends.   Corner's fiscal year begins in January,
and Corner is currently in its sixth period (June).

*   Enter **6** for the current period and **86** for the
    fiscal year.

Be sure to enter the correct numbers for the cur-
rent period and fiscal year.   After you create the
company, you can't change them.

Now the system asks you to approve the entries
you've made. If any of the entries are incorrect,
press Return to enter N (the default) and use the
Arrow keys to move to the mistake, correct it, and
move back to the OK prompt. (To save time, you
may prefer to use the End key to move directly back
to the OK prompt.) When you're satisfied with all
of your entries, enter Y to move to the next
screen.

*   Enter **Y** at OK? (Y/N).

CUSTOMIZING THE FISCAL YEAR

Now the system displays a screen for customizing
your fiscal year (Screen 4-2).

```
F1:Info              F2:Command              Esc:Exit
            CORNER: G/L Create Company.

        Beginning Day of Fiscal Year: Jan  1
        Number of G/L Periods per Fiscal Year: 12

        Period    Start      End      Status
          1      Jan  1    Jan 31    Closed
          2      Feb  1    Feb 28    Closed
          3      Mar  1    Mar 31    Closed
          4      Apr  1    Apr 30    Closed
          5      May  1    May 31    Closed
          6      Jun  1    Jun 30    Open
          7      Jul  1    Jul 31    Open
          8      Aug  1    Aug 31
          9      Sep  1    Sep 30
         10      Oct  1    Oct 31
         11      Nov  1    Nov 30
         12      Dec  1    Dec 31

                 OK? (Y/N) N
```

Screen 4-2 Customizing the Fiscal Year

You can specify the beginning date for the fiscal
year, the number of periods in the fiscal year
(either 12 or 13), and the dates that each period
encompasses.

Based on the current period and fiscal year you
entered on the previous screen, the system displays
starting and ending dates for each period (assuming
12 periods per fiscal year and January 1 as the
beginning date). You can change the beginning date
if you wish. You can also change to 13 periods; the
system adjusts the dates for each period according-
ly.

The status column indicates whether a period is
closed, open, or unused (indicated by blanks).
Since Corner's calendar has 12 periods and the

current period is June, the calendar shows the first
five periods as closed.

You can change the ending date of any period shown.
Corner wants to change the ending date for Period 7
from July 31 to July 29.

* Use the Down Arrow key to move the cursor to
the 31 in Jul 31, and enter **29.**

When the financial calendar looks like you want it
to,

* Press End to move to the OK question at the
bottom of the screen.

* Enter **Y** to approve the screen.

The first screen reappears, and the system begins
creating the company on the fixed disk. When the
process is complete, the system returns to the G/L
menu. Notice that the company ID at the bottom
of the screen has changed from \\\\\\ to CORNER.

Viewing the Fiscal Year. Any time you want to
view your company's fiscal year, select the Show
Fiscal Year command on the G/L menu. The system
displays the current fiscal year. Press Esc when
you're ready to return to the G/L menu.

INSTALLING THE
DEMONSTRATION DATA DISKETTE

Now that you've seen how Corner created its books,
you're ready to install the demonstration data disk-
ette. It has accounts already set up and some trans-
actions already entered to make it easier for you to
practice working with Corner's data.

* With the Left Arrow key, move to the System menu.

* Select the Install New System command.

* Insert the demonstration data diskette in drive A and press Return.

* When the installation is complete, remove the diskette from drive A and store it in a safe place.

You can reinstall the Corner demonstration diskette each time a new user wants to learn to use the system. If your fixed disk already contains data for Corner, be sure to rename the existing data before reinstalling to avoid losing the existing data.

SELECT COMPANY

With the demonstration data installed, you're ready to practice customizing Corner's books. The first step in working with company data is to select the company. Since you created the company for Corner earlier in this chapter, Corner is still selected. However, so that you'll know how the Select Company command works, let's practice using it now.

* Return to the G/L menu.

* Select the Select Company command.

* Press Return at Data Drive ID to accept C (the default drive).

Since Corner is currently selected, it appears as the default for Company ID. (If you were just starting up the system, this field would be blank.) You can press Return to accept Corner or enter

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another company ID. For practice, use the Selector
function to view the valid entries for Company ID.

* Enter * (an asterisk).

A box appears on the right side of the screen, dis-
playing all of the companies you've created so far.

If Corner is the only company you've created at
this point, it's already highlighted. To select it,

* Press Return.

Since Corner was assigned a password for G/L, the
prompt Password appears on the screen. (The sec-
tion entitled "Change Password," later in this chap-
ter, explains how to set up a password.)

* Enter **Renroc** at Password.

Today's Date reflects the date you specified when
you turned on the computer or the date you entered
with the Set Date and Time command. For the dem-
onstration, change Today's Date to 06/30/86.

* Enter **063086** (without slashes).

The system inserts the slashes for you, and the
cursor moves to the OK prompt.

* Enter **Y** at the OK prompt.

EDIT CHART OF ACCOUNTS

The chart of accounts lists the accounts that make
up the general ledger. If you choose during the
Create Company command to enter your chart of ac-
counts from scratch, you then enter them with the
Edit Chart of Accounts command. You must set up

your chart of accounts before you can run any of the commands that require you to enter account ID's.

If you opt to use the automatic chart of accounts (shown in Figure 4-1), you can use Edit Chart of Accounts to customize the chart according to your company's needs (adding and deleting accounts and account categories, and changing account names as necessary). ·

A Assets
    0-101-0 Cash on Hand
    0-102-0 Cash on Deposit
    0-111-0 Accounts Receivable
    0-113-0 Employee Advances
    0-115-0 Inventory
    0-151-0 Furniture and Fixtures
    0-152-0 Machinery and Equipment
    0-155-0 Accumulated Depreciation
    0-180-0 Deposits
    0-181-0 Prepaid Insurance

L Liabilities
    0-201-0 Accounts Payable
    0-203-0 Sales Tax Payable
    0-204-0 FICA W/H Payable
    0-205-0 Federal W/H Tax Payable
    0-206-0 State W/H Tax Payable
    0-207-0 Earned Income Credit
    0-208-0 Payroll Suspense
    0-261-0 Notes Payable

C Capital
    0-301-0 Capital Stock
    0-305-0 Retained Earnings

I Income
    0-401-0 Sales
    0-499-0 Sales Discounts

E Cost of Sales
    0-501-0 Cost of Sales
    0-599-0 Purchase Discounts

E Expenses
    0-601-0 Salaries and Wages
    0-653-0 Franchise Fees

Expenses (Continued)
    0-654-0 Laundry and Uniforms
    0-655-0 Cash (Over)/Short
    0-656-0 Rent
    0-657-0 Utilities
    0-658-0 Telephone
    0-659-0 Garbage Service
    0-660-0 Repairs and Maintenance
    0-661-0 Payroll Taxes
    0-662-0 Other Taxes
    0-663-0 Supplies ..
    0-664-0 Interest Expense
    0-665-0 Insurance ⟍
    0-666-0 Travel
    0-668-0 Auto Expense
    0-669-0 Advertising
    0-670-0 Legal and Professional
    0-671-0 Postage and Office Supplies
    0-672-0 Licenses and Fees
    0-673-0 Machinery and Equip. Rental
    0-674-0 Hospitalization and Insurance
    0-675-0 Losses on Bad Checks
    0-676-0 Bank Charges
    0-677-0 Security Service
    0-678-0 Depreciation
    0-679-0 Miscellaneous Expense

I Other Income
    0-801-0 Gasoline Income
    0-802-0 A/R Finance Charges
    0-803-0 Other Income

E Other Expenses
    0-851-0 A/P Finance Charges

X Income Transfer
    9-999-9 Income Transfer

Figure 4-1 Automatic Chart of Accounts

REQUIRED ACCOUNTS

The automatic chart of accounts contains all of the accounts required by all the BPI Enterprise systems. For your BPI Enterprise systems to function properly, the general ledger must include these accounts:

- **Capital Income Account.** You must specify this account when you run the G/L Edit Company Configuration command. The system posts net income or loss to this account. In the automatic chart of accounts, the capital income account, called Retained Earnings, is 0-305-0.

- **Control Accounts.** A control account contains balances for all transactions of the associated type. The control accounts required for the Accounts Receivable system are shown below. (You will specify these accounts when you run the Edit Company Configuration command on the A/R Edit menu.) The Account ID's shown below are the ones provided in the automatic chart of accounts.

Account ID	Control Account
0-111-0	Accounts Receivable
0-101-0	Cash Invoices
0-439-0	Discounts
0-805-0	Finance Charges

These control accounts are explained in the section entitled "Edit A/R Company Configuration," later in this chapter. The Discounts and Finance Charges control accounts are necessary only if your company offers discounts or assesses finance charges, respectively.

- **Cash Accounts.** As indicated above, you need a control account for cash invoices. You also need at least one asset account for cash receipts (it can be the same as the control account for cash invoices, or different), and you must assign a checkbook to this account with the Enter Checkbook command. Each checkbook corresponds to a checking account at your bank. Cash on Hand is 0-101-0 in the automatic chart of accounts, and Cash on Deposit is 0-102-0.

- **Special-use Accounts.** You may need certain accounts for special uses. For example, if your company collects a sales tax, you need a corresponding account. Sales Tax Payable is 0-203-0 in the automatic chart of accounts.

- **Balancing accounts.** The BPI Enterprise Series requires two accounts to help keep account balances current and reports up-to-date. The first is account 9-999-9, Income Transfer, which the system uses to post income or loss amounts to the capital income account. Since the system creates this account, you can't change it.

  The second balancing account is a suspense account for the Payroll system. If you purchase the Payroll system, consult your Payroll owner's manual for an explanation of this account.

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HOW TO EDIT ACCOUNTS

With the Edit Chart of Accounts command, you can add or delete lines, insert accounts and account titles, and move segments from one part of the chart to another.

In the chart of accounts, accounts are grouped in **categories.** Five categories are available (as well

as category X, which the system supplies for the Income Transfer account). Each category is represented in the chart of accounts by a single letter in the left column: A (for asset), L (liability), I (income), C (capital), or E (expense). When you enter accounts into the chart of accounts, you must first specify a category for them. After the category letter, you can also enter a **title** to further describe the group of accounts in that category; the title is optional. Of course, each account in the category also has an account **name**.

You can add a general ledger account at any time. Also, after you set up the chart of accounts, you can change account names whenever you like, but the only way to change an account ID is to delete the account and then add it again with the correct ID.

You can't delete an account with a nonzero balance. You also can't delete control accounts; before trying to do so, specify a replacement account for the control account in the company configuration. When you delete an account from the chart of accounts, the system removes it at the end of the period when you close the books.

If you wish, you can rearrange the order of accounts and the categories to suit your needs. You can delete categories you don't need or have multiple categories with the same title.

Corner chose to use the automatic chart of accounts and then edited it to meet specific needs. In the exercises in this section, you can practice editing Corner's chart of accounts.

To edit the chart of accounts,

* Press the Right Arrow key to move to the G/L Edit menu.

* Select the Edit Chart of Accounts command.

Corner's chart of accounts appears on the screen. Notice that some accounts are flagged New in the right column. This designation remains for each account until you make an entry to it.

Remember, the function keys at the bottom of the screen tell you what edit functions you can perform. To edit the accounts, use the Arrow keys to move the cursor around on the screen. When you reach the line where you want to make a change, press the appropriate function key or, if you're changing an account name or category title, either type over the existing one or use the Ins (insert) key to add to it.

Now you're ready to begin editing Corner's chart of accounts by adding a new account category, rearranging accounts, finding a specific account, and deleting and adding accounts. (You would use these same techniques to enter categories and accounts for a new chart of accounts.)

Adding a Category

To add a category title, first move the cursor to an existing title line.

* Use the Down Arrow key to move the cursor to the line that contains "L Liabilities."

* Press the F6:Title key to add a title.

A new blank line appears above the line where you placed the cursor. Now you can enter the account type and the category title. You can enter any title, but be sure to precede it with one of the five account types.

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After you type an account ID or title, use the Up
or Down Arrow key or the Return key to accept the
entry. Keep in mind, however, that pressing Re-
turn creates a new blank line for your next entry.
If you have no further entries, it's best to use one
of the Arrow keys to accept the entry; if you forget
and use Return, delete the blank line with the
F4:Del key. Let's see how it works.

* On the blank line, type **A** and press Return.

If you prefer, you can press the space bar instead
of Return after entering the account type.

* Enter **Other Assets** and press Return.

* Since pressing Return created a blank line
  that you don't need, press F4 to delete it.

Rearranging Accounts

To rearrange the chart of accounts, use F8:Mark and
F7:Move to move accounts and titles from one place
to another.

To designate what you want to move, move the cur-
sor to the line where the information begins and
press F8. Then move the cursor to the last line of
the block of information and press F8 again. The
system **marks** (highlights) everything between the
two locations. Then you can move the highlighted
segment to a new location using the F7 key.

> **NOTE:** If you're using a color moni-
> tor, the highlighting and background
> colors on your monitor must be differ-
> ent in order for you to be able to see
> the marked block.

If you make a mistake in marking, press F8 a third
time to unmark the information. You can also
press the F9:Undo key, which lets you "undo" the
last thing that you did. For example, if you de-
lete an account and then decide you want it back,
pressing F9 makes the account reappear. If you
mark some accounts and then discover you marked
the wrong ones, press F9 to remove the mark and
begin again.

* Use Up Arrow to move to the line containing
  "0-180-0 Deposits" and press the F8 key.

* Use Down Arrow to move to the line contain-
  ing "0-183-0 Prepaid Interest" and press F8
  again.

Now the system highlights the marked segment. To
move highlighted information, place the cursor on
the line below the line to which you want to move
the information. Then press F7 to make the move.

* Use Down Arrow to move the cursor to the
  blank line below "A Other Assets." Press F7
  to move the marked information.

* Now that the block is moved, press F8 to un-
  mark it.

Finding Accounts

The next function key to practice using is the
F3:Find key. With this key, you can quickly locate
a particular account in the chart of accounts.

* Press the F3 key.

A window appears, asking for the search string.
The search string is a name or key word that you

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want to find, such as an account ID or name. When you enter a string, the cursor moves to the first occurrence of that string. To locate the next occurrence of the same string, press the F3 key and then Return. The cursor continues to move to the next occurrence of that string until you define a new string.

* To find the Postage and Office Supplies account, enter **postage** at Search String.

The cursor moves to the account.

Deleting Accounts

You can use the F4:Delete key to delete accounts from the chart of accounts.

* Use Down Arrow to move to "0-801-0 Inventory Overage."

* Press F4 to delete the account.

* Press Return when the message box appears to confirm deletion of the account.

Remember, you can delete accounts only when they have no activity. (The Info text has complete details.) If you press F4 to delete an account that contains activity, the system displays a message telling you that it won't delete the account until it contains no historical or current balance.

If you're sure you want to flag the account for deletion, press Return at the message. If you change your mind and don't want to delete it, press Esc. If you press Return, the word Delete appears in the column at the right and will remain there until the account contains no balance.

If you decide you don't want to delete an account after flagging it for deletion, move the cursor to that account and press F4. This removes the Delete flag, and the system won't remove this account from the chart of accounts.

Adding Accounts

With the F5:Acct key, you can create a blank line on which to add a new account. Move the cursor to the line below where you want to place the new account. Press F5 and enter the account ID and name in the space provided.

When you add an account, the system flags it as new on the right side of your screen. This designation remains until you make an entry to the account. Then the system removes the New flag.

*   Use Up Arrow to move the cursor to the line containing "0-663-0 Supplies" and press F5.

*   On the blank account line that appears, type **06620** for the account ID and press Return.

Next, enter the account name and use either the Arrow keys or the Return key to accept the name. If you use Return, the system creates a blank account line so you can enter another new account. (If you don't need the blank line, press F4 to delete it.)

*   Enter **Other Taxes** and then press Up Arrow.

If you add an account and then decide you don't want it, use F4:Del or F9:Undo to remove it.

*   When you've finished entering or changing the chart of accounts, press Esc.

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Saving Your Changes

Now the system asks if you want to save the changes
you've made. If you enter Y, the system makes the
changes. If you enter N, the system doesn't make
the changes. In either case, the system then
returns to the Edit menu. (Alternatively, you can
press F10:Resume to resume entering changes.)

* At Save the Changes, enter **N** (since you're
  just practicing).

This completes the exercises on editing the chart
of accounts. In the next section, you learn how to
edit the company configuration.

EDIT G/L
COMPANY CONFIGURATION

With the Edit Company Configuration command on
the G/L Edit menu, you specify certain general in-
formation about your company. This is not the
same command as the Edit Company Configuration
on the A/R Edit Menu. (The latter command you
will learn about shortly.)

When you set up your books, you must configure your
company with the Edit G/L Company Configuration
command. Later, if you need to change the configu-
ration (for example, your company gets a new phone
number), you can use Edit Company Configuration to
make the necessary revision. You can edit the com-
pany configuration at any time provided you've al-
ready set up your chart of accounts.

Let's practice changing Corner's configuration.

* Select the Edit Company Configuration com-
  mand from the G/L Edit menu.

The first prompt, Printed Company Name, requests
the full company name as you want it to appear on
journals and financial statements. The next
prompt requests the company's address. (Consult
the Info text if necessary when entering responses
to these prompts for your own company.) Since you
don't want to change either of these items for
Corner,

* Press Return four times to move to the Phone
  prompt.

* Enter the number **212/838-8873** over the
  displayed number.

Next, you have the option of specifying an identifi-
cation line of up to 40 characters to appear at the
end of each printed report. To change an existing
ID line, enter a new message over the displayed
message. To delete an ID line, delete each charac-
ter by pressing the space bar or using the Del (de-
lete) key.

* Press Return to skip the ID line.

Next the system requests the Capital Income (or
retained earnings) account. This is the balance
sheet account to which the system posts net income
or loss. If you use the automatic chart of ac-
counts, the system provides this account for you.
Otherwise, you must enter a capital account that
already exists in your chart of accounts.

Since Corner has already entered transactions and
can't change this account, the system skips to the
Account ID Separator prompt.

You entered a hyphen as the account number sepa-
rator earlier with the Create Company command.
If you want to change it, you can do so here.

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* Press Return to accept the hyphen.

Now the system asks you if the entries you've made are OK. If you see any mistakes on the screen, you can enter N and use the Up and Down Arrow keys to return to the mistake, correct it, and move back to the OK question. (If you prefer, use End to return directly to the OK question.)

* At the OK prompt, enter **Y**.

The G/L Edit menu returns to the screen.

CHANGE PASSWORD

After configuring your company, you may want to provide extra protection for your company books by assigning a password with the Change Password command. You can enter up to six characters for the password. (Check the Info text for valid characters.) Corner uses the password Renroc (Corner spelled backwards).

The password is optional. Assigning a password protects the books only for the particular company and system with which you're working when you make the assignment. Since your Accounts Receivable package includes certain G/L base commands, the Change Password command appears on both the G/L and A/R submenus.

You can assign a password with the G/L Change Password command any time after you run the Edit G/L Company Configuration command. You can assign a password (either the same one as the G/L password or a different one) with the A/R Change Password command any time after you run the Edit A/R Company Configuration command (discussed later in this chapter).

If you assign a password, anyone who wants to work with the company's books needs to know both the company ID and the password to use the Select Company command. When you enter a password to select a company, the system shows blanks instead of the password on the screen.

You can use the Change Password command to enter passwords for the first time or to change previously assigned passwords. For protection, the passwords don't appear on the screen as you type them.

To enter a password for the first time, press Return to skip the Old Password prompt and enter the password at New Password. The system asks you to verify the new password by entering it again. After you enter the password a second time, the system records it and returns to the G/L or A/R menu.

Be sure to make a note of the password so that you won't forget it. Later, if you decide to change the password, select the Change Password command. Enter the current password at Old Password and the new one at New Password. After you enter the new password, the system asks you to enter it again for verification. When you finish, the system changes the password and returns to the G/L or A/R menu.

4 Setting Up the Books

EDIT HISTORICAL BALANCES

When you first convert an existing set of books to the Accounts Receivable system, you can enter historical (beginning) balances for any account in the general ledger with the Edit Historical Balances command. Notice you should use this command, <u>not</u> the Enter General Journal command, to enter balances from your previous accounting books.

Setting Up the Books

If your company is new and doesn't have any pre-
vious balances to enter, you can skip this section
and proceed to "Edit Checkbook Accounts."

If you purchase another BPI Enterprise system to
use along with the Accounts Receivable system, you
can use the Edit Historical Balances command to
record balances for any additional general ledger
accounts required by the new system.

> **NOTE:** Use this command to enter
> historical balances only; enter all
> balances for the current open period
> through the journals.

Any historical balance that you enter must be a
fiscal year-to-date balance. Many companies choose
to keep track of account balances from the previous
year for budgeting, forecasting, or comparative
purposes. Here are some examples of how your com-
pany might choose to use historical balances:

● **Previous year.** You can keep records of your
  account balances for each accounting period dur-
  ing the previous calendar year. Then you can
  produce balance sheets and income statements
  that compare current balances with those for the
  same period during the previous year. To keep
  these records, enter the fiscal year-to-date
  balances from the end of each period for all
  balance sheet, income, and expense accounts.

● **Current year only.** If you set up your system in
  the middle of your company's fiscal year, you
  may want to maintain past records only from the
  beginning of the current fiscal year. Enter the
  fiscal year-to-date balances from the end of each
  period.

● **Last period only.** If you don't need comparative reports and don't want to enter historical data for each accounting period, you can just enter year-to-date balances for the last closed period. Enter the ending fiscal year-to-date balances for the previous period only.

> **NOTE:** When entering historical balances, enter all credits as negative (with a minus sign) and all debits as positive.

The balance you enter for the Capital Income account should reflect net income or loss for the fiscal year-to-date. After entering your historical balances, enter the year-to-date net income or loss (that is, the difference between fiscal year-to-date balances for income and expense accounts as of the end of the previous period) into the Income Transfer account. Notice that you make entries to this account only when entering historical balances.

Now you're ready to practice entering historical balances for Corner. Let's say Corner wants to enter historical balances from the beginning of the current fiscal year. Since Corner's current period is June 1986 (period 6 in Corner's fiscal year), you need to enter balances for January through May, 1986.

* Select the Edit Historical Balances command.

The system displays each period for the past year, beginning with the most recently closed period. The first account ID in the chart of accounts also appears. If you want to add account history for this account, press Return. If you want to add history for a different account, enter the

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Setting Up the Books

appropriate account ID and then press Return. If
you can't remember the account ID you want, use
the Selector function to display the chart of ac-
counts.

* Enter **08020** to enter historical balances for
  account 0-802-0, Other Income.

The system automatically displays the account
name, and the cursor moves to the amount column
for Period 5. Enter the balances for Periods 1
through 5 of the current fiscal year, beginning with
Period 5. The balances you enter for each period
are ending fiscal year-to-date balances.

* At Period 5, enter **12879** (for $128.79).

* At Period 4, enter **11258.**

* Enter **9475** at Period 3, **7626** at Period 2, and
  5883 at Period 1.

You can continue entering balances for the earlier
periods displayed if you wish. You can also use the
Arrow keys to move back and correct any previous
entries. You can enter Y at the OK prompt to save
your entries and move to the next account.

For this demonstration, however, you don't want the
system to record your entries. Instead of entering
Y at the OK prompt,

* Press Esc to leave this command without re-
  cording your entries.

* Answer **Y** when the system asks if you're
  sure.

The G/L Edit menu returns to the screen.

If you need to make changes to the historical balances, select Edit Historical Balances and enter the appropriate account ID. The system displays the account history. Make the changes you want and then approve the entries by entering Y at the OK prompt.

After entering your historical balances, it's a good idea to select the Print General Ledger command from the G/L menu. You can then check the report to make sure you entered the balances correctly. It's also a good idea to make a backup copy of your company data to avoid accidentally losing the entries you've made and having to reenter them. You can make a backup diskette by choosing Backup Company under the Manage Company Data command, explained in the chapter entitled "Managing Disks and Data."

EDIT CHECKBOOK ACCOUNTS

Checkbooks represent bank accounts (checking accounts). When you enter cash receipts, the system credits the checkbook account or accounts you specify. If you own additional BPI Enterprise accounting systems, consult the owner's manual for those systems for information on other functions of checkbook accounts.

With the Edit Checkbook Accounts command, you can set up as many as nine checkbooks. You assign a general ledger cash account to each checkbook. You can assign one account for all checkbooks, use a different account for each one, or use a combination of these two methods.

Corner has a total of four checkbooks. Let's practice changing the second one.

Setting Up the Books

* Select the Edit Checkbook Accounts command from the. G/L Edit menu.

* Select Change from the choice box.

The system displays Number of Checkbooks, which indicates that Corner has a total of four. The cursor waits at Checkbook Number, which designates the number of the checkbook in which you want to make a change. When adding a checkbook, you can accept the number that the system automatically assigns or enter a number that you choose. When changing or deleting a checkbook, you must enter that checkbook's number.

* To change Corner's second checkbook, enter 2 at Checkbook Number.

The information for Corner's second checkbook appears, including the cash account ID (0-104-0) assigned to this bank account.

In the past, Corner has had the system print the company name on the checks it prints with the Accounts Payable and Payroll systems. Now that Corner has preprinted check forms, you need to change the two responses about printing checks.

* Press Return twice to move the cursor to Print Company Name on Checks and enter **N.**

* At Print Check Number on Checks, enter **N.**

The next prompt asks if you want to use bank reconciliation (an option if you have the Accounts Payable system) when you balance the checkbook. Corner wants to continue using bank reconciliation with checkbook 2.

* Press Return to accept the default response, Y.

If you enter Y to Print Check Number on Checks, the Starting Check Number is the number for the first printed check. If you enter N, the system uses this number as an automatic response when recording handwritten checks.

If you've already printed some checks, the system shows the next available check number.

The beginning check number of Corner's preprinted checks is 1001.

* Enter **1001** at Starting Check Number.

If you enter N at the OK question, you can go back and make additional changes.

* Enter **Y** to approve your entries.

If you need to make changes to another checkbook, you can do so now by entering its number at Checkbook Number. Corner doesn't want to make any further changes.

* Press Esc to return to the Edit menu.

You can add a checkbook at any time and change some of the checkbook information at any time.

You can delete a checkbook only at the end of a period. If you're using bank reconciliation for a checkbook, you can delete it only if it has no unreconciled checks or deposits. After you enter the checkbook number, the system displays the information on that checkbook so you can be sure that you're deleting the correct one. If it's the correct one, enter Y at the Delete prompt.

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EDIT A/R
COMPANY CONFIGURATION

With the Edit Company Configuration command on
the A/R Edit menu, you enter or change information
about how your company is configured for Accounts
Receivable. This command is <u>not</u> the same as the
Edit Company Configuration command on the G/L
Edit menu. You must run <u>both</u> commands when set-
ting up the books for your company.

To practice editing Corner's company configuration
for Accounts Receivable,

* Press Esc at the G/L Edit menu.

* Select Accounts Receivable from the Account-
  ing menu.

When you switch from General Ledger to Accounts
Receivable, the system prompts you for the Ac-
counts Receivable password.

* Enter **Renroc** at Password.

* Select the Edit Company Configuration com-
  mand from the A/R Edit menu.

When you select the Edit A/R Company Configura-
tion command, the system displays a series of
screens that prompt you for information about how
you wish to set up your company for receivables.

The first screen displayed is Screen 1 - G/L Con-
trol Accounts.

G/L CONTROL ACCOUNTS

In this screen you designate the general ledger
accounts the system requires for receivables account-
ing. The accounts you designate must already be
present in the general ledger chart of accounts. If
they are not already present, add them with the
Edit Chart of Accounts command.

You can enter either the account ID or the account
name to specify a general ledger control account.
If you don't make an entry at account ID, the sys-
tem prompts you for the account name.

Accounts Receivable

The Accounts Receivable control account balances
the sum of all credit entries made against sales
accounts in the Invoice Journal. The Accounts Re-
ceivable control account balance equals the sum of
all customer balances. Accounts Receivable is
0-111-0 in the automatic chart of accounts.

Cash Invoices

The Cash Invoices account is the general ledger
account that handles cash from the Invoice Journal.
Cash invoice entries in the Invoice Journal are
debited to the Cash Invoices account and credited to
the various sales accounts. Cash on Hand is
0-101-0 in the automatic chart of accounts.

Discounts

If your company gives discounts on customer sales,
you must assign a Discounts account to control the
total amount of discounts each period. Sales

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Discounts is 0-439-0 in the automatic chart of accounts.

Finance Charges

One additional control account may be necessary. If you apply finance charges to past due balances, you must assign a Finance Charges account to control the total amount of charges each period. A/R Finance Charges is 0-805-0 in the automatic chart of accounts.

If you don't need control accounts for discounts or finance charges, you can press Return to bypass these prompts.

* Press Return at each account to accept Corner's control accounts and continue to the next screen.

BILLING CYCLES

Now you specify whether you want to set up your company for a single billing cycle or multiple billing cycles. Multiple billing cycles enable you to bill customers at different times of the month. For example, you might bill half of your customers on the first of the month and half on the fifteenth.

Corner is set up for multiple billing cycles.

* At Multiple Billing Cycles, press Return to accept the response of Y.

PRINT COMPANY ADDRESS

You can choose to have the system print your company's name, address, and phone number on the statements you send to customers. When you're setting up a new company, press Return if you don't want this information printed (if you use pre-printed forms, for example). Enter Y if you do.

Corner wants the system to print its address on customer statements, so Y appears at Print Company Address on Statements.

* Press Return to accept this response.

BALANCE FORWARD OR OPEN ITEM

When you set up your customer accounts with the Edit Customers command, you designate each account as either balance forward or open item. (See the section entitled "Edit Customers" in this chapter for a description of the two types of customer accounts.) Here you tell the system which type of account you use most often. The account type you enter here appears as the default response when you add a customer account.

Corner has chosen to make most customer accounts open item.

* Press Return to accept O.

PRINT INVOICES

You can have the system print your invoices. When you're setting up a new company, N is the default response. Press Return if you do not want the

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system to print invoices, or enter Y if you do. You
don't have to print invoices if you enter Y here.

Corner entered Y to indicate that it wants the sys-
tem to print its invoices.

* Press Return to accept this response.

FINANCE CHARGES

A new screen appears, and you must first indicate
how you want to assess finance charges for revolving
charge account customers. There are two methods
of applying finance charges to customer accounts:
the Average Daily Balance Method and the Level
Method.

All customers other than revolving charge account
customers are automatically assessed finance
charges by the Level Method. (See the section en-
titled "Edit Customers" later in this chapter for a
description of the different types and subtypes of
customer accounts.) For revolving charge custom-
ers, you choose between the Average Daily Balance
Method and the Level Method.

Average Daily Balance Method

With this method, finance charges are based on the
average daily balance in the customer's account. If
you select this method, you also set the minimum
balance to which the system applies a finance
charge, and the percentage rate per accounting
period of the finance charge.

Corner uses the Average Daily Balance Method for
revolving charge customers, so it has entered Y at
the first prompt on this screen.

* Press Return to accept this response.

* Press Return to accept Corner's minimum balance of $1.00.

Corner has entered 1.50 for the rate (per accounting period) of the finance charge.

* Press Return to accept this response.

If you choose not to use the Average Daily Balance Method to calculate finance charges for revolving charge account customers, the cursor does not stop at the prompts for minimum balance or rate.

Level Method

With this method, you establish two levels of finance charges. For each level, you set the percentage rate and the minimum balance above which the charge is applied. You can enter percentage rates up to 99.99 percent.

Corner is set up with a Level 1 finance charge of 1.75 percent per month on balances of $1.00 through $500.00. The Level 2 finance charge on balances over $500.00 is 1.50 percent.

No finance charges are assessed on amounts below the minimum balance of $1.00.

* Press Return to accept the minimum balance.

* Press Return to accept Corner's Level 1 rate.

* Press Return to accept Corner's Level 2 rate.

4 Setting Up the Books

Next you enter the dollar amount above which you
want the system to apply the Level 2 finance
charge.

* Press Return to accept Corner's amount of
  $500.00.

REVOLVING CHARGES

If your company has balance forward customers with
revolving charge accounts, you set up the terms of
these accounts. You designate a minimum dollar
amount and the minimum percentage of the balance
due that you expect the customer to pay each account-
ing period. (The customer is billed for whichever
is greater.)

When you edit customers, you can change the mini-
mum dollar amount for individual customers. The
percentage you enter here, however, applies to all
revolving charge customers.

At Minimum Payment, Corner has entered $10.00.

* Press Return to accept this amount.

At % of Balance for Payment, Corner has entered
10.00%.

* Press Return to accept this amount and move
  to the next screen.

AGING PERIODS

In this screen you establish the aging periods by
which the system ages past due customer balances
(for balance forward customers) or invoices (for
open item customers). The system provides default

responses of 30-day aging periods, which you can accept by pressing Return at each period. If you want different aging periods, enter the number of days you want for each period.

Corner chose to accept the default responses.

* Press Return four times, at 0 to 30 Days, 31 to 60 Days, 61 to 90 Days, and 91 to 120 Days.

REVIEWING YOUR ENTRIES

You can review the entries you made by entering N at the OK question and then using PgUp and PgDn to look at each of the screens. If you want to make changes, move the cursor to the information you want to change and enter the new information. Then return to the OK question and approve your entries by entering Y.

You can move to the OK question at any time by pressing End.

* At OK, enter Y to approve the entries.

The system records any changes you make and returns to the Edit menu.

EDIT INVOICE JOURNAL PROMPTS

With the Edit Invoice Journal Prompts command, you can assign general ledger accounts as Invoice Journal prompts. These prompts appear on the screen automatically when you run the Enter Invoices command.

4 Setting Up the Books

Setting Up the Books

If you regularly credit certain income accounts for customer invoices, you can designate these accounts as Invoice Journal prompts. That way, you won't have to enter the same account ID's repeatedly when you enter invoices.

You can add, change, or delete Invoice Journal prompts at any time.

* Select the Edit Invoice Journal Prompts command.

ADDING PROMPTS

You can assign as many as 12 prompts to appear in this journal. (Corner has already assigned several Invoice Journal prompts.) You should add prompts in the order you want them to appear on the Invoice Journal data entry screen. You can add an account to the bottom of the list by moving the cursor to the first blank line.

You can specify the general ledger account in several ways. If you know the account ID, you can type the ID and press Return. Otherwise, you can use the Selector function to display the general ledger chart of accounts. Then highlight the account you want to add and press Return to add the account to your list of Invoice Journal prompts. Or you can press Return to skip the account ID prompt and use the Selector function on the account name.

* With the Down Arrow key, move the cursor to the first blank line.

* Enter * (an asterisk).

The system displays the chart of accounts. To add an account to the list of Invoice Journal prompts,

highlight the account and press Return. However, since you don't need to add any Invoice Journal prompts at this time,

* To leave this command, press Esc twice and answer Y when the system asks if you're sure.

The Edit menu returns to the screen.

CHANGING PROMPTS

To change a prompt, enter a new general ledger account ID over the account ID you want to change. The system then displays the name of the new G/L account.

DELETING PROMPTS

To delete a prompt, begin by positioning the cursor over the first digit of the ID of the account you want to delete. Press the Del key for each character in the ID. Then move the cursor to the account name and delete each character in a similar fashion.

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EDIT BILLING CYCLES

You can set up billing cycles and then group customer accounts by billing cycle so that you can bill the groups at different times during the accounting period. The system assigns a number from 1 to 9999 to each cycle. When you add customer accounts, you assign a billing cycle number to each account.

Setting Up the Books

You can enter automatic charges, enter finance
charges, print statements, print reports, and age
receivables balances by billing cycle.

Accounts Receivable comes with Billing Cycle No.
1 already set up. If you begin running the system
without customizing billing cycles, the system auto-
matically assigns Billing Cycle No. 1 to all exist-
ing customers. Billing Cycle No. 1 is Monthly,
which means customers are classified as being
billed monthly. If you want, you can change the
description for this cycle.

ADDING BILLING CYCLES

To practice adding billing cycles to Corner's
books,

* Select the Edit Billing Cycles command.

* Choose the option to add billing cycles.

The system automatically assigns cycle numbers
beginning with 1. If you wish, you can enter a new
number over the one displayed and the system will
continue numbering sequentially from that number.
Billing Cycle No. 1 is already set up, so the num-
ber 2 comes up automatically.

* At Cycle No., press Return to accept the
number.

You can enter a 20-character description of the
billing cycle.

* Enter **Customers A to K** at Description.

Now you can approve the billing cycle information
you've entered by entering Y at the OK question.

If you want to make changes, enter N, make the corrections, and then approve the billing cycle.

* At OK, enter Y.

You can see that the system has assigned 3 as the next billing cycle number. Now you can define another billing cycle if you wish.

* At Cycle No., press Return to accept the number 3.

* Enter **Customers L to Z** at Description.

* At OK, enter **Y** to approve your entry.

* Corner doesn't have any more billing cycles to enter now, so press Esc to leave this command.

CHANGING AND DELETING BILLING CYCLES

To change or delete customer billing cycles, enter the number of the billing cycle, and the system displays the information. To change a billing cycle, make the corrections and then approve the entry by entering Y at the OK question. To delete a billing cycle, enter Y at the Delete question. You can't delete a billing cycle that is assigned to a customer.

EDIT PAYMENT TERMS

Payment terms are the arrangements for payment that a company establishes with its customers. The Accounts Receivable system comes with Payment Terms No. 1 already set up. Payment Terms No. 1

Setting Up the Books

is NET 30, meaning payment is required within 30
days of billing.

With the Edit Payment Terms command, you can add
payment terms at any time after you configure your
company. Then, when you add customers with the
Edit Customers command, for each customer you spe-
cify which payment terms you want to apply.

For an open item customer, the system uses the pay-
ment terms you specify for that customer to calcu-
late the due date and discount date that automati-
cally appear when you run the Enter Invoices com-
mand. For an open item customer, the due date and
discount date are calculated from the date you enter
the invoice.

For a balance forward customer, the system uses
the payment terms for that customer to calculate
the due date that appears on the customer state-
ment. The due date is calculated from the date
you print the statement.

ADDING PAYMENT TERMS

To practice adding payment terms to Corner's
company configuration,

* Select the Edit Payment Terms command.

* Select the option to add payment terms.

Terms Number

Here you enter a number between 1 and 9999 to desig-
nate this set of payment terms. The system auto-
matically numbers the sets of payment terms in se-
quence. Accept the number the system assigns by

pressing Return, or enter a different number if you wish.

When you set up a customer account, you'll assign the account one of these numbers. The system then applies the payment terms that go with that number to the customer account.

* At Terms No., press Return to accept the number 2 displayed.

Description

You can enter up to 20 characters to describe the payment terms. The description will appear on customer invoices. For Payment Terms No. 2, Corner decided to offer a 2 percent discount for payment by the 10th of the month, and the invoice amount is due at the end of the month.

* At Description, enter **2% 10th Net EOM** (end-of-month).

Due Days

Due Days Type and Due Days tell the system the number of days within which a customer must make payment to avoid finance charges. You can indicate the day the payment is due in one of three ways. Due Days Type tells the system which way you want to designate the due day.

● An entry of E means the payment is due at the end of the month. The system automatically displays "EOM" for Due Days and skips to the next entry.

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- An entry of **M** means the payment is due on a particular day of the month, or date. The system will interpret the number you enter at Due Days as a date.

- An entry of **D** means the payment is due a certain number of days after the invoice is issued. The system will interpret the number you enter at Due Days as a number of days.

If you enter M or D, you then enter a number up through 31 (for M) or 365 (for D).

*   Enter E to indicate that the payment is due by the end of the month.

Discounts

EOM is displayed at Due Days and the system skips to Discount %. If the company allows a discount for prompt payment of customer accounts, you enter a percentage of up to 99.99 to designate the amount of the discount. The system inserts a decimal before the last two digits.

*   At Discount %, enter 200 to indicate a discount of 2 percent.

The cursor moves to Discount Days Type. Here you tell the system how to determine the day payment must be received for the customer to receive a discount. You have the same three choices (E, M, or D) as with Due Days Type.

*   Enter M to indicate that the payment must be received by a particular date for the customer to receive a discount.

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For this payment term, Corner has chosen to require payment by the 10th day of the month in order for the customer to receive a discount.

* Enter **10** at Discount Days.

Now you can approve your payment terms by entering Y. You can change the entry you just made by entering N, correcting the information, and then approving the payment terms.

* Enter **Y** at OK.

If you want to enter another set of payment terms that will apply to different customers, you can do so now. Since Corner doesn't have additional payment terms,

* Press Esc to leave this command.

CHANGING PAYMENT TERMS

You can make changes to previously entered payment terms at any time. To change a set of payment terms, enter the payment term number. The screen displays the set of terms, any part of which you can change. When the information is as you want it, approve the corrections by entering Y at the OK question.

Any subsequent transactions with customers assigned these terms are subject to the new terms. Any transactions carried out before you changed the terms are subject to the old payment terms.

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DELETING PAYMENT TERMS

You can delete a set of payment terms if it is not
assigned to any customers. To delete a set of
payment terms, enter the payment terms number.
When the system displays that set of terms, enter
Y at the Delete question to approve deletion.

EDIT AUTOMATIC CHARGES

Automatic charges are regular charges that you can
apply to any number of customers each accounting
period. For example, Corner charges two customer
accounts a flat fee for delivery service. You enter
the charges all at once and just once each period.

Each charge has an identifying number of up to four
digits, and at least one general ledger income ac-
count designated to receive the charges.

ADDING AUTOMATIC CHARGES

To practice adding an automatic charge to Corner's
books,

* Select the Edit Automatic Charges command.

* Choose the option to add automatic charges.

The automatic charge number identifies the charge.
The system assigns the next sequential number when
you add an automatic charge. You can accept the
assigned number by pressing Return, or you can en-
ter any other number between 1 and 9999.

* At No., press Return to accept the number 3
  displayed.

You can enter a description of up to 20 characters
for the automatic charge. This automatic charge
is for delivery.

* Enter **Special Delivery** at Description.

For each automatic charge, you must designate at
least one general ledger account to which the charge
will be distributed. If you want, you can distrib-
ute an automatic charge to as many as 12 G/L ac-
counts. When you enter the account ID, the system
automatically displays the account name. Corner
wants to distribute the charge to the Delivery
Charges account.

* Enter **08060** for the first entry under G/L
  Account.

Enter the amount of the automatic charge without
the decimal point, which the system inserts. The
maximum dollar amount you can enter for automatic
charges is $999,999,999.99.

* Enter **2000** for the amount.

The system prompts you to enter another account ID
for distribution. Since you distributed the full
amount to one account, you're through adding this
automatic charge.

* Press Return twice.

At Total, the system keeps a running total of the
amounts that you've distributed to G/L accounts for
this automatic charge.

Once you've finished entering the information for
an automatic charge, you approve the entry by enter-
ing Y. If you want to make changes, enter N, cor-
rect the information, and then approve the entry.

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the Books

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* At OK, enter **Y** to approve this charge.

Now you can enter another automatic charge. Since Corner doesn't have any more charges to add at this time,

* Press Esc to leave this command.

CHANGING AUTOMATIC CHARGES

To change an automatic charge, enter the automatic charge number. The screen displays the information for that charge, any part of which you can change. When the information is as you want it, approve the corrections by entering Y at the OK question.

DELETING AUTOMATIC CHARGES

You can delete an automatic charge at any time if it is not assigned to any customers. Enter the automatic charge number. When the system displays the information for that charge, enter Y at the Delete question to approve deletion.

EDIT CUSTOMERS

The Edit Customers command enables you to add or delete customers or change customer information. You can add new customers to your system at any time. You can set delete pending for a customer at any time; the Close Period command deletes customer accounts with delete pending only if the customer has a balance of zero.

When you add or change customer accounts, you can enter year-to-date and life information for high

balances, times billed, and finance charges. You can add or change this information any time.

ADDING CUSTOMERS

To practice adding customers to Corner's books,

* Select the Edit Customers command.

* From the choice box, select Add.

Customer ID

Each customer must have an identification code of up to six digits. If you number customers consecutively, the system supplies the next number when you add customer accounts. Read the Info text for an explanation when you're adding customers. You can also enter * (an asterisk) to see a list of existing customers' names and ID's.

Corner numbers customer accounts consecutively. The last customer added was number 20, so the system assigns 21 as the next customer ID.

* Press Return to accept the ID.

Customer Name and Address

You can use up to 40 characters for a customer name. When you enter an individual customer's name, enter the last name first, separated from the first name by a backslash, so the system can alphabetize by last name. If the customer is a company, enter the name just as it is.

* Enter Friday\Walter at Name.

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You can enter up to 29 characters on each of 3 lines
for the customer's mailing address. Press Return
at any of the lines you want to leave blank.

* Enter **1412 Bridgeport Cove** on the first line.

* Enter **Huntsville, RI** on the second line.

* Enter **90347** on the third line.

You may enter the customer's telephone number of
up to 16 characters. If you don't want to enter it,
press Return to leave the line blank.

* At Phone, press Return to omit the phone
  number.

Account Type

A customer account can be one of two types: balance
forward or open item.

Balance Forward. With balance forward customers,
each transaction made during the current period
appears in detail on the customer statement one
time. When you age receivables for this customer,
the system deletes transaction detail from the
records, carrying forward only the cumulative bal-
ance of all invoices, payments, and adjustments to
the account. When you enter receipts, the system
applies payments to the total balance due, beginning
with the balance in the oldest aging period.

Open Item. When you enter an invoice for an open
item account, the system keeps the invoice open on
the books until the invoice is paid in full.

When you enter receipts, you apply a customer's
payment against a specific invoice that you specify.

Or if you enter All instead of an invoice number, the system applies the payment first to any finance charges and then to any open invoices, beginning with the oldest and working forward to the most recent entry.

When you configure your company, tell the system you want either B for balance forward or O for open item to appear automatically as you add each customer account. Then when you add customers, at the Account Type prompt you can press Return to accept the default response or enter the other method.

Corner's default response at Account Type is O (for open item).

* Press Return to accept open item for this customer account.

Account Subtype

To further define account types, you assign each customer account to one of three subtypes:

A **Regular Accounts Receivable Account.** The system ages all Subtype A balances that remain past due and calculates any finance charges you set up on that past due amount. All open item customer accounts are of this subtype.

V **Revolving Charge Account** (balance forward customers only). Customers with a revolving charge account must make a minimum payment each period. The payment required is the higher of two amounts: a minimum dollar amount or a percentage of the total outstanding balance. When you enter V at Subtype, the system displays the minimum payment amount you entered for revolving charge customers when you

configured the system for Accounts Receivable.
You can change this amount for individual
customers if you wish.

Finance charges are applied to the current
balance, minus current charges and prior finance
charges.

F Fixed Payment Accounts (balance forward custom-
ers only). Fixed payment customers pay a fixed
dollar amount each billing period until the bal-
ance is paid in full. Fixed payment customers
pay no finance charges unless they miss a pay-
ment, in which case charges are applied to the
missed payments.

* At Subtype, press Return to accept A for a
  regular accounts receivable account.

Customer Category

Customer category is an optional designation that
you can use to group customers for your convenience.
For each category, you assign a unique code of from
one to six characters. At this prompt, enter the
appropriate code for each customer, or press Return
if you do not want to use customer categories.

* Enter **0** at Category.

Finance Charges

At this point, you tell the system whether you want
to apply finance charges to the customer account.
If you enter Y, the system applies the appropriate
finance charges to this customer account when you
run the Enter Finance Charges command.

If you enter N, you waive all finance charges for this account, regardless of customer type.

There are two methods of calculating finance charges (determined when you configure your company for Accounts Receivable). The Average Daily Balance Method (for revolving charge customers only) calculates a percentage on the customer's average daily balance. The Level Method calculates a percentage on balances up to a certain amount, above which you can apply a different percentage.

   * At Finance Charge, press Return for Y, to apply finance charges.

Credit Limit

You can assign any dollar amount as a credit limit for a customer. When you enter invoices, the system tells you if the account balance exceeds the limit. If the customer has no credit limit, press Return.

   * Enter **50000** at Credit Limit.

Delete Pending

You can mark the account to be deleted by entering Y at Delete Pending. If the account has a balance of zero, the system deletes it when you close the receivables period.

To avoid confusion after deleting a customer account, wait at least one accounting period before reassigning the customer ID to a new customer.

   * Press Return to accept the default response of N for No.

Setting Up the Books

Invoice Journal Prompts

With the Edit Invoice Journal prompts command,
you can assign general ledger accounts as prompts
for the Invoice Journal. They appear automatically
on your journal data entry screens so that you won't
have to enter the same account ID's repeatedly.

Instead of using generalized Invoice Journal prompts
for all your customer accounts, you can choose up to
four customer-specific prompts to guide you in en-
tering data. For this customer only, the prompts
you choose here replace the general ledger prompts
designated for the Invoice Journal. If you want to
use your regular Invoice Journal prompts for this
customer, press Return at each prompt number and
name.

Corner wants only two prompts to appear for this
customer.

* Enter **04011** at IJ Prompt #1 and **02030** at IJ
  Prompt #2.

* Press Return four times (at the account ID
  and name prompts for Invoice Journal prompts
  3 and 4).

Payment Terms

The system now prompts you to enter the number
designating the payment terms for this customer.
When Corner set up payment terms (with the Edit
Payment Terms command), it accepted the default
response for Payment Terms No. 1 of NET 30, mean-
ing payment is due within 30 days of billing. Cor-
ner wants to assign Terms No. 1 to Customer 21.

* Press Return to accept 1 at Payment Terms.

Billing Cycles

Now the system prompts you for the billing cycle
for this customer. (You define and number billing
cycles with the Edit Billing Cycles command.)
For this customer, Corner wants to use the default
response of 1.

*   At Billing Cycle, press Return to accept the
    default response.

Automatic Charges

You number and define automatic charges with the
Edit Automatic Charges command. If you want this
customer to pay one of your automatic charges, en-
ter the number of that automatic charge.

*   Enter 1 at Automatic Charge No. (delivery
    charge).

Customer Historical Information

If you have historical information about a customer
account, you can enter this information at the
prompts on this screen. The system updates his-
torical information as you make journal entries.
The information you can enter is explained below.
(You won't make any entries for this customer.)

Finance Charges YTD. Year-to-date (YTD) finance
charges is the total amount of finance charges the
customer has paid for the current year. If you
want to keep track of finance charges year-to-date,
enter the amount.

*   Press Return to leave the space blank.

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Total Charges YTD. The year-to-date total charges is the total amount charged to a customer account for the current year.

* Press Return.

High Balance Life. This is the highest balance incurred in the life of the account.

* Press Return to leave High Balance Life blank.

Current Balance. The system maintains the current balance of each customer account. You can't enter anything here; the system calculates and displays this amount from the historical balance (if any) you entered with the Edit Customer History command, plus current activity in the journals (if any).

Last Transaction Date. The system keeps track of the date on which you enter a transaction affecting each account and records that as the last transaction date.

* Press Return.

Times Billed YTD. This is the number of times an account has been billed since the beginning of the current year.

* Press Return.

Times Billed Life. This is the number of times an account has been billed during the life of the account.

* Press Return.

Times Past Due YTD. This is the number of
times an account has been past due in the current
year.

* Press Return.

Times Past Due Life. This is the number of
times an account has been past due in the life of
the account.

* Press Return.

You have a chance to check and correct your entries
before you approve them. To review your entries,
enter N at the OK question. Then use the PgUp and
PgDn keys to move forward and backward through the
screens.

* At OK, enter **Y** to approve this customer
  account.

You're ready to add another customer account.
Since Corner doesn't have any more customer ac-
counts to add,

* Press Esc to leave this command.

CHANGING CUSTOMERS

You can change the customer address, phone number,
category, finance charge indicator, credit limit,
and historical information at any time. After
closing the period, you can change the customer type
if the account balance is zero. The system updates
the current balance automatically as you make
journal entries.

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Setting Up the Books

DELETING CUSTOMERS

You can set delete pending for a customer at any
time. The Close A/R Period command deletes the
customer account only if the account balance is zero
and shows no current activity.

EDIT CUSTOMER HISTORIES

You can add open item or balance forward customer
information from a previous set of company books
to your new system. The system uses this infor-
mation to correctly age customer accounts. You
can add historical information for customer ac-
counts until you close an accounting period for the
first time.

If you add customer histories, you should make sure
the total of all customer balances equals the A/R
control account balance. You can enter the his-
torical balances for general ledger accounts with
the Edit Historical Balances command on the G/L
menu.

ADDING AN OPEN
ITEM CUSTOMER HISTORY

First let's see how to add an open item customer
balance history.

* Select the Edit Customer Histories command.

* Choose Open Item at the choice box.

When you enter the ID of the customer account for
which you want to add account history, the system
displays the customer's name and account subtype.

* Enter **21** at ID.

Now you enter the unpaid balances of any invoices
remaining open on this customer's account. You
can enter up to 12 invoices for each open item cus-
tomer account. The total for open invoices is the
customer's current balance up to the present period.

* Enter **5784** at Invoice.

Enter the invoice transaction date in the format
MMDDYY. The system will insert slashes.

* Enter **051486** at Trans Date.

The system displays the invoice due date using the
payment terms you assigned to the customer ac-
count. You can press Return to accept the due
date, or you can change it by entering a different
date over the displayed date.

* Enter **070186** at Due Date.

Enter the amount of the invoice in dollars and
cents. The system will insert the decimal point
for you.

* Enter **85000** at Amount.

Now you can enter another invoice to this open item
customer.

* At Invoice, press Return to indicate that
there are no more invoices to enter to this
customer history.

The system asks you to approve your entries. For
this demonstration, do not approve the entry. (If
you approve the entry, since you do not adjust the
A/R control account with the Edit G/L Historical

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the Books

Setting Up the Books

Balances command as part of this demonstration,
your A/R account balance will not equal the sum of
the individual customer balances.)

* Press Esc at the OK question.

* Enter **Y** when the system asks if you're sure.

The Edit menu returns to the screen.

ADDING A BALANCE
FORWARD CUSTOMER HISTORY

Now look briefly at a balance forward customer his-
tory.

* Select the Edit Customer Histories command.

* Choose Balance Forward at the choice box.

* Enter **7** at ID.

As-of Date. For the as-of date, enter the date
from which to determine the age of customer bal-
ances. This date is usually the ending date of the
last closed period.

* Press Return to accept the default as-of date,
6/30/86.

Due Dates. The system displays a series of due
dates based on the as-of date you enter. You can
accept the displayed dates or change them. You
will enter the portion of the customer's historical
balance that was due on each due date.

Aging Periods. You enter the customer's historical
data on the left side of the screen. To the right,

the system displays the receivables aging periods.
The amounts you enter on the left side of the
screen are automatically entered in the appropriate
periods to the right. The system compares the due
date for each amount you enter with the as-of date
to determine into which aging period the amount
falls.

Credit/Not Past Due. If the customer's historical
balance is a credit, enter the amount (with a minus
sign) at Credit/Not Past Due.

For revolving and fixed payment customers only, if
the customer's historical balance is a debit, enter
at Credit/Not Past Due the amount the customer
owes that is not past due, due current, or a finance
charge. Enter a positive amount, without a minus
sign.

Finance Charge. In this field, enter the portion of
the customer's historical balance that represents
finance charges.

Due Current. The system displays the as-of date
for the current due date. You can accept this date
or change it to a date later than the as-of date.
For the amount due current, enter the portion of
the customer's historical balance that is due on the
date indicated.

Past Due. After you enter the amount and date for
due current, enter the portions of the customer's
historical balance for each past due period.

After entering past due amounts, you would approve
any entries by entering Y at the OK question. To
make changes, enter N, make the corrections, and
then approve the entries. A screen appears for the
next customer's historical balance.

4 Setting Up the Books

Setting Up the Books

For this demonstration, you don't need to enter any amounts for this established Corner customer account.

* Press End to move to the OK question.

* Enter **Y** at the OK question.

Since Corner has no more customer historical balances to enter,

* Press Esc to leave this command.

CHANGING HISTORICAL BALANCES

You can make changes in customer account historical balances only until you close the period for the first time. After that, you can't change a customer account history.

To make changes before the first end-of-period, enter the customer ID. For balance forward customers, the information you've already entered is displayed for you to make corrections. For open item customers, type the number of the invoice you want to correct and make the corrections on the displayed invoice.

After making the changes you want, you approve the entries by entering Y at the OK question.

CHECKLIST FOR
CREATING A SET OF BOOKS

The following checklist outlines the steps necessary
to set up your company and to transfer your books to
the new system. (If you have already set up your
company data for another BPI Enterprise system,
you have already completed the first five of these
steps and do not need to repeat them.)

___ 1. Select the Create Company command and en-
        ter the required information. You may
        want to review Table 4-1 to help you decide
        whether to choose the automatic chart of
        accounts for your company.

___ 2. Use the Edit Chart of Accounts command if
        you chose to use the automatic chart of
        accounts and wish to revise it, or if you
        need to enter the chart of accounts for your
        company from scratch.

___ 3. Run the Edit Company Configuration com-
        mand on the G/L Edit menu to enter general
        information about your company configura-
        tion.

___ 4. If you want to assign a password for G/L,
        enter a Password with the Change Password
        command on the G/L menu.

___ 5. If you want to keep historical balances,
        enter them with the Edit Historical Bal-
        ances command.

___ 6. Run the Edit Checkbooks command to set up
        the checkbooks for your company.

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the Books

Setting Up the Books

___ 7. Run the Edit Company Configuration command on the A/R Edit menu to configure your company for receivables.

___ 8. If you want to assign a password for A/R, enter a password with the Change Password command on the A/R menu.

___ 9. Run the Edit Invoice Journal Prompts command to designate the general ledger accounts you want to appear as Invoice Journal prompts.

___ 10. Run the Edit Billing Cycles command to set up the billing cycles you will assign to customers.

___ 11. Run the Edit Payment Terms command to set up the payment terms you will assign to customers.

___ 12. Run the Edit Automatic Charges command to set up any automatic charges you will assign to customers.

___ 13. Run the Edit Customers command to add customers to your system.

___ 14. If you want to enter customer account histories, do so with the Edit Customer Histories command.

When you complete these steps, you're ready to begin entering transactions for your company. The exercises in the next chapter give you a chance to practice entering transactions for Corner.

5 **Entering Data**

5
Entering Data

This chapter contains exercises that teach you how
to enter data to the Accounts Receivable system
using the books already set up for the Corner Home
Improvement Center. You will find general explana-
tions about the system as you perform the exer-
cises, so follow the steps in order.

ENTER INVOICES

The Invoice Journal is a journal of all sales for
which you write invoices. You can enter the fol-
lowing types of transactions to the Invoice Journal:
normal sales on customer charge accounts, cash
sales, credit and debit memos, and voided invoices.

When you enter a credit sale, the system credits
the sales and tax accounts that you specify. The
system makes a balancing debit entry to the
Accounts Receivable control account and to the
customer account. For each type of entry you can
make in the Invoice Journal, Table 5-1 at the end
of this chapter summarizes which types of accounts
you credit or debit and which accounts the system
debits or credits automatically.

Entering Data

In this part of the demonstration you will prac-
tice--

● Entering and printing an invoice for an open item
  customer.

● Entering an invoice for a balance forward cus-
  tomer.

● Entering a credit memo.

● Entering a cash sale invoice.

Now practice running the Enter Invoices command by
entering a credit sale for an open item customer
account.

   * Bring the A/R Enter menu to the screen and
     select the Enter Invoices command.

ENTERING AN INVOICE
FOR AN OPEN ITEM CUSTOMER

Figure 5-1 is an invoice for an open item customer.
It will stay on your books until you record full
payment for it in the Receipts Journal.

The entry number (1 of 1) on the screen tells you
that this is the first entry of the current series,
or batch. The general ledger period reflects infor-
mation from Corner's financial calendar. You can
change from the general ledger period displayed by
entering the number of your other open period over
the period displayed.

The system automatically displays today's date.
If this is not the correct date of the invoice, you
can type the correct date over the date displayed.

Figure 5-1 Invoice for an Open Item Customer

* Enter **061686** for the actual date of the invoice.

Transaction Type

Now you indicate whether you're entering a normal invoice (NI), cash invoice (CI), credit memo (CM), debit memo (DM), or void invoice (VI). Your entry at Trans (Transaction) Type classifies the invoice and also determines the kind of data you must enter to complete the invoice.

The system automatically displays NI at Trans Type. A normal invoice takes care of this regular credit sale.

* Press Return to accept normal invoice.

Entering Data

The system displays a description that corresponds
to the transaction type you enter. The word Charge
appears at Description for normal invoices. You
can type your own description (up to 20 characters)
over the word Charge if you wish.

* Press Return to accept Charge as the descrip-
  tion.

Customer ID

You assign each customer account an ID when you
set up your company. When you're entering invoices
and type the customer ID, the customer's name ap-
pears. (You don't need a customer ID for cash in-
voice or void invoice transactions.)

If you don't remember the customer ID, you can use
the selector function (by typing an asterisk) at
either the ID or Name prompt to call up your cus-
tomer list and make your selection.

* For this regular credit invoice, enter 5 for
  customer ID.

Invoice Number

The next available invoice number in sequence is
displayed. You can change the invoice number to
any combination of characters if you want, but the
system only numbers invoices automatically when
you use numbers.

* Press Return to accept the invoice number.

Due Date and Discount Date

When you enter the customer's ID, the system
checks to see if the customer has a balance forward
or open item account. For open item accounts like
this one, the system calculates and displays a due
date. If the customer takes a discount for early
payment, the system also displays the discount
date. These dates are based on the transaction date
you entered and the payment terms you assigned this
customer when you added the customer account. You
can change the due date and discount date or press
Return to accept them both.

   *   Press Return twice to accept the due date and
       skip the discount date.

Remarks

You can enter one line of remarks (up to 40 char-
acters) to appear in the Invoice Journal.

   *   Press Return to bypass Remarks.

Invoice Journal Prompts

The system now displays the ID's of up to 12 gener-
al ledger accounts that you can credit for the trans-
action. When you set up your company books, you
specify in two ways the account ID's to appear as
Invoice Journal prompts:

●   With the Edit Invoice Journal Prompts command,
    you can specify up to 12 accounts that are most
    likely to be affected by your Invoice Journal
    transactions.

5 Entering Data

Entering Data

● With the Edit Customers command, you can se-
lect up to 4 accounts to be individualized cus-
tomer prompts.

If you don't set up any customer prompts with Edit
Customers, when you enter invoices the system dis-
plays the accounts you set up as Invoice Journal
prompts.

* Press Return to accept Sales-Lumber.

Dollar Amounts

The system assumes that the last two digits of any
dollar amount you enter are cents. If you type the
dollar amount incorrectly, press Return. Then
press the Up Arrow key and retype the amount.

* Enter **4599** to credit $45.99 to the account
displayed, Sales-Lumber.

* Press Return twice to bypass the next ac-
count, Sales-General.

* Press Return to accept the account prompt
0-203-0.

* Enter **198** at Sales Tax Payable.

Additional General Ledger Accounts

Now you can enter other general ledger accounts (if
any) affected by this transaction, up to a total of
12. In this case, there are none.

* Press Return twice to show that you have no
more accounts to enter.

Correcting an Entry

The OK prompt gives you a chance to check over your entries. Respond with N for no if you see that you've made a mistake.

In this case, you see that you've entered the sales tax amount incorrectly. The sales tax should be $1.89, not $1.98.

To move back up the screen from the bottom, type N and press the Up Arrow key. Then press the Up Arrow key repeatedly until you reach the item to be corrected.

To go directly to the top of the screen from the OK prompt, type N and press the Return key or the Down Arrow key.

* Enter **N** (with the Return key) at the OK prompt. Then use the Return key to move to the Sales Tax Payable amount.

* Enter **189** to correct the sales tax amount and press Return twice at the additional account prompt.

* Now that the entries are correct and complete, enter **Y** at the OK prompt.

Invoice Information

Corner is set up to print invoices. Now you can enter the information you want to appear on this customer's invoice. The system displays the invoice number and the date again on this screen, although you can't change them now.

5 Entering Data

Entering Data

You can enter up to eight numbers and letters for
the purchase order number or leave it blank by
pressing Return. If you enter a # symbol, the
system won't print this invoice.

* Enter **674215** at Purchase Order No.

The system displays the payment terms assigned to
this customer at Terms. You can enter a different
message up to 20 characters long or press Return to
accept the terms displayed.

* Press Return to accept the terms displayed
  and move the cursor to Sold To.

You can change the name and address displayed or
press Return to accept them. Up to four lines are
provided for the name and address.

* Press Return on each line of the name and
  address to accept them and move the cursor to
  Ship To.

Again, you can change the displayed name and
address if you want to ship to someone other than
the customer who purchased the goods or to another
address. Up to four lines are provided for the
name and address.

* Press Return on each line of the name and
  address to accept them and move the cursor to
  the OK question.

* Make sure the customer's name and address
  are correct, enter N if you need to make cor-
  rections, and then enter **Y** at the OK prompt.

The inventory item number can be up to 12 charac-
ters, or you can press Return if the item doesn't
have a number.

* Enter **110** at Item Number.

The description of the item can be up to 20 charac-
ters. Or you can press Return and no description
will be printed on the invoice.

* Enter **4 x 8 x 1/4 Plywood** for the description.

You can enter a number from 0.00 to 9999.99 for
the number of units of the item that were sold.

* Enter **500** at Billing Quantity (for 5.00).

You enter the price of a single unit. The system
calculates the price of the total purchase and dis-
plays it under Extension.

* Enter **900** at Price (for $9.00).

You can include more than one item in an invoice.
After you complete the information for the first
item, the system returns to the item number
prompt. Then you can enter the number, descrip-
tion, quantity, and price for additional items you
want to include in this invoice.

* Enter **185** at Item Number.

* Enter **Latch** at Description.

* Enter **100** (for 1.00) at Billing Quantity.

* Enter **99** (for $.99) at Price.

Now you enter the sales tax for the total invoice.

* Press Return twice to proceed to Sales Tax.

* Enter **189** for the sales tax.

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Entering Data

At Discount, you have the opportunity to enter any trade discounts that apply to the total sale.

*   Press Return to indicate no trade discount for this sale.

Check the information on the invoice. The Invoice Journal (IJ) total and the Net Due amount must be equal. Enter N if you need to make any corrections.

*   Enter **Y** when the invoice is complete and correct.

Saving or Printing the Invoice

You can save this invoice on the disk for printing later or print it now. Enter Y if you want to print it now. To print invoices, the system must be set up to print to the printer. (Preparing the printer is discussed in Chapter 6.)

Enter N if you want to print the invoice later. The system saves the invoice and goes to the next invoice entry screen.

*   Enter **N** to save the invoice.

You are ready to enter another invoice.

ENTERING AN INVOICE FOR A BALANCE FORWARD CUSTOMER

Figure 5-2 is an invoice for a balance forward customer. For balance forward customer accounts, you apply the customer's payment against the total unpaid balance of all outstanding invoices, rather than against a specific invoice.

Figure 5-2 Invoice for a Balance Forward Customer

The date you entered for the previous invoice is displayed for the invoice date.

* Press Return three times to accept the default responses for date, transaction type, and description.

* Enter **18** for the Customer ID.

The system displays the name of the customer, Margaret Peterson, and the cursor stops at Invoice Number.

* Press Return to accept the invoice number displayed, 6019.

* Press Return to bypass Remark.

You can change the name and address if you want to ship to someone other than the purchaser.

* Press Return to accept the name.

* Enter **9587 Seventy-Seventh St. New York, NY 10104** over the old address.

* Make sure the names and addresses are correct and enter **Y** at the OK question.

* When a new screen appears, enter **238** at Item #.

* Enter **Sink** at Description.

* Enter **100** (indicating 1.00) at Billing Qty.

* Enter **9736** ($97.36) at Price.

* Press Return twice to move the cursor to Sales Tax.

* Enter **388** for the sales tax for the total invoice.

At Discount, you enter any discounts that apply to the total sale. This customer receives a preferred customer discount.

* Enter **884** for the discount.

Look over the invoice. The IJ total and the Net Due should be $92.40. Enter N if you need to make any corrections.

* Enter **Y** when the invoice is complete and correct.

5 Entering Data

Entering Data

If you enter N, the system saves the invoice for
printing later with the Print Customer Invoices
command.

* Enter N at Print Invoice.

ENTERING A CREDIT MEMO

A credit memo credits the Accounts Receivable con-
trol account and customer account for the amount of
the memo. You specify the sales and sales tax
accounts to debit. The effect is to reverse or
partially reverse earlier entries to a customer's
account. Remember to enter the dollar amount for
a credit memo with a minus sign.

The information for the credit memo you are about
to enter is shown in Figure 5-3.

Figure 5-3   Credit Memo

* Enter **063086** for the date.

* Now, enter **CM** to indicate that you're entering a credit memo.

* Press Return to accept the description and enter **19** for the customer ID.

You can accept the default invoice number, assign the credit memo a unique invoice number, or give it the same number as the original invoice for the sale.

* Press Return to accept the next invoice number.

Now you indicate the invoice against which to apply the credit for this open item customer. (This prompt doesn't appear when you enter a credit memo for a balance forward customer.) You can use the Selector function (type an asterisk) to see a list of outstanding invoices for this customer.

* For now, enter **5444** at Apply to Invoice No.

* Enter **Mdse returned--Project cancelled** at Remark.

* Press Return for the first account prompt and enter **8222-** for the amount (don't forget the minus sign).

* Press Return three times to move to the Sales Tax Payable amount and enter **534-** for Sales Tax Payable.

* Press Return twice at the next account prompt, and enter **Y** at the OK prompt.

5 Entering Data

Entering Data

* Enter # to suppress printing of the invoice.

* Enter Y at the OK question.

ENTERING A DEBIT MEMO

A debit memo debits the Accounts Receivable con-
trol account and customer account for the amount of
the memo. You specify the sales and sales tax
accounts to credit. The effect is to increase an
earlier entry to a customer's account.

To enter a debit memo, enter DM for the transac-
tion type and enter the information. Don't use
minus signs to enter debit memo dollar amounts.

You don't need to enter any debit memos as part of
this demonstration.

ENTERING A CASH SALE

The system separates cash sales from credit sales
and records both in the appropriate general ledger
accounts. Figure 5-4 is an invoice for a cash sale.

* Press Return to accept the date.

* Enter CI (cash invoice) at Transaction Type.

* Press Return to accept the description.

This one-time customer doesn't have an ID.

* Press Return to skip the ID prompt.

* Press Return to skip the customer's name.
(If you want, you can enter the name at
Remarks.)

Figure 5-4 Cash Sale Invoice

* Press Return two times to accept the invoice number and skip remarks.

The items sold were lumber supplies. Now you distribute the amount to Sales-Lumber.

* At 0-401-1, press Return and enter **2500** for the amount.

* Press Return twice to skip the next account prompt.

* Press Return at Sales Tax Payable, and enter **125** for the amount.

* Press Return twice at the blank account prompt, and enter **Y** at the OK prompt.

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Entering Data

Because this is a cash sale, you don't want to print
this invoice. The system records the cash sale and
moves to the next invoice entry.

* Enter # instead of a PO number to suppress
  printing, and enter **Y** at the OK question.

VOIDING INVOICES

If your company uses prenumbered invoices, you may
want to record invoices that have been voided. This
example shows you how to void the next invoice.

* Press Return to accept the date.

* Enter **VI** at transaction type.

* Press Return to accept the invoice number.

* Enter **Y** at the OK prompt.

The system voids the invoice, and you can't use the
invoice number again. The invoice number appears
in the journal report as voided.

ENDING THE BATCH

After entering a group of invoices, press F5:Batch
to indicate you are ready to batch the entries.

* Press F5:Batch at the date.

Reviewing Entries

When you press Batch, the system gives you a chance
to review your entries before you accept the batch.
To review the batch before you write it to the

disk, you enter N at the Batch OK question and use the F6:Review function key to review and correct the entries. To practice using the Review function,

*   Enter **N** at the Batch OK prompt.

*   Press F6:Review.

The cursor moves to Entry Number.

*   Enter **1.**

The system displays the information you entered for customer 5, Cynthia Moody, and the cursor is at the OK question. After reviewing the information on this screen,

*   Enter **Y** at the OK question.

The system displays the second screen for this customer, containing invoice information.

*   Enter **Y** at the OK question.

The system displays the third screen for this customer, with the cursor at the OK prompt.

*   Enter **Y** at the OK prompt.

*   Answer **N** to indicate you don't want to print the invoice.

The system now displays the data you entered for the second entry of the batch.

Correcting an Entry in Review Mode. To correct an entry in review mode, enter the number of the entry at Entry No., answer N at the OK question if any of the information displayed is in error, move the

Entering Data

cursor to the desired location, and enter the new
data over the old.

Correcting Entries After Approving the Batch. To
make corrections to an entry after you approve the
batch, you can make a reversing entry in the Invoice
Journal or an adjusting entry with the Enter Custom-
er Adjustments command, discussed later in this
chapter.

Deleting an Entry in Review Mode. To delete an
entry, press the F7:Del Entry key while in Review
mode. The system then asks if you're sure you
want to delete. Answer Y to make the deletion.

Approving the Batch

When you approve the batch, the system writes the
entries to the disk. Since you don't need to review
the remaining entries in the batch for this demon-
stration, with the cursor at the OK prompt,

* Press F5:Batch.

* Enter Y at the Batch OK prompt.

Since you have no more entries,

* Press Esc to leave this command.

If you try to leave the Invoice Journal without
batching your entries, the system tells you there
are uncommitted entries in the batch (entries not
yet written to the disk). A message asks if you
still want to leave. If you respond Y, a message
asks if you wish to save the batch. If you respond
Y, the system saves the entries but doesn't write
them to the disk. When you reenter the command,
the next data entry screen in this batch appears.

ENTER RECEIPTS

You record cash receipts from customers in the
Receipts Journal. As customers make payments on
their accounts, the system debits the checkbook cash
accounts you specify on the screen and credits the
Accounts Receivable control account and the
customer's account.

If the customer making the payment has a balance
forward account, the payment applies to the total
unpaid balance, beginning with the oldest aging
period. If the customer has an open item account,
you apply the payment to a specific invoice or to
all open invoices (in which case the payment
applies to finance charges first, then to the oldest
open invoice).

When you enter receipts other than customer
payments, the system debits the checkbook cash
account and credits the general ledger account(s)
you enter.

In this part of the demonstration you learn to--

● Enter a payment from an open item customer.

● Enter a payment from a balance forward
customer.

● Enter receipts from other sources.

● Review and end the batch.

To practice making entries to the Receipts Journal,

* Select the Enter Receipts command.

The displayed G/L Period and Date are based on
today's date. If you want, you can back up and

Entering Data

change to the other open general ledger period. You
can also change the date by entering the new date
over the one displayed.

* Press Return to accept the date.

ENTERING CHECKBOOK INFORMATION

You must specify the general ledger checkbook
account you want to debit with this batch of
entries. If you have more than one checkbook
account, you should organize your entries in batches
according to the account to be debited. You set up
checkbook accounts and assign them names with the
G/L Edit Checkbook Accounts command.

* Enter 1 at Checkbook No.

Corner's #1 checkbook account name (City Nation-
al), the G/L account ID, and the name of the gener-
al ledger account are displayed.

The deposit number can be up to seven characters.
You can enter the deposit slip number or any num-
ber that is meaningful to you.

If you also purchased the BPI Enterprise Accounts
Payable system, you can use the deposit number to
identify deposits when you reconcile your books with
the Enter Bank Reconciliation command. The system
doesn't automatically number deposits as you enter
transactions to the Receipts Journal.

* Enter 635 at Deposit No.

Enter Y to approve the entry or N if you want to
change it.

* Enter Y to approve the entry.

ENTERING A PAYMENT
FROM AN OPEN ITEM CUSTOMER

The system displays the Entry Number and Check-book Number and prompts for the G/L Period, Date, and Transaction Type.

The Entry Number keeps track of the number of entries you make in each batch of receipts. The G/L Period and Date are based on today's date and the G/L periods that are currently open. The Transaction Type displayed is N for Normal customer. To enter other kinds of receipts, change Transaction Type to O (for Occasional).

 * Press Enter three times to accept the displayed G/L period, Date, and Transaction Type.

When you enter N at Transaction Type, the system displays the screen for Normal customers.

Customer ID

Enter the ID of the customer who is making the payment. When you enter the ID, the system displays the customer's name and total balance due and the cursor moves to the word Payment at Description.

Corner's first payment is from Cynthia Moody, customer 5, an open item customer.

 * Enter 5 at Customer ID.

The system displays a screen with prompts relevant to an open item customer. If you enter the number of a balance forward customer, the screen displays a different set of prompts.

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Entering Data

Description

You can type your own description over the word Payment, up to 20 characters.

* Press Return to accept the default description.

Remark

You can enter 1 line of up to 40 characters at Remark. Your remark appears in the Receipts Journal.

* Press Return to skip entering a remark.

Amount of Receipt

Enter the total amount of the payment received.

* Enter **10701** (for $107.01) for the total amount of the receipt.

Invoice Number

For open item type accounts, enter the number of a specific invoice to which the payment is applied. If you don't know the number, you can enter an asterisk (*), and the system displays all the open invoices for that customer account.

If you want to apply the payment to an open item customer's total balance instead of to a specific invoice, enter All at Invoice No. The system will apply the payment to all the customer's open invoices when the customer account is aged, beginning with finance charges and oldest invoices first.

To record payments of finance charges, enter FC
and the customer ID at Invoice No. The system
then displays a list of the finance charges for the
customer so that you can choose to which finance
charges you wish to apply the payment. Similarly,
you can enter AC to indicate an automatic charge.

* Enter **4969** for the invoice number for this
  open item customer.

Discount Amount

When you enter the Invoice No., the system dis-
plays the Invoice Balance, which is the amount re-
maining due on this invoice.

It also displays the discount percent, if any, for
this customer. The system calculates and displays
the amount at Discount Amount if this invoice
qualifies for a discount.

You can accept the displayed discount percent by
pressing Return, or you can enter a new percentage
over the one displayed. The system recalculates
the discount amount and displays it. You can also
change the discount amount by typing a new amount
over the one displayed.

* Press Return twice for no discount.

Amount for This Invoice

Now you enter the amount of the total receipt you
want to apply to this invoice.

* Enter **10701** to apply the total receipt to the
  invoice.

Entering Data

You can apply a payment to up to 10 invoices. In this case, the total amount of the receipt is applied to one invoice. You have no more payment to distribute.

* Press Return to indicate you're ready to end the entry.

Approving the Entry

The amount displayed at Entry Total is the total payment plus discount, if any. The Batch Total is the total of all the Entry Totals for this batch. The Deposit Total is the amount of the Batch Total that's being deposited (debited) to the checkbook account.

* After you check the entries for accuracy, enter Y at the OK prompt.

ENTERING A PAYMENT FROM A BALANCE FORWARD CUSTOMER

The system again displays the screen prompting you for the G/L Period, Date, and Transaction Type.

* Press Return three times to accept the default responses for these prompts.

* Enter 7 for the customer ID.

Since customer 7 is a balance forward customer, the system displays prompts appropriate to the balance forward account type.

You can type your own description over the word Payment, up to 20 characters.

* Press Return to accept the default descrip-
   tion.

You can enter 1 line of 40 characters at Remark.
Your remark appears in the Receipts Journal.

* Press Return for no remark.

You can enter a discount amount if you wish.

* Press Return to pass up Discount Amount.

Enter the total amount of the customer's payment.

* Enter **10000** for the amount ($100.00).

Now you can look over your entry. The amount dis-
played at Entry Total is the total payment plus
discount, if any. The Batch Total is the total of
all the Entry Totals for this batch. The Deposit
Total is the amount of the Batch Total that's be-
ing deposited (debited) to the cash account.

Enter N at OK if you need to make any corrections.
Enter Y when everything is complete and correct.

* Enter **Y** at the OK prompt.

ENTERING PAYMENTS
FROM OTHER SOURCES

You can also enter receipts from sources other than
regular customers in the Receipts Journal. For
example, Corner sold a load of assorted scrap mate-
rials to a junk dealer.

* Press Return twice to accept the default re-
   sponses for G/L period and date.

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Entering Data

* Enter **O** for Occasional at Transaction Type.

The system prompts you for information relevant to this transaction type. Enter the name of the person or company that made the payment (up to 40 characters).

* Enter **Junk dealer** for the name.

You can change the default description, Cash Receipt, to anything up to 20 characters, or press Return to accept it.

* Press Return to accept the description.

You can enter a remark of up to 40 characters. Your remark appears in the Receipts Journal.

* Enter **Sale of scrap from the back lot** at Remarks.

The system doesn't automatically credit the A/R control account for payments other than regular customer payments. You need to specify the general ledger accounts you want credited for this payment. You can credit a payment to up to 12 accounts.

* Enter **08020** (Other Income) for the G/L account.

Enter the part of the payment you want to credit to this account. The total sale was for $25.00, all to be credited to Other Income.

* Enter **2500** for the amount.

Enter another account ID or press Return to end the entry.

* Press Return twice to indicate you have no more entries.

Now you can look over your entry. The amount displayed at Entry Total is the total payment. The Batch Total is the total of all the Entry Totals for this batch. The Deposit Total is the amount of the Batch Total that's being deposited (debited) to the cash account.

You can enter N at the OK question if you need to make corrections.

* Enter Y when the entries are complete and correct.

ENDING THE BATCH

When you batch entries, the system gives you a chance to review and correct them and then writes them to the disk. A batch can contain as many entries as you wish, but you should batch entries frequently to avoid accidental loss of data.

* Press F5:Batch to batch your entries.

The system displays the checkbook number, deposit number, number of deleted entries, and number of entries in the batch. The Batch Total is the total of all the Entry Totals, including any discounts.

The Deposit Total is debited to the checkbook account you selected at the beginning of the batch.

Reviewing Entries

If your totals aren't correct, you can use the F6:Review function key to check your entries and change or delete the incorrect ones.

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Entering Data

Even though your totals are correct, practice re-
viewing the batch now.

*   Enter **N** at the Batch OK question.

*   Press F6:Review.

At Entry Number, you can select the entry you want
to review. If you don't know which entry is wrong,
you can begin with the first one and move through
all of them in sequence. Press Return to accept
the Y response at the OK prompt after each correct
entry.

You can delete an entire entry at any time by using
F7:Del Entry. In Review mode, specify the number
of the entry you want to delete, and press F7 when
that entry appears on the screen. The system
prompts you to approve the deletion. Enter Y to
delete the entry.

*   Enter 2 at Entry Number to review the second
    entry in this batch.

If everything is correct, enter Y to move to the
next entry. If you see a mistake, answer N, move
to the incorrect item, and retype the information
correctly.

*   Enter **Y** at the OK prompt when all the items
    in the entry are complete and correct.

*   Enter **Y** to approve the next entry.

Approving the Batch

To indicate you're satisfied with the entries and
ready to write them to the disk,

* Press F5:Batch.

You again have a chance to approve the batch total.
When you approve the batch, the system writes the
entries to the disk and posts the amounts to the
appropriate ledger accounts.

To make further corrections in the batch once it
has been approved and written to the disk, you must
sh make a reversing entry in the Receipts Journal
or use the Enter Customer Adjustments command.

* Enter Y at the OK question.

After the system posts the entries, the Checkbook
No. selection screen appears. To enter more
receipts, enter a new deposit number. You can back
up if you want to change the checkbook number.
After entering the new checkbook number and deposit
number, enter Y at the OK question. The receipts
data entry screen reappears. After entering all
receipts, press Esc to leave the command.

* Press Esc to exit from the Receipts Journal.

ENTER INVOICE UPDATES

Whenever an invoice is in question (disputed by a
customer, for instance), you can use the Enter In-
voice Updates command to put it temporarily on
hold, and then to remove it from hold when the
dispute is resolved. The system holds the invoice
without aging the balance due. Finance charges do
not accumulate on the disputed amount until you

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Entering Data.

clear the hold. You can also change the invoice due
date and discount date, if necessesary. You use
this command only with open item customer ac-
counts.

You also use this command to delete an invoice or
simply to display an invoice so you can review its
status.

Corner has an invoice that is in dispute, so let's
see how to put it on hold.

    * Select the Enter Invoice Updates command.

Now you choose whether to display, change, or de-
lete an invoice. When you change an invoice, you
can put it on hold, remove it from hold, or change
the due date or discount date.

    * Choose the change option.

    * Enter 9 for the customer ID.

Choose the number of the invoice that is in dis-
pute.

    * Press the Down Arrow key until the cursor is
       at invoice 5702 and press Return to select
       that number.

If you select an invoice against which some activ-
ity has occurred (such as a payment), a screen ap-
pears showing you the adjustments made to the
invoice, the date, the journal of origin (folio),
and the amount. After viewing the adjustments,
press Esc to move to the OK question.

Since no adjustments have been made to this
invoice, the system displays the invoice and the
cursor moves to the OK question.

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* At the OK question, enter **N**.

Now you indicate whether you want to dispute the invoice. You can also change the due date or discount date, if that information is in dispute.

* Enter **Y** to put the invoice on hold, and press Return twice to leave the due date and discount date as they are.

The cursor returns to OK for you to approve the status.

* Enter **Y** at the OK question.

If you have another invoice to edit, you can enter it now. Since Corner doesn't have any other invoices to edit,

* Press Esc to return to the Edit menu.

Now let's check the invoice to confirm that the system has marked it as disputed.

* Execute the Enter Invoice Updates command.

* Select the display option.

* Enter **9** for the customer ID.

* Move the cursor (with the Down Arrow key) to invoice 5702 and press Return.

The system displays the invoice and verifies that it is indeed in dispute. You can't make any changes when you display an invoice. When you're finished looking at it, press Return to continue and the prompt to display another invoice appears.

* Press Return.

Entering Data

Since Corner doesn't want to display any other
invoices now,

* Press Esc to leave this command.

To remove an invoice from dispute or to delete an
invoice, you use the Enter Invoice Updates command
and follow the procedures you practiced in this
lesson.

ENTER CUSTOMER ADJUSTMENTS

You use the Enter Customer Adjustments command
to correct customer accounts--for example, when you
overcharge or undercharge a customer, charge a sale
to the wrong customer's account, or distribute an
invoice to the wrong general ledger accounts.

When you enter customer adjustments, you must en-
ter both the debit and the credit sides of each
transaction, and you must enter all credits with a
minus sign (-). The system automatically checks
to see that the entry balances.

* Select the Enter Customer Adjustments com-
  mand.

The system displays a default Date and G/L Period
based on today's date. You can change the date or
G/L Period (to the other open G/L period) by enter-
ing the new information over the displayed informa-
tion.

* Press Return to accept the default response at
  Date.

REFERENCE

The Reference is an optional means to identify or
group entries in the General Journal. It can be up
to eight characters long. "GENERAL" appears at
Reference automatically. You can back up with the
Up Arrow key and type your own entry for Reference.

CUSTOMER ID'S AND AMOUNTS

Now you enter the ID of the customer account to
which you want to make an adjustment. You can
enter as many as 4 customer ID's per entry. When
you enter the ID, the system automatically sup-
plies the customer's name.

* Enter **18** for the customer ID.

If the customer ID you enter is for an open item
account, the system prompts you for an invoice
number against which to make this adjustment. If
you enter a balance forward customer account ID,
the system skips the invoice number prompt. This
adjustment is for a balance forward account.

At the amount prompt, enter the dollar amount by
which you want to adjust the customer account.
Remember to enter credit entries with a minus
sign (-).

* Enter **4000-** ($40.00-) for the amount to be
adjusted.

If you're adjusting one customer's account against
another, you can enter another customer ID. How-
ever, if you're making a customer adjustment
against one or more general ledger accounts, skip
this prompt.

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Entering Data

* Press Return to indicate you don't want to
  adjust any other customer accounts with this
  entry.

If you don't enter a customer ID, the system gives
you a chance to enter a customer name.

* Press Return to continue to the account
  prompt.

GENERAL LEDGER ID'S AND AMOUNTS

At G/L Account you enter the ID of the general
ledger account that you want to adjust in this
transaction. You can distribute the adjustment to
up to 10 accounts. When you enter the ID, the
system supplies the account name.

* Enter 06750 for G/L account ID. Don't type
  the hyphens; the system inserts them.

Enter the dollar amount by which you want to adjust
the general ledger account.

* Enter 4000 for the amount.

Now you can enter another account ID for adjust-
ment if you wish. Notice that at Total, the sys-
tem keeps a running total of the balance for this
entry. This total must be zero before you can end
the entry. If the adjustments don't add up to zero,
use the Arrow keys to move the cursor, change the
entry, and press Return.

* Press Return twice to indicate that you have
  no more accounts to adjust in this entry.

STATEMENT AND EXPLANATION

You can enter a description of the entry that will
appear on the customer statement. The description
can be one line of 20 characters. If you don't want
a description, press Return.

* Enter **Write-off** at Statement.

You can also enter an explanation of up to 40 char-
acters that will appear in the Customer Adjust-
ments journal. If you don't want a journal expla-
nation, press Return.

* Enter **Direct write-off of bad debt** at
  Explanation.

APPROVING THE ENTRY

Now you approve your customer adjustment entries.
Enter Y if everything is correct. If you want to
make changes, enter N.

If you enter N, the cursor returns to the customer
ID. Move through the screen by pressing Return and
correct your entries. When everything is correct,
enter Y to approve your entries.

* At OK, enter **Y** to approve your entries.

You can enter more customer adjustments if you
have them. Since Corner doesn't have any more,

* Press Esc to leave this command.

Entering Data

ENTER GENERAL JOURNAL

The General Journal provides access to any G/L
account in the system. You can use the General
Journal to make correcting or adjusting entries to
any general ledger account.

For correcting or adjusting entries that involve
customer accounts, use the Enter Customer
Adjustments command. Use the Enter General
Journal command only for transactions that do not
involve customer accounts.

> **NOTE:** If you have historical balances
> to enter from your previous set of
> books, do not enter them in the General
> Journal. Instead, enter them with the
> Edit Historical Balances command.

When you select Enter General Journal (on the G/L
Enter menu), the screen displays the prompts Auto
Reverse, Reference, Date, and Period, with the
cursor at Reference.

Reference. The reference is an optional way to
identify journal entries in the General Journal.
When you print the General Journal, you can specify
that only entries with a certain reference be
printed. GENERAL is the default response. You
can enter a reference of up to eight letters over
the one displayed if you want.

Auto Reverse. Auto Reverse has a default response
of N (for No). If you change this response to Y
(for Yes), the system makes the entry this period
and then makes a reversing entry next period. If
you use this feature, the entry you are making must
be to the first of the two open periods.

If you want, you can change the displayed response
for Auto Reverse, Date, or Period by moving the
cursor to the prompt and entering the new infor-
mation. The system enters the adjustment to what-
ever accounting period you specify.

After you enter the G/L period, you enter the ac-
count ID and amount for each general ledger account
involved in the transaction. You can enter up to 12
accounts for a General Journal entry.

Unlike most of the system's journals, the General
Journal doesn't make automatic balancing entries.
You must enter both sides of each transaction to
create a balancing entry. In other words, the total
dollar amount of debits must equal the total dollar
amount of credits for each entry. The system will
not approve the entry until it balances. Enter a
debit as a positive amount and a credit as a nega-
tive amount (with a minus sign).

After you enter all account ID's and amounts, press
Return twice to move the cursor to Explanation.
You can enter up to 10 lines of up to 40 characters
each for the explanation, or you can press End to
skip the explanation and move to the OK question.

After you enter (or skip) an explanation, you can
approve the entry by entering Y at the OK prompt.
Or you can enter N, make any necessary corrections,
and then approve the entry. Then, the system num-
bers the entry while recording it. The entry num-
ber briefly appears on the screen so that you can
make note of it if you like. Later, you can use
this number to look up the transaction in the Gener-
al Journal report.

When you are through making entries in the General
Journal, press Esc to return to the G/L Enter
menu.

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Entering Data

You don't need to make any General Journal entries as part of this demonstration.

ENTER AUTOMATIC CHARGES

Automatic charges are regular, periodic charges you assess certain customers. You set up each charge with the Edit Automatic Charges command. Then you assign a charge to a customer when you add or change a customer account. You assess the charge once each period by entering automatic charges. The system enters automatic charges through the Invoice Journal to the appropriate general ledger and customer accounts.

Enter automatic charges before you print end-of-period reports so your reports reflect all current activity, including automatic charges. Each automatic charge entered appears in the Invoice Journal with an invoice number of AC plus the customer account ID.

  * Select the Enter Automatic Charges command.

The system applies automatic charges in three ways:

● You can enter all automatic charges once at the end of the accounting period; or

● You can enter all automatic charges for a particular billing cycle; or

● You can enter automatic charges for customers as selected, for the current period.

  * Choose the selected customers option.

The system displays the G/L period and date. You can change the date or enter the number of the other open G/L period if you wish.

The system also displays a message noting that you should enter automatic charges only once per general ledger period.

* Press Return to clear the message.

* Now press Return to accept the date.

When you type the customer account ID, the system supplies the name and asks you to approve the entry. If you choose to enter automatic charges by billing cycle, the system asks for the billing cycle number, which you designate when you set up your books. It then supplies the description of the billing cycle and asks you to approve the entry.

When you enter Y at the OK question, the system enters the automatic charge.

* Enter **18** for the customer ID.

* Enter **Y** at the OK question.

The system enters the charge for the customer you select and returns to the customer selecton screen. Now you can enter an automatic charge for another customer.

When you finish entering automatic charges, the system prints them on the screen or printer, depending on your printer selection. (You can also print this report with the Print Automatic Charges command.) The report lists each customer billed for automatic charges, the invoice and account numbers, and the amount of each charge.

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Entering Data

Since Corner has no other automatic charges to enter at this time,

* Press Esc to print the report.

If you are printing to the screen,

* Press Esc again to return to the Enter menu.

ENTER FINANCE CHARGES

When setting up your company, you set up finance charges as a percentage of the balance due on an account. Then, at the end of your accounting period, execute the Enter Finance Charges command to apply finance charges to delinquent or revolving charge accounts that are coded to receive finance charges. The system records the finance charges on past due accounts to the accounts receivable control account, the general ledger account for finance charges, and the customer ledger.

Execute this command only once per billing cycle after you've completed all data entry and before you print end-of-period reports, so your reports will reflect all current activity, including finance charges. Finance charges are reflected in the Finance Charges report and the Customer Ledger.

* Execute the Enter Finance Charges command.

You can apply finance charges in three different ways:

● You can enter finance charges for all affected customers once, before you age customer accounts; or

● You can enter finance charges for all affected customers for a particular billing cycle; or

● You can enter finance charges for selected customers.

* Choose the all customers option.

The system displays the G/L period and date. You can change either of these if you wish.

The system also displays a message noting that you should enter finance charges only once for each customer during a general ledger period.

* Press Return to clear the message.

* Now press Return to accept the date.

The system prompts you to approve the finance charges. If you enter N, the cursor returns to the date so you can make a change if you want.

If you enter Y, the system prints the Finance Charges in Detail report. (You can also print this report with the Print Finance Charges command.) For each customer who has been assessed finance charges, this report lists the customer's name and ID, the current balance, the past due amount, the amount subject to finance charges, the finance charges, and the ending balance.

The accounting method you choose for each customer (balance forward or open item) may cause the amounts listed as past due to differ from those subject to finance charges. The system doesn't apply finance charges to unpaid finance charges.

5 Entering Data

* Enter **Y** at OK to enter the finance charges to all affected customers.

Entering Data

The system posts the finance charges and prints the
Finance Charges in Detail report to the screen
(since your system is currently set up to print to
the screen). Press the PgDn and PgUp keys to
display different parts of the report on the screen.
When you are through looking at the report,

* Press Esc to return to the Edit menu.

AGE RECEIVABLES

The Age Receivables command enables you to age
your customer accounts at any time. This gives
you the flexibility to age different customers at
different times during your accounting period—by
billing cycle, for example.

Aging erases detail from customer accounts, updates
times billed and times past due, and converts cur-
rent aged finance charges to past due finance
charges.

You should age receivables after entering all
charges and payments to your books, after printing
statements and reports, and before closing the
period for accounts receivable.

* Select the Age Receivables command from the
  Edit menu.

You can age all customer accounts or selected ac-
counts by customer ID. If you track your custom-
ers by different billing cycles, you can also age
them by billing cycle.

Corner company wants to age all customer accounts.

* Choose the all customers option.

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The system displays the date and G/L period. You
can change the date or enter the number of the other
open G/L period if you wish.

* Press Return to accept the date displayed.

Information on the screen tells you how aging af-
fects your receivables accounts.

If you choose to age by billing cycle, a prompt asks
for the number of the billing cycle. If you choose
to age as selected, a prompt asks for the ID of the
customer whose account you want to age.

If you decide not to carry out the procedures when
the cursor moves to the OK question, you can press
Esc to leave this command.

To continue now,

* Enter Y at the OK question.

When the operation is finished, the system returns
to the Enter menu.

SUMMARY OF
DATA ENTRY COMMANDS

Table 5-1 summarizes which types of accounts you
debit or credit, and which accounts the system auto-
matically debits or credits, when you enter transac-
tions in the Invoice Journal, Receipts Journal,
General Journal, or Customer Adjustments Journal.

5 Entering Data

Entering Data

Table 5-1 Summary of Data Entry Commands

What You Enter	What the System Enters
Enter Invoices	
You usually credit (increase) an income account for the sales price and credit (increase) a liability account for the sales tax amount.	The system debits (increases) the accounts receivable account and the customer's account for the entry total. For cash invoices, the system debits (increases) the cash account for the entry total.
For a credit memo or reversing entry, enter an amount with a minus sign to debit (decrease) an income or liability account.	The system credits (decreases) the accounts receivable account and the customer's account if the entry total is a negative amount.
Enter Receipts	
You usually debit an asset account for cash and a cost of sales or expense account for any sales discount amount.	The system credits (decreases) the accounts receivable account and the customer's account for the entry total.
For a reversing entry, enter an amount with a minus sign to credit (decrease) an asset, cost of sales or expense account.	The system debits (increases) the accounts receivable account and the customer's account if the entry total is a negative amount.
Enter Customer Adjustments	
Enter the amount to debit or credit each customer account. Enter credits with a minus sign. Then debit or credit any G/L accounts affected (except accounts receivable).	The system debits or credits the accounts receivable account the same amount that you debit or credit each customer account.

Table 5-1 Summary of
Data Entry Commands (continued)

What You Enter	What the System Enters
Enter General Journal	
You always enter both sides of the transaction. Enter debits **without** a minus sign. Enter each credit **with** a minus sign.	The system makes **no** automatic entries to the general journal.

You have completed practicing entering data to the Accounts Receivable system. In the next chapter, you learn to queue and print the reports and documents produced by your Accounts Receivable system.

5 Entering Data

6
Printing Reports

This chapter discusses preparing your printer, queuing Print commands, and printing reports and statements.

Appendix A contains some of the reports you can print. Notice that the reports in Appendix A are for Corner, a company that uses four BPI Enterprise systems (General Ledger, Accounts Payable, Accounts Receivable, and Payroll).

PREPARING THE PRINTER

The first step in preparing to print is to set up your printer to print the reports the way you want them. Use the Prepare Printer command to select the printer you want to use and provide information about how you want to print reports. With this command, you can also define **fonts** (style of print) that are not already defined for your printer.

Printing Reports

SELECTING THE PRINTER

When you choose Select a Printer under the Prepare Printer command, you tell the system whether you want to print to the disk, the screen, or a printer (parallel or serial). In this section, you'll set up your system to print to your printer.

* Move to the System menu and select the Prepare Printer command.

* From the choice box, choose Select a Printer.

The system asks you to specify where you want to print information. You can use the Selector function to list the valid entries and consult the Info text for an explanation of each one.

* Enter * (an asterisk) and select LPT1 if you have a parallel printer or COM1 if you have a serial printer.

If you enter Screen or Disk at the Print To prompt, the cursor moves immediately to the OK prompt. If you specify a printer at Print To, the system requests the following details about how you want to print the report:

● Type of paper on which you're printing.

● Left margin, print width, and lines per page.

● Name of the printer.

● Font you wish to use.

If you specify COM1 or COM2 at Print To, the system displays additional prompts that request further information about your printer (such as the baud rate). For each of these prompts, consult the

Info text and your printer manual to determine the correct response.

At the Paper Type prompt, you can use the Selector function to list the types of paper on which you can print.

> **NOTE:** Whenever you change the type of paper on which you are printing (for example, if you wish to print checks after printing a report on plain paper), you should choose Select a Printer to change your answer to this prompt.

*   Press Return to accept the default, Plain Paper.

The next three prompts determine where the print will appear on the page.

*   Press Return three times to accept the default responses for the left margin, print width, and lines per page.

The cursor moves to Printer Name. Your BPI Enterprise system comes already set up to print in several different print styles for a variety of printers.

*   Enter * to see the list of available printers.

*   If your printer is listed, select it. If it isn't listed, select Other #1.

If you select Other #1 or Other #2, you'll need to select Define Fonts from the choice box (discussed below) when you finish answering the prompts on this screen.

Printing Reports

* At Font, enter * to list the available styles
  for the printer you selected at Printer Name.

* From the list of fonts, select Normal.

* If you're using a serial printer, consult your
  printer manual and enter the appropriate re-
  sponses for the additional prompts displayed.

Notice that the function key F6:Test Pattern now
appears at the bottom of the screen. If you want
to test your printer configuration (to see if the
paper is aligned properly, for example), press the
F6 key. Be sure your printer is turned on and
connected to your computer before you do so.

* At the OK prompt, enter Y.

Your system is now set up to print to the printer.

DEFINING PRINT FONTS

Your BPI Enterprise system comes with several
print fonts (such as normal, compressed, and bold)
defined for a variety of printers. Since these
predefined fonts are usually sufficient for your
needs, in most cases you won't need to use Define
Fonts. However, you do need to define fonts in
either of the following cases:

● If your printer isn't on the list of available
  printers.

● If your printer is on the list, but you wish to
  define a font in addition to those already de-
  fined for your printer.

If your printer isn't on the list of available print-
ers, you need to define each font you wish to use.

At a minimum, you must define the normal font for your printer. You define a font by specifying the control characters the system must send to the printer in order to print in the desired style. (Control characters are discussed later in this section.)

At each prompt, remember to consult the Info text if you need additional information.

Printer Name. When you choose Define Fonts from the choice box for Prepare Printer, the system first asks you to enter the name of the printer you're using. You can use the Selector function to list the available names. If your printer isn't listed, select Other #1 or Other #2.

> **NOTE:** If you choose Other #1 or Other #2 as your printer type, the system lists Normal, Bold, and Compressed as fonts available for your printer. However, you must define these fonts with Define Fonts before they will work properly.

Old Font Name. The system next prompts you for the old font name. If you're defining fonts for a printer not on the list, select Normal for the first font you'll define.

If your printer is on the list, you don't need to define Normal or the other styles that have already been defined. At Old Font Name, a name such as Custom 1 appears as the default. Press Return to accept this name.

New Font Name. If you're defining a font such as Normal for a printer not on the list, the new font

a special font for a printer that is on the list,
enter a name of the style (italics, for example).

Control Characters. Here you enter the sequence of
numbers representing control characters that in-
struct the printer to print in the font you're
defining. Your printer manual should provide this
information. If you're defining the normal print
style for your printer, enter the sequence of con-
trol characters that instruct the printer to print
in normal mode.

OK? (Y/N). When you finish entering the control
characters, press End to move the cursor to the OK
prompt. Answer Y to approve your entries.

The cursor returns to Printer Name. You can de-
fine another font for your printer or press Esc to
leave this command.

This completes the discussion of preparing your
printer. The next section provides some pointers
about queuing Print commands.

QUEUING PRINT COMMANDS

You can enter Print commands in the queue with the
Manage Queue command (explained in Chapter 2).
Then, when you're ready to print, you can run the
queue to print the commands in sequence without
your further supervision.

If you want to print reports on paper, set the print-
er status to a printer with the Prepare Printer
command before placing commands in the queue.
Also, remember that when you put a number of com-
mands in the queue at once, they should all print on
the same type of paper. Don't queue the Print

Invoices command, for example, with commands that print on plain paper.

You can enter up to 20 commands in the queue at one time. Also, you can enter a specific command more than once. (Alternately, to print multiple copies of a report, you can print the report to disk and then print as many copies as you need with the DOS PRINT command.)

Now that you know how to set up your printer and queue Print commands, the remainder of this chapter describes the various reports you can print.

PRINTING JOURNALS AND LEDGERS

This section discusses printing the following journals and ledgers: Invoice Journal, Receipts Journal, Customer Adjustments, General Journal, Automatic Charges, Finance Charges, Customer Ledger, General Ledger, and Account Distribution. (You'll practice printing only selected reports in this discussion.)

You can print the journals as many times during the accounting period as you wish. When working with your own company's books, always print journals and ledgers before closing the period for receivables. Closing the period erases transaction detail that you may need for your permanent records and for making adjustments after the end of the period.

PRINT INVOICE JOURNAL

The Invoice Journal gives current detail for all credit and cash sales, debit and credit memos, and void invoices recorded in the journal. Where

Printing Reports

applicable, it prints the date, customer ID and
name, description, invoice and account ID's, detail
amounts, and net amount of each invoice. If you
print the invoice journal after entering automatic
charges, they are also included in the report. A
summary of general ledger account distribution is
printed at the end.

* If you have not already done so, turn on the
  power to your printer and make sure the print-
  er is properly connected to your computer.

* At the A/R Print menu, select the Print In-
  voice Journal command.

You can select the range of periods for which to
print the report. To print the report for all
periods, you can press F10.

* Press Return to accept the default response
  for beginning period.

* Enter 6 for the ending period.

* Press Return to accept the default response of
  Y at the OK prompt.

When the system finishes printing the report, the
Print menu returns to the screen.

PRINT RECEIPTS JOURNAL

The Receipts Journal shows detail for all customer
payments and other cash receipts recorded in the
journal. It shows the date, customer ID and name,
description, the invoice to which the payment was
applied (or ALL) for open item accounts, general
ledger accounts, detail amounts, and net amount of

each invoice. A summary of general ledger account distribution is printed at the end.

You don't need to print the Receipts Journal as part of this demonstration.

PRINT CUSTOMER ADJUSTMENTS

Customer adjustments are corrections to accounts, invoices, and payments that you make with the Enter Customer Adjustments command. The Customer Adjustments journal shows the adjustment date, general ledger period, and fiscal year. It lists the journal entry number, accounts debited and credited in the adjustment, the description to be printed on the customer statement (if any), and the journal explanation (if any). The adjustment also appears as an entry in the General Journal.

When you select the Print Customer Adjustments command, the system lets you select the range of periods for which to print the journal.

*   Select the Print Customer Adjustments command.

*   Press Return to accept the default response for beginning period.

*   Enter 6 for the ending period.

*   Press Return to accept the default response of Y at the OK prompt.

When the system finishes printing the Customer Adjustments journal, the Print menu returns to the screen.

PRINT GENERAL JOURNAL

Use the Print General Journal command (on the G/L
Print menu) to print General Journal entries. The
report also includes entries to the Customer
Adjustments journal.

When you select the Print General Journal com-
mand, the system lets you select the periods for
which to print the journal. You can accept the
periods displayed or change them. To print the
journal for a single period, specify that period as
both the beginning and ending period. To print the
journal for all periods, press F10:All.

After you specify the period, the cursor stops at
Reference. If you want to print only specific en-
tries, enter the reference associated with those
entries. To print all the entries in the General
Journal, press F4:Print All. Then the system
prints the journal and returns to the Print menu.

You don't need to print the General Journal as part
of this demonstration.

PRINT AUTOMATIC CHARGES

The Automatic Charges report lists each customer
billed for an automatic charge, the date you entered
the charge, the invoice and general ledger account
ID's, and the detail and net amount of each charge.
To obtain a current listing, print this report after
you have entered these charges for the current
period. The information in this report also ap-
pears in the Invoice Journal.

PRINT FINANCE CHARGES

After you enter finance charges, print the Finance Charges report. The system asks if you want to print it in detail or summary. For each customer, the detailed report shows the current balance, past due amount, the amount subject to finance charge, the finance charges, and the ending balance. A summary appears at the end of the detail report. The summary report lists, by customer ID, the invoice number, the general ledger account, the individual finance charge, and the total finance charge for the period.

PRINT CUSTOMER LEDGER

After entering all transactions for the period, and before closing your receivables period, print the Customer Ledger. You can print the ledger for all customers, by customer ID, or by billing cycle.

The Customer Ledger details all activity for each customer for the period. The report gives the invoice number, date, description of each transaction, and the folio (journal of origin). Balance forward accounts show the customer's balance forward, current activity, and final balance. Open item accounts show current period activity, any open invoices, and the ending balance.

The ledger displays special notations for some accounts. For example, ** indicates that an account is past due on the as-of date; (disputed) marks an invoice that is in dispute; and (#) signifies a customer adjustment entry, where # is the journal entry number in the Customer Adjustments report.

Printing Reports

PRINT GENERAL LEDGER

The Print General Ledger command (on the G/L
Print menu) prints the posted General Ledger in
summary or in detail. If you print the report in
summary, the report displays summarized informa-
tion (except for General Journal entries). If you
print it in detail, the report displays more
transaction detail.

* Bring the G/L Print menu to the screen and
  select the Print General Ledger command.

* At the choice box, choose to print the report
  in detail.

The system prompts you for the beginning and end-
ing periods for which you wish to print the report.
Accept the periods displayed or change them. To
print the journal for a single period, specify that
period as both the beginning and ending period. To
print the journal for all periods, press F10:All.

* Press Return twice to accept the default
  responses for beginning and ending period.

* Press Return to accept the default response of
  Y at the OK prompt.

The system prints the General Ledger for the speci-
fied periods and returns to the G/L Print menu.

PRINT ACCOUNT DISTRIBUTION

The Account Distribution report lists, in order,
the accounts to which your invoices have been
distributed. It shows the customer ID and name,
the invoice number and date, and the amount of each
invoice distributed to each account.

PRINTING OTHER REPORTS

This section discusses printing the following reports: Customer Analysis report, Category Analysis report, Billing Cycle Analysis report, and Aging report.

PRINT CUSTOMER ANALYSIS

The Customer Analysis report gives you a summary of each customer's activity for the current year.

* Bring the A/R Print menu to the screen and select the Print Customer Analysis command.

Now you can choose among several ways of selecting customers to appear on the Customer Analysis report.

You can print the analysis for--

● All customer accounts.

● Accounts you select by customer ID.

● Past due accounts.

● Year-to-date past due accounts.

● Year-to-date finance charges.

● Customers for whom your company has waived finance charges.

In addition to year-to-date payment information and billing information for the life of the account, the customer analysis shows final, high and aged balances, finance charges, and credit limit. The report also shows the customer information you

Printing Reports

assign when you add the customer (such as the ac-
count type).

Let's print one customer analysis so you can see
the information provided by the report.

* Choose to print the analysis for selected
  accounts.

When you enter the customer number and approve the
entry, the system prints the report.

* Enter **9** to select the customer Charles
  Brown, and enter **Y** at the OK question.

After the analysis prints, the system returns to
Customer ID for another analysis report, if you
wish.

* Press Esc to leave this command.

PRINT CATEGORY ANALYSIS

The Category Analysis report sorts customer infor-
mation according to the categories assigned to
customers.

This report includes, for each customer, the same
information as the Customer Analysis report:
year-to-date payment information; billing informa-
tion for the life of the account; final, high, and
aged balances; finance charges; and credit limit.

PRINT BILLING CYCLE ANALYSIS

The Billing Cycle Analysis report sorts customer
information according to the billing cycles assigned
to customers.

This report includes, for each customer, the same information as the Customer Analysis report: year-to-date payment information; billing information for the life of the account; final, high, and aged balances; finance charges; and credit limit.

PRINT AGING REPORT

For each customer, the Aging report lists the total account balance as well as a breakdown of the balance by each of the aging periods you set up for your company. This tells you how much past due each part of the customer's balance is.

* Select the Print Aging Report command.

When the system finishes printing the Aging report, the Print menu returns to the screen.

PRINTING INVOICES

As you enter or review invoices in the Invoice Journal, you tell the system whether you want to print each invoice immediately or save it on the data disk until later. You can use the Print Invoices command to print the invoices you saved any time before you close the period.

You normally print invoices on special invoice forms. (The system does not permit you to print invoices, statements, index cards, or mailing cards on the screen.) For this demonstration, however, to save you the trouble of changing your printer paper, you practice printing invoices on plain paper.

Printing Reports

Even though you are actually printing the invoices on plain paper, the system will not let you print invoices unless you indicate with the Prepare Printer command the type of report you are printing.

* Bring the System menu to the screen and select the Prepare Printer command.

* Choose the Select a Printer option.

* Press Return at Print To.

* Enter **Invoices** at Paper Type.

* Press Return until the cursor is at the OK question and answer **Y**.

* Return to the A/R Print menu and select the Print Invoices command.

The system gives you a chance to insert your invoice forms in the printer.

* Press Return to continue.

The system asks if you want to print a sample invoice to make sure the forms are lined up in the printer.

* Enter **N** to indicate you're ready to print invoices.

The customer's name is displayed on the screen as each invoice is printed. If you want to stop the printing of invoices, you can press Esc.

When the invoices have been printed, the system asks if the invoices printed successfully. Respond N (No) if you need to print the invoices again for some reason.

* Enter **Y** to indicate that the invoices printed successfully.

Remember that you prepare the invoices with the Enter Invoice Journal command. You can print all or some of them immediately. Or you can save and print all or some of them later with the Print Invoices command.

PRINTING STATEMENTS

If your company sends statements to customers, the Print Statements command offers you a number of options. You can print statements for current active customers, for all your customers, for selected customers (by ID, category, or billing cycle), or for all past due customers.

For this demonstration, you will practice printing statements on plain paper. You still need to tell the system you are printing statements rather than normal-sized reports.

* Bring the System menu to the screen and select the Prepare Printer command.

* Choose the Select a Printer option.

* Press Return at Print To.

* Enter **Statements** at Paper Type.

* Press Return until the cursor is at the OK prompt and answer **Y**.

* Bring the A/R Print menu to the screen and select the Print Statements command.

* Select the active option.

Printing Reports

The statement date is today's date. You can accept
the date by pressing Return or type a new date over
it. The system calculates the payment due date to
be printed on the statement (for balance forward
customers) according to the payment terms you as-
signed this customer account and the statement date
entered here.

*   Press Return to accept the displayed state-
    ment date.

You can enter up to three special message lines of
50 characters each or press Return to leave a line
blank.

*   Enter **Big bargains every Tuesday!** on line 1.

*   Enter **Thanks for your business** on line 2.

*   Press Return to skip special message line 3.

The system asks if you want to print statements
for all active accounts. If you answer Yes, the
system prints statements for all active accounts,
even those with no balance due. If you answer No,
only statements for customers with a balance due
are printed. (The system also asks this question
if you choose to print statements for all accounts.)

*   Press Return for No.

*   Check over the information on the screen, and
    enter **Y** when you're ready to print state-
    ments.

The system gives you a chance to insert your state-
ment forms in the printer.

*   Press Return to continue.

statement. If you respond Y, the system prints a sample statement to allow you to line up the printing with your printed forms. As long as you respond Y to this question, the system continues printing practice statement forms. Once you're ready to print real statements, enter N.

* Enter **N** when you're ready to print statements.

The system displays the name of each customer as the customer's statement is printed.

For the demonstration, once you've seen what the statements look like, you can press Esc to stop printing and return to the Print menu if you wish. Otherwise, when the system is finished printing statements, the Print menu returns to the screen.

Remember that besides statements for active accounts and all accounts, you can print statements for individual customer accounts and past due accounts.

You can select customer statements for printing by customer ID, category, and billing cycle (all assigned when you add customers). The system asks for a customer ID number, category, or billing cycle and prints the statements you select.

If you choose to print statements for all past due accounts, the system prints them with a PAST DUE NOTICE message where the payment due date normally appears.

PRINTING LABELS AND INDEX CARDS

You can print 3- x 5-inch customer index cards with
the customer ID, name, address, phone number, cate-
gory, and account type. You can also print 3 1/2- x
15/16-inch gummed mailing labels, with the custom-
er ID, name, and address.

These label and card printing options let you orga-
nize your customers in various ways--for mailouts,
for example--that are appropriate for your business.
You have five options for printing labels and cards:
by customer ID, by name, by category, by billing
cycle, and by address.

When you print by customer category (assigned when
you added customer accounts), the system prints
index cards for all customers in the category you
enter. Or, you can press Return to print index
cards for all customers who don't have a category
assigned.

When you print by name, you enter the last name of
the customer for whom you want to print the first
card. You can just enter the initial letter or
first several letters of the customer's last name.
The system prints a card or label for that custom-
er and all subsequent ones alphabetically.

When you print by ID, you enter the beginning ID.
The system prints a card or label for that custom-
er and all subsequent ones in ID order.

When you print by billing cycle, you enter the num-
ber of the billing cycle that you assigned when you
added each customer account.

When you print by address, you select a line of the
address by which the system sorts the customers.
You can therefore print labels and index cards by

street address, city, or zip code (provided you
enter each of these on a separate address line when
you add customers).

Before printing labels and index cards, you need to
run the Prepare Printer command, choose the Select
a Printer option, and enter Index Cards or Labels
at Paper Type.

You don't need to print labels or index cards as
part of this demonstration.

PRINTING SCHEDULES AND LISTS

You can print the following summary schedules and
lists for your company:

- Automatic Charges

- Invoice Journal Prompts

- Payment Terms

- Billing Cycles

- Customers

- Chart of Accounts

- Checkbooks

Any time you change, add, or delete an item in one
of these lists, you may wish to reprint the list
for your records.

6 Printing Reports

Printing Reports

PRINT CUSTOMER LIST

You can print a customer list in numeric order by
ID number or in alphabetic order by name. You can
group the customers by category, by account subtype
(A for regular, V for revolving, and F for fixed
payment), by account type (B for balance forward,
O for open item), or by billing cycle.

Since the last items you printed were statements,
you need to prepare your printer to print on plain
paper before you print the customer list.

* Select the Prepare Printer command from the
  System menu.

* Choose the Select a Printer option.

* Press Return at Print To.

* Enter **Plain Paper** at Paper Type.

* Press Return until the cursor is at the OK
  prompt and enter **Y**.

* Bring the A/R Print menu to the screen and
  select the Print Customer List command.

* Choose to print customers by subtype.

When the system finishes printing the customer
list, the Print menu returns to the screen.

PRINT INVOICE JOURNAL PROMPTS

When you set up your company, you assigned general
ledger accounts to appear as prompts when you enter
invoices. Print Invoice Journal Prompts displays
the ID's and names of these prompts.

PRINT BILLING CYCLES

The Schedule of Billing Cycles lists, in numeric
order, the billing cycle and description of each
cycle you assigned when you added billing cycles.
It also tells you how many customers are assigned
each billing cycle and the dates that automatic
charges or finance charges were entered, statements
printed, or aging performed by billing cycle.

PRINT PAYMENT TERMS

The Schedule of Payment Terms lists, in numeric
order, the terms, description, discount percentage,
discount days, and payment days of each set of
terms you assigned when you added payment terms.
It also tells you the number of customer accounts
to which each term has been assigned.

PRINT AUTOMATIC CHARGES

Automatic charges are regular periodic charges you
bill to certain customer accounts. The Schedule of
Automatic Charges lists the description, amount,
and general ledger accounts for each automatic
charge.

PRINT CHART OF ACCOUNTS

You can print the chart of accounts at any time
with the Print Chart of Accounts command, on the
G/L Print menu. When you select this command,
the system prints the chart and then returns to the
G/L Print menu.

Printing Reports

PRINT CHECKBOOKS

You can print a list of the company's checkbooks at
any time by selecting the Print Checkbooks com-
mand on the G/L Print menu. After you select the
command, the system prints the list and returns to
the G/L Print menu.

Now that you've practiced entering data and printing
reports, you're ready to learn how to close the
books in Chapter 7.

7 Closing the Books

7
Closing the Books

After entering all of your transactions for an accounting period, you need to close the books. Before doing so, you may want to review the status of your company's books. The first part of this chapter tells you how to review the status of your company and your accounts. The remainder of the chapter describes the procedure for closing the books. You can use the checklist at the end of the chapter as a guide when you're ready to close the books for your own company.

REVIEWING COMPANY STATUS

The commands in this section enable you to review the status of your company, general ledger accounts, and customer accounts.

SHOW COMPANY STATUS

The Show Company Status command on the A/R menu provides a snapshot of your company data at any

time during the accounting period. Among other things, this command--

- Provides information about your company configuration.

- Displays the date of your most recent closing.

- Sums up the number of customers you have.

- Sums up the number of automatic charges, invoice entries, and receipts entries you've made.

To look at Corner's company status as of the current date,

* Select the Show Company Status command on the A/R menu.

After you've examined the company status displayed on the screen,

* Press Esc to return to the A/R menu.

SHOW CUSTOMER STATUS

With the Show Customer Status command, you can display the status of any of your customer accounts. For each account you select, the system displays the beginning account balance, activity, and ending balance for that period. It also shows any discount and due dates. Now let's see how the Show Customer Status command works.

* Select the Show Customer Status command from the A/R menu.

You can specify the customer account by either
name or customer ID. To see a list of customer
names or ID's, type an asterisk.

* Enter 1 for Customer ID.

The system displays the relevant information for
customer 1. (The information displayed is the
same information that appears in the customer
ledger.)

* When you are finished reviewing the infor-
mation, press Esc.

The A/R menu returns to the screen.

SHOW G/L ACCOUNT STATUS

With the Show G/L Account Status command on the
G/L menu, you can display the status of any of your
general ledger accounts. The system asks for the
beginning and ending period and the fiscal year for
which you want to examine the account. For each
account you select, the system displays the begin-
ning balance, activity, and ending balance for the
range specified.

CLOSING

Now you're ready to learn about closing the books.
This section discusses closing the period, closing
the calendar year, and closing the fiscal year.

CLOSE A/R PERIOD

When you close the period for receivables, the
system prepares your data for the next period's

Closing the Books

transactions. The Close command on the A/R menu
permanently locks the period being closed against
further data entry.

Closing the books deletes customer accounts you've
marked for deletion if the account balance is zero
and no activity occurred in the account during the
period.

Once you close a receivables period for the first
time, you can't edit customer account histories.

Close Accounts Receivable once per G/L period,
before closing G/L. Be sure to back up your com-
pany data before closing the period. (See Chapter 8
for a discussion of backing up company data.) In
general, before closing the period for receivables,
remember to--

● Print all journals and ledgers.

● Print financial reports.

● Print customer statements.

● Back up your company data.

● Age receivables.

Now Corner is ready to close the period for
Accounts Receivable.

* Select the Close command from the A/R
menu.

* Choose Period from the choice box.

Before ending the period for the first time, be
sure all historical information from your previous
books is correct.

If your accounts are not in balance, the first screen that appears tells you that the total balance of all customer accounts does not equal the A/R control account balance. If you see this message, you should press Esc to exit from this command. You can correct errors in customer account balances with the Edit Customer Histories command; if the A/R control account balance is in error, correct it with the Edit Historical Balances command on the G/L menu. If you continue without correcting the historical balances, your books will be out of balance.

If your books are in balance, the first screen reminds you that you won't be able to enter customer historical balances once you close the first period. This screen appears only the first time you close the period. If you need to make changes in historical information, press Esc to stop the closing process.

* Enter **go** to continue.

Now the system lists the steps you should complete before closing the period. If you haven't performed all the steps on the list, press Esc to leave this command. Complete all of the necessary procedures before continuing to close the period.

* Since all of the procedures should be complete for Corner, enter **go**.

The system closes the period for receivables and the A/R menu returns to the screen.

If you need to make adjustments to the accounts for a period just closed, follow these steps:

1. Make the adjustments to your backup data.

Closing the Books

2. Make another backup.

3. Execute period closing procedures again on the backup data.

CLOSE G/L PERIOD

After you run the Close Period command on the A/R menu, run the Close Period command on the G/L menu.

When you select the Close Period command from the G/L menu, first the system verifies that the sum of all general ledger balances equals zero. If you made a mistake entering historical balances, the sum won't equal zero and the system will display an error message. You can use the Edit Historical Balances command to make corrections.

Provided your balances equal zero, the Close G/L Period command does the following:

- Adds general ledger account balances for the current period to the balance forward for each account and sets current period balances to zero.

- Deletes historical account balances that are over a year old.

- Deletes journal details that are over a year old, provided Accounts Receivable or another BPI Enterprise system does not need those details.

- Deletes any general ledger account marked for deletion as long as the account has a year-to-date balance of zero for both open periods, has zero balances in all historical periods, and isn't referenced in any journal entry (in a historical period or an open period).

Before you run the Close Period command on the G/L menu, be sure you've run the Close Period command on the A/R menu. Close the period for G/L as follows:

* Select the Close command on the G/L menu.

* Choose Period from the choice box.

Now the system lists the steps you should complete before closing the period. If you haven't performed all the steps on the list, press Esc to leave this command. Complete all of the necessary procedures before continuing to close the period.

* Since all of the procedures should be complete for Corner, enter **go.**

The system closes the G/L period and returns to the G/L menu.

This completes the demonstration exercises for Corner. The following sections discuss closing year-to-date totals and closing the fiscal year.

CLOSE YEAR-TO-DATE TOTALS

To keep your customer account year-to-date information current, close customer year-to-date totals at the end of the calendar year. To close year-to-date totals, select the Close command from the A/R menu and choose YTD Totals from the choice box. The system resets customer account year-to-date totals to zero. Run this command at the end of the year after closing the period for both A/R and G/L.

Closing the Books

CLOSE FISCAL YEAR

At the end of your fiscal year, after closing the period for both A/R and G/L, you need to close the fiscal year. Closing the fiscal year resets all income and expense account balances, as well as any other year-to-date amounts, to zero.

To close the fiscal year, select the Close command from the G/L menu and choose Fiscal Year from the choice box. The system checks to be sure it's the end of your company's fiscal year and won't execute this command at any other time during the year.

CHECKLIST FOR CLOSING THE BOOKS

The following list outlines the steps required for closing the books. You can refer to this checklist when you're ready to close the books for your own company.

> **NOTE:** If your customers are not all in the same billing cycle, you must perform steps 1 through 8 for each billing cycle.

___ 1. Enter all transactions for the period, including any automatic charges you've set up.

___ 2. Enter finance charges.

___ 3. Print customer statements.

___ 4. Print labels for mailing the statements.

___ 5. Print any remaining invoices.

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___ 6. Print journals and reports.

___ 7. Make backup copies of your company data.

___ 8. Age receivables.

___ 9. If you're ending the period for the first time, be sure you've made all of the necessary changes to your customer historical data.

___ 10. Review the status of your company and its accounts, if you wish.

___ 11. Close the period for Accounts Receivable with the Close command on the A/R menu. (Choose Period from the choice box.)

___ 12. Close the general ledger period with the Close command on the G/L menu. (Choose Period from the choice box.)

___ 13. At the end of the calendar year, after closing the period for A/R and G/L, run the Close YTD Totals command.

___ 14. At the end of the fiscal year, after closing the period for A/R and G/L, run the Close Fiscal Year command.

This completes the discussion of closing your books. After reading about managing your disks and data in the next chapter, you'll be ready to set up the books for your own company and begin working with your company data. If you need a refresher to help you get started, refer to the checklist at the end of "Setting Up the Books."

8
Managing Disks and Data

As you work with the BPI Enterprise Series, you'll
find you need to manage the data on your diskettes
and fixed disk. This chapter contains a discussion
of data management commands, as well as a descrip-
tion of disk-full procedures and a table summariz-
ing the capacities of the Accounts Receivable sys-
tem.

MANAGE COMPANY DATA

Each company ID identifies a unique set of data
known as the company books. You can manage your
company books with the Manage Company Data com-
mand.

When you select this command, the system gives
you a choice of copying the company books, deleting
them, backing them up, restoring them, or renam-
ing them. The following sections briefly describe
each choice. If you need further details about what
to enter at specific prompts, consult the Info text.

Managing Disks and Data

COPY COMPANY

Copy Company lets you copy company data from one
disk drive to another. If your company data fits on
a single diskette or if you're copying from one
fixed disk to another, you can use Copy Company
instead of Backup Company to back up your data.

If your company data cannot fit on a single disk-
ette, the system displays an error message to that
effect when you select Copy Company. If you see
this message, you'll need to back up your company
data with Backup Company, discussed later in this
section.

DELETE COMPANY

You can erase company books that you no longer need
with Delete Company. Be sure you don't need the
company information before deleting it; unless you
have a backup copy, there's no way to retrieve the
information once you've deleted it.

BACKUP COMPANY

Most companies store copies of their data on backup
diskettes. This helps protect valuable company
information against accidental loss or damage.

Backing Up Data

If your company data is too big to fit on a single
diskette, use Backup Company to make a backup
copy. (Remember, if the data will fit on a single
diskette, you can use Copy Company instead.)

If you select Backup Company and the amount of data you want to store is too great to fit on a single diskette, the system breaks it up for storage on a series of backup diskettes. A message on the screen tells you if you need to insert another diskette. The system numbers each backup. Be sure to record the number and the current date on the diskette label. Also, be sure to format each diskette before you run Backup Company.

8
Managing Disks and Data

Things to Remember

It's a good idea to back up your data after every period of data entry that you don't want to risk having to repeat. This may entail backing up at the end of each hour, day, or week.

If a power surge or failure occurs while you're working with your system, the data you're processing may be damaged. If so, use Restore Company (discussed later in this section) to restore your backup company data to the fixed disk. Then reenter all transactions since the most recent backup.

You can reuse backup diskettes when the data is no longer current. Label, number, and date your backups so that you can choose the oldest diskettes to recycle. Since diskettes do wear out, this backup routine lets you replace old diskettes with new ones periodically.

Some people keep three sets of backups and recycle the oldest set. If you back up at the end of every work day, make a set of backups on Monday, a second set on Tuesday, and a third on Wednesday. On Thursday, reuse Monday's backup set. This method ensures that your data is protected.

Managing Disks and Data

You may want to keep historical backups longer to preserve records that end-of-period processing would otherwise erase. Some companies file one set of diskettes for each accounting period in the year. This way, original transactions entered to the journals for each period are available on a diskette as well as on paper in the permanent books. You can also recycle these diskettes when you no longer need them.

RESTORE COMPANY

Sometimes, the company data with which you're working can become damaged. For example, a power failure that occurs during data entry may alter or destroy the data you're entering. Before using the data on your backup diskettes, you must restore the data to the data disk with Restore Company.

Since you can't restore data over an existing company ID, you must first change the original company ID on the data disk (with Rename Company) or delete it (with Delete Company). Then you're ready to restore the company. After you restore the company, you'll need to reenter all transactions since your most recent backup.

RENAME COMPANY

Rename Company changes a company ID. For example, if your data becomes damaged and you want to continue data entry with no delays, you can rename the possibly damaged data, set it aside to examine later, and continue working with restored data. Use Rename Company to rename the data that might be damaged, and then restore the data from the backup with Restore Company.

FORMAT DISKETTE

When a diskette is new, you need to format it be-
fore using it. The Format Diskette command ar-
ranges the space for data storage on a diskette.
Once you format a diskette, you seldom need to do
so a second time.

> **WARNING:** Formatting a diskette
> erases all data previously recorded on
> the diskette.

To format a diskette, select the Format Diskette
command on the System menu. Insert the diskette
in the diskette drive. If your computer has two
diskette drives, you can insert the diskette in
either one.

When the choice box appears, first select the letter
that designates that drive. Then indicate whether
you want to format the diskette as a system disk-
ette. In most cases, you'll choose N (for no)
since you usually use the Format Diskette command
to format backup diskettes. However, if you pur-
chase a network package for the Enterprise Series
and need to format your own system diskette, choose
Y (for yes).

When the system instructs you to insert a new disk-
ette in the designated drive, make sure you've done
so and then press Return. After formatting the
diskette, the system asks if you want to format
another one. If so, enter Y to repeat the pro-
cedure. If not, enter N to return to the System
menu.

ERASE JOURNAL DETAILS

The Erase Journal Details command erases journal
and general ledger details for the closed periods
you specify. Erasing journal details clears space
in data files, making room in these files for addi-
tional data. (Erasing journal details does not
reduce the size of these files.)

Erasing journal details deletes all transaction de-
tails except General Journal details and balance
forward totals from all journals and the general
ledger, for all periods up to and including the one
you specify. Consequently, it's especially impor-
tant to make backups before you erase these details.
You should also print the details you're going to
erase so you'll have a record of the data.

When you select Erase Journal Details from the G/L
menu, the system displays the company's last
closed period and year. It also warns you that you
won't be able to print journal entries and detailed
general ledger posting reports for the periods from
which you erase details. (You can select "in De-
tail" from the choice box for the Print General
Ledger command, but the report will be printed in
summary form.)

You must specify the accounting period through
which you want to remove details. Then the system
instructs you to enter "go." If you need to change
the period you specified, you can do so by using the
Up Arrow key to move back to the Period prompt.
Otherwise, enter "go" when you're ready to erase
details for the selected periods.

DISK-FULL PROCEDURES

Whenever you enter information to your system, you use a certain amount of disk space. If you enter a lot of data over a long period, your fixed disk will become full and won't be able to accept more data. The system alerts you if you're running out of disk space.

When your disk begins to fill, you can do the following to recover or preserve disk space:

- Review your disk directories and delete any files you no longer need. These could be BPI Enterprise disk documents or files unrelated to the Enterprise Series. For files you are not currently using but do not want to lose, you might want to back up the files onto diskettes and then erase them from the fixed disk.

- If you have company books you no longer need on the fixed disk, you can delete them with Delete Company, discussed earlier in this chapter. If you want to save the company books but are not currently working with them, you can back them onto diskettes with Backup Company or Copy Company and then delete them from the fixed disk.

- You can erase journal and general ledger details with the Erase Journal Details command. While this command does not recover disk space, it does create space in data files to make room for additional data.

Managing Disks and Data

SYSTEM CAPACITY

Table 8-1 summarizes the capacities of the
Accounts Receivable system.

Table 8-1   System Capacity

System Feature	Maximum
Digits in account ID	12
Checkbooks	9
Maximum dollar amounts	$999,999,999.99
Percentage rates	0.01 to 99.99
General Ledger account number range	0001 to 9998
Invoice Journal	
Invoice number	8 characters
Account prompts	12 accounts
Aging periods	4
Billing cycles	9999
Payment terms	9999
Customer accounts	
Customer ID	6 characters
Customer name	40 characters
Customer phone number	16 characters
Category code	6 characters

A Sample Reports

A
Sample Reports

This appendix contains copies of reports (or selected pages of reports) generated for the Corner Home Improvement Center with the BPI Enterprise Accounts Receivable system. The reports in this appendix are reduced from their original size.

To improve the appearance or functionality of a report, BPI may revise it to include more data or expand its format at any time without notification. Consequently, the sample reports in this appendix may not match exactly what your system produces. For example, some reports shown in an 80-column format may actually be in a 132-column format when you print them.

Sample Reports

Sample Reports

```
                     Corner Home Improvement Center
06/30/86                     Invoice Journal                  Page 1
                      For   fiscal year 86, period 6

           Customer           Invoice     Account           Detail    Net
  Date     ID    Name         Number      ID                Amount   Amount

06/16/86      6 Montgomery, Darrell
           (Charge)           6000        0-401-1          1,000.00
                                          0-203-0             50.00
                                                                    1,050.00


06/16/86      5 Moody, Cynthia
           (Charge)           6018        0-401-1             45.99
                                          0-203-0              1.89
                                                                      47.88


06/16/86     18 Peterson,   Margaret
           (Charge)           6019        0-401-2             88.52
                                          0-203-0              3.88
                                                                      92.40


06/17/86      4 Hunter, Thomas
           (Charge)    '      6001        0-401-2          1,500.00
                                          0-203-0             75.00
                                                                    1,575.00


06/18/86     12 Castleberry, Raymond
           (Charge)           6002        0-203-0            125.00
                                          0-402-0          2,500.00
                                                                    2,625.00


06/19/86      7 Ogelsby, W. H.
           (Charge)           6003        0-401-2          1,000.00
                                          0-203-0             50.00
                                                                    1,050.00


06/19/86     19 Nolen, A. B.
           (Charge)           6004        0-203-0            200.00
                                          0-402-0          4,000.00
                                                                    4,200.00


06/20/86     17 Perry, Alexander
           (Charge)           6005        0-401-2            520.00
                                          0-203-0             26.00
                                                                     546.00


06/21/86     13 Hornsby, Michael
           (Charge)           6006        0-401-1            500.00
                                          0-203-0             25.00
                                                                     525.00
```

Sample Reports

```
                    Corner Home Improvement Center

06/30/86                    Invoice Journal                     Page 2
                     For   fiscal year 86, period 6

          Customer           Invoice    Account          Detail    Net
Date      ID    Name         Number     ID               Amount    Amount
_____


06/23/86     1 Guzman, Arnold
          (Charge)           6007       0-401-1         4,000.00
                                        0-203-0           200.00
                                                                  4,200.00


06/24/86     3 Foster, Joe T.
          (Charge)           6008       0-401-1         3,000.00
                                        0-203-0           150.00
                                                                  3,150.00


06/24/86     6 Montgomery, Darrell
          (Charge)           6009       0-203-0           200.00
                                        0-402-0         4,000.00
                                                                  4,200.00


06/25/86    12 Castleberry, Raymond
          (Charge)           6010       0-401-2         4,000.00
                                        0-203-0           200.00
                                                                  4,200.00


06/25/86     8 Collier, A. W.
          (Charge)           6011       0-203-0            20.00
                                        0-402-0           400.00
                                                                   420.00


06/26/86    20 Howard, Timothy S.
          (Charge)           6012       0-401-1           800.00
                                        0-203-0            40.00
                                                                   840.00


06/27/86     9 Brown, Charles
          (Charge)           6013       0-401-2         2,000.00
                                        0-203-0           100.00
                                                                  2,100.00


06/27/86    14 Youngblood, Jack A.
          (Charge)           6014       0-203-0            32.50
                                        0-402-0           650.00
                                                                   682.50


06/27/86     5 Moody, Cynthia
          (Charge)           6015       0-401-1         2,250.00
```

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```
                    Corner Home Improvement Center
06/30/86                    Invoice Journal                    Page 3
                    For  fiscal year 86, period 6

          Customer          Invoice    Account           Detail    Net
  Date    ID    Name        Number     ID                Amount   Amount
  ─────────────────────────────────────────────────────────────────────

                                       0-203-0            115.00
                                                                 2,365.00


06/28/86     16 Ray, William H.
             (Charge)         6016     0-401-2           550.00
                                       0-203-0            27.50
                                                                  577.50


06/28/86      4 Hunter, Thomas
             (Charge)         6017     0-401-1         2,500.00
                                       0-401-2         2,500.00
                                       0-203-0           250.00
                                                                5,250.00


06/30/86     19 Nolen, A. B.
             (Credit Memo)    6020     0-401-1            82.22-
                                       0-203-0             5.34-
                                                                   87.56-

             Mdse returned--Project cancelled


06/30/86    Cash
             (Cash Invoice)   6021     0-401-1            25.00
                                       0-203-0             1.25
                                                                   26.25


06/30/86    Void
             (Void)           6022                                  0.00


06/30/86     18 Peterson,  Margaret
             (Delivery Charge) AC18    0-806-0            10.00
                                                                   10.00




                                                     ----------------
                                             Total      39,644.97
                                                     ================
```

Sample Reports

```
                    Corner Home Improvement Center

06/30/86                     Invoice Journal                   Page 4
                              S U M M A R Y
                      For   fiscal year 86, period 6

        Account  Name                                          Total
        ─────────────────────────────────────────────────────────────

        0-203-0 Sales Tax Payable                          1,887.68
        0-401-1 Sales-Lumber                              14,038.77
        0-401-2 Sales-General                             12,158.52
        0-402-0 Construction Income                       11,550.00
        0-806-0 Delivery Charges                              10.00
                                                       ---------------
                Total                                     39,644.97
                                                       ===============
```

```
                  Corner Home Improvement Center

06/30/86                    Receipts Journal                     Page 1
                        For fiscal year 86, period 6
                        Checkbook #1    City National

          Customer         Invoice       Account           Detail    Net
  Date    ID    Name       Number        ID                Amount   Amount


06/02/86 2      Fosbeck,   Donald G.
         (Payment)         4186          0-111-0           118.87
                           5047          0-111-0           468.07
                           CM5047        0-111-0            45.87-
                           FC2           0-111-0             1.78
                                                                   542.85


06/02/86 13     Hornsby, Michael
         (Payment)                       0-111-0           750.00
                                                                   750.00


06/02/86 17     Perry, Alexander
         (Payment)                       0-111-0           447.37
                                                                   447.37

                                                          ----------------
                        Total for deposit no. 601:              1,740.22
                                                          ----------------


06/03/86 12     Castleberry, Raymond
         (Payment)         5308          0-111-0           103.30
                           FC12          0-111-0             1.55
                                                                   104.85

                                                          ----------------
                        Total for deposit no. 602:                104.85
                                                          ----------------


06/04/86 14     Youngblood, Jack A.
         (Payment)         4495          0-111-0           211.72
                           4621          0-111-0         1,319.20
                           5283          0-111-0         1,478.33
                           5398          0-111-0         1,136.79
                           FC14          0-111-0            22.96
                                                                 4,169.00

                                                          ----------------
                        Total for deposit no. 603:              4,169.00
                                                          ----------------


06/05/86 16     Ray, William H.
         (Payment)         5225          0-111-0           650.41
                           5232          0-111-0           536.22
                                                                 1,186.63

                                                          ----------------
                        Total for deposit no. 604:              1,186.63
                                                          ----------------
```

A Sample Reports

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Sample Reports

```
                    Corner Home Improvement Center

06/30/86                   Receipts Journal                    Page 2
                      For fiscal year 86, period 6
                      Checkbook #1   City National

          Customer          Invoice      Account           Detail    Net
  Date    ID    Name        Number       ID                Amount   Amount


06/09/86 3      Foster, Joe T.
         (Payment)          4661         0-111-0          1,321.35
                            5175         0-111-0             42.85
                            5187         0-111-0            114.22
                            5189         0-111-0          1,756.17
                            5297         0-111-0            485.78
                            5794         0-111-0             75.87
                                                                   3,796.24

                                                         ----------------
                         Total for deposit no. 606:                3,796.24
                                                         ----------------

06/11/86 11     Nunn, Alton B.
         (Payment)          5310         0-111-0            111.56
                                                                    111.56

                                                         ----------------
                         Total for deposit no. 607:                 111.56
                                                         ----------------

06/13/86 8      Collier, A. W.
         (Payment)          5235         0-111-0            334.50
                            5315         0-111-0             84.54
                                                                    419.04

                                                         ----------------
                         Total for deposit no. 608:                 419.04
                                                         ----------------

06/17/86 20     Howard, Timothy S.
         (Payment)                       0-111-0          3,000.00
                                                                   3,000.00

                                                         ----------------
                         Total for deposit no. 611:                3,000.00
                                                         ----------------

06/30/86 5      Moody, Cynthia
         (Payment)          4969         0-111-0            107.01
                                                                    107.01

06/30/86 7      Ogelsby, W. H.
         (Payment)                       0-111-0            100.00
                                                                    100.00

06/30/86        Junk dealer
         (Cash Receipt)                  0-802-0             25.00
                                                                     25.00

         Sale of scrap from the back lot
```

```
                   Corner Home Improvement Center

06/30/86                      Receipts Journal                    Page 3
                        For fiscal year 86, period 6
                        Checkbook #1   City National

           Customer         Invoice      Account            Detail    Net
  Date     ID    Name       Number       ID                 Amount   Amount

                                                          ----------------
                                Total for deposit no. 635:         232.01
                                                          ----------------

                                                          ----------------
                                                  Total:       14,759.55
                                                          ================
```

Sample Reports

```
                      Corner Home Improvement Center

06/30/86                       Receipts Journal                    Page  4
                           For fiscal year 86, period 6
                                 S U M M A R Y

           Account    Name                                         Total


           0-103-0 City National                               14,759.55
                                                               ----------------
                                           Total Deposits:     14,759.55
                                                               ================


           0-111-0 Accounts Receivable                         14,734.55
           0-802-0 Other Income                                    25.00
                                                               ----------------
                                       Total Distributions:    14,759.55
                                                               ================
```

```
                    Corner Home Improvement Center
06/30/86                   Customer Adjustments                 Page 1
                        For fiscal year 86, period 6

          GLP     FY     JE#
  Date                        Description            Debit    Credit
_____


06/30/86   6      86       4
                  0-111-0 Accounts Receivable
                           9 Brown, Charles
                           Invoice 6013                          105.00
                  0-401-1 Sales-Lumber                 100.00
                  0-203-0 Sales Tax Payable              5.00

                      Statement Description: Adjustment

                      To correct Invoice 6013

06/30/86   6      86       9
                  0-111-0 Accounts Receivable
                          18 Peterson,  Margaret                  40.00
                  0-675-0 Losses on Bad Checks           40.00

                      Statement Description: Write-off

                      Direct write-off of bad debt

                                            ---------------------------
                                               145.00
                                                        145.00
                                            ===========================
```

Sample Reports

```
                    Corner Home Improvement Center

06/30/86                Detailed Finance Charges              Page 1
                       For fiscal year 86, period 6

Customer     Date      Beginning  Past Due  Subject   Finance   Ending
ID       Name           Balance    Amount   to  F/C   Charges   Balance


   7 Ogelsby, W. H.                1,718.39             33.32
        06/30/86        2,768.39            2,221.61            2,801.71

   9 Brown, Charles               1,129.89             18.20
        06/30/86        4,229.20            1,129.89            4,247.40

  10 Hackett, Arnold              3,705.60             56.67
        06/30/86        3,705.60            3,694.89            3,762.27

  15 Young, William                447.37              7.83
        06/30/86         447.37              447.37             455.20

  18 Peterson,  Margaret           153.63              2.69
        06/30/86         256.03              153.63             258.72
```

```
                     Corner Home Improvement Center
06/30/86                  Detailed Finance Charges                   Page 2
                       For fiscal year 86, period 6
                              S U M M A R Y
_____




          Finance charges Entered for 5 customers.

          Balance Before Finance Charges:        11,406.59
          Total Finance Charges Entered:            118.71
                                               ----------------
          Total Ending Balance:                   11,525.30
                                               ================

          Total Past Due:                          7,154.88
          Total Subject to Finance Charge:         7,647.39
```

A Sample Reports

Sample Reports

```
                        Corner Home Improvement Center
   06/30/86                      Automatic Charges                    Page 1
                             For fiscal year 86, period 6

              Customer                  Invoice       Acct
    Date      ID    Name                Number        ID         Detail   Net Amt
   ───────────────────────────────────────────────────────────────────────────────

   06/30/86      18 Peterson,  Margaret
                 (Delivery Charge)      AC18      0-806-0          10.00
                                                                             10.00

                            Total                                            10.00
                                                                 ═══════════════════
```

```
                        Corner Home Improvement Center
   06/30/86                      Automatic Charges                    Page 2
                             For fiscal year 86, period 6
   ───────────────────────────────────────────────────────────────────────────────

                                   S U M M A R Y
    Acct              Name                                       Total
   0-806-0            Delivery Charges                           10.00
                                                                 ──────────────────
                      Total                                      10.00
                                                                 ═══════════════════
```

Sample Reports

```
As of                    Corner Home Improvement Center
06/30/86                     General Ledger Detail               Page    1
                           G/L Period 6 Fiscal Year 86

    Account                                     Balance   Current
    ID    Name                     Folio        Forward    Period    Balance
------------------------------------------------------------------------------

0-101-0 Cash on Hand
                                                 500.00
         Cash
              6021              IJ  06/30/86                 26.25
                                                                     526.25

0-103-0 City National
                                               2,553.73
              JE #  1           GJ                        5,875.00-
              JE #  2           GJ                          980.00-
              JE #  2           GJ                        2,325.00-
              JE #  3           GJ                        1,080.00-
              JE #  3           GJ                        2,380.00-
              JE #  5           GJ                          107.23
              C2       Fosbeck,  Donald G.
                   4186            RJ  06/02/86             118.87
              C2       Fosbeck,  Donald G.
                   5047            RJ  06/02/86             468.07
              C2       Fosbeck,  Donald G.
                   CM5047          RJ  06/02/86              45.87-
              C2       Fosbeck,  Donald G.
                   FC2             RJ  06/02/86               1.78
              C13      Hornsby, Michael
                                   RJ  06/02/86             750.00
              C17      Perry, Alexander
                                   RJ  06/02/86             447.37
              C12      Castleberry, Raymond
                   5308            RJ  06/03/86             103.30
              C12      Castleberry, Raymond
                   FC12            RJ  06/03/86               1.55
              C14      Youngblood, Jack A.
                   4495            RJ  06/04/86             211.72
              C14      Youngblood, Jack A.
                   4621            RJ  06/04/86           1,319.20
              C14      Youngblood, Jack A.
                   5283            RJ  06/04/86           1,478.33
              C14      Youngblood, Jack A.
                   5398            RJ  06/04/86           1,136.79
              C14      Youngblood, Jack A.
                   FC14            RJ  06/04/86              22.96
              C16       Ray, William H.
                   5225            RJ  06/05/86             650.41
              C16       Ray, William H.
                   5232            RJ  06/05/86             536.22
              C3       Foster, Joe T.
                   4661            RJ  06/09/86           1,321.35
              C3       Foster, Joe T.
                   5175            RJ  06/09/86              42.85
              C3       Foster, Joe T.
                   5187            RJ  06/09/86             114.22
              C3       Foster, Joe T.
                   5189            RJ  06/09/86           1,756.17
              C3       Foster, Joe T.
```

Sample Reports

```
  As of                    Corner Home Improvement Center
06/30/86                       General Ledger Detail              Page    2
                            G/L Period 6 Fiscal Year 86

      Account                                       Balance    Current
   ID    Name                   Folio               Forward     Period    Balance
-------------------------------------------------------------------------------------
              5297          RJ  06/09/86                         485.78
       C3      Foster, Joe T.
              5794          RJ  06/09/86                          75.87
       C11     Nunn, Alton B.
              5310          RJ  06/11/86                         111.56
       C8      Collier, A. W.
              5235          RJ  06/13/86                         334.50
       C8      Collier, A. W.
              5315          RJ  06/13/86                          84.54
       C20     Howard, Timothy S.
                            RJ  06/17/86                       3,000.00
       C5      Moody, Cynthia
              4969          RJ  06/30/86                         107.01
       C7      Ogelsby, W. H.
                            RJ  06/30/86                         100.00
       Junk dealer
                            RJ  06/30/86                          25.00
       Check Register      CR                               11,050.54-
       Manual Check        CR                                1,345.74-
       On Account Check    CR                                6,681.56-
       Cash Journal        CJ                               27,676.91
                                                           ------------------
                                                           10,825.85
                                                                        13,379.58


0-104-0 Commercial USA
                                                    794.58
       JE #    1           GJ                                5,875.00
       JE #    2           GJ                                  980.00
       JE #    2           GJ                                2,325.00
       JE #    3           GJ                                1,080.00
       JE #    3           GJ                                2,380.00
       Manual Check        CR                                5,153.57-
       Payroll Register    PR                                6,751.42-
                                                           ------------------
                                                              735.01
                                                                         1,529.59


0-111-0 Accounts Receivable
                                                  29,453.90
       JE #    4           GJ                                  105.00-
       JE #    9           GJ                                   40.00-
       Receipts Journal    RJ                               14,734.55-
       Finance Charges     FC                                  118.71
       Invoice Journal     IJ                               39,618.72
                                                           ------------------
                                                           24,857.88
                                                                        54,311.78


0-111-1 COD Receivables
                                                    242.46
                                                                          242.46


0-113-0 Employee Advances
```

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```
   As of                   Corner Home Improvement Center
 06/30/86                       General Ledger Detail                Page      3
                            G/L Period 6 Fiscal Year 86

       Account                                      Balance  Current
       ID   Name                    Folio           Forward   Period    Balance
 ------------------------------------------------------------------------------
                                                     500.00
             Payroll Register        PR                       100.00
                                                                        600.00

 0-115-0 Inventory
                                                  39,760.09
                                                                      39,760.09

 0-151-0 Furniture and Fixtures
                                                  15,863.52
                                                                      15,863.52

 0-152-0 Machinery and Equipment
                                                  44,603.42
                                                                      44,603.42

 0-155-0 Accumulated Depreciation
                                                  13,795.00-
             JE #   8                GJ                        775.00-
                                                                      14,570.00-

 0-180-0 Deposits
                                                     250.00
                                                                        250.00

 0-181-0 Prepaid Insurance
                                                     350.00
             JE #   7                GJ                         70.00-
                                                                        280.00

 0-183-0 Prepaid Interest
                                                   1,885.50
                                                                      1,885.50

 0-201-0 Accounts Payable
                                                  24,246.28-
             Check Register          CR                     11,050.54
             On Account Check        CR                      6,681.56
             Voucher Journal         VJ                     10,825.92-
                                                            ------------------
                                                             6,906.18
                                                                      17,340.10-

 0-203-0 Sales Tax Payable
                                                   1,815.53-
             JE #   4                GJ                          5.00
             C6          Montgomery, Darrell
                         6000            IJ  06/16/86           50.00-
             C4           Hunter, Thomas
                         6001            IJ  06/17/86           75.00-
             C12         Castleberry, Raymond
                         6002            IJ  06/18/86          125.00-
             C7           Ogelsby, W. H.
                         6003            IJ  06/19/86           50.00-
```

A Sample Reports

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Sample Reports

```
   As of                    Corner Home Improvement Center
   06/30/86                      General Ledger Detail                  Page    11
                              G/L Period 6 Fiscal Year 86

       Account                                      Balance   Current
       ID    Name                      Folio        Forward    Period    Balance
   ----------------------------------------------------------------------------
          C18          Peterson,  Margaret
                       AC18          IJ  06/30/86                10.00-
                                                                          210.00-

   0-854-0 A/P Finance Charges
                                                     57.98
                                                                           57.98

   9-999-9 Income Transfer
                                                 25,964.03
               Net Income (Loss)      NI                      40,215.87
                                                                        66,179.90

                                       ------------------------------------------
                                                     0.00
                                                                0.00
                                                                           0.00
                                       ==========================================
```

```
                      Corner Home Improvement Center

06/30/86                        Customer Ledger                    Page 1
                                As-of 06/30/86

Customer                                                          Ending
ID    Name    Inv           Folio  Date  Description    Detail    Balance
_____

1      Guzman, Arnold
  **     4965              IJ 04/28/86 Historical Charge
                          Due: 05/27/86                  830.36
         5058              IJ 05/07/86 Historical Charge
                          Due: 06/06/86                1,858.03
         5452              IJ 05/27/86 Historical Charge
                          Due: 06/26/86                  832.03
         6007              IJ 06/23/86 Charge
                          Due: 07/23/86                4,200.00
                                                                 7,720.42


3      Foster, Joe T.
         6008              IJ 06/24/86 Charge
                          Due: 07/24/86                3,150.00
                                                                 3,150.00


4      Hunter, Thomas
  **     2219              IJ 02/10/86 Historical Charge
                          Due: 03/12/86                   91.23
         4354              IJ 04/18/86 Historical Charge
                          Due: 05/18/86                  245.29
         5223              IJ 05/13/86 Historical Charge
                          Due: 06/12/86                  956.19
         FC4               FC 05/31/86 Historical Charge    4.11
         6001              IJ 06/17/86 Charge
                          Due: 07/17/86                1,575.00
         6017              IJ 06/28/86 Charge
                          Due: 07/28/86                5,250.00
                                                                 8,121.82


5      Moody, Cynthia
  **     DEL CHG           IJ 05/16/86 Historical Charge
                          Due: 06/15/86                   10.00
         5445              IJ 05/26/86 Historical Charge
                          Due: 06/25/86                1,729.97
         6018              IJ 06/16/86 Charge
                          Due: 07/16/86                   47.88
         6015              IJ 06/27/86 Charge
                          Due: 07/27/86                2,365.00
                                                                 4,152.85


6      Montgomery, Darrell
         6000              IJ 06/16/86 Charge
                          Due: 07/16/86                1,050.00
         6009              IJ 06/24/86 Charge
                          Due: 07/24/86                4,200.00
                                                                 5,250.00


7      Ogelsby, W. H.     .        Balance Forward     1,818.39
  **     6003              IJ 06/19/86 Charge           1,050.00
                          RJ 06/30/86 Payment            100.00-
         FC7               FC 06/30/86 Finance Charge     33.32
```

Sample Reports

```
                        Corner Home Improvement Center
06/30/86                      Customer Ledger                        Page 2
                              As-of 06/30/86

Customer                                                             Ending
ID    Name    Inv           Folio  Date  Description    Detail      Balance
_____

                                                                   2,801.71

8       Collier, A. W.
          6011               IJ 06/25/86 Charge
                             Due: 07/25/86                420.00
                                                                     420.00

9       Brown, Charles
  **      5228               IJ 05/13/86 Historical Charge
                             Due: 06/12/86               342.64
          5442               IJ 05/26/86 Historical Charge
                             Due: 06/25/86               787.25
          5702               IJ 05/30/86 Historical Charge
        (Disputed)           Due: 06/29/86             1,104.31
          6013               IJ 06/27/86 Charge
                             Due: 07/27/86             2,100.00
          (4)                GJ 06/30/86 Adjustment      105.00-
          FC9                FC 06/30/86 Finance Charge   18.20
                                                                   4,247.40

10      Hackett, Arnold
  **      4123               IJ 04/07/86 Historical Charge
                             Due: 05/07/86               713.88
          5257               IJ 05/17/86 Historical Charge
                             Due: 06/16/86             2,981.01
          FC10               FC 05/31/86 Historical Charge 10.71
          FC10               FC 06/30/86 Finance Charge   56.67
                                                                   3,762.27

12      Castleberry, Raymond
          6002               IJ 06/18/86 Charge
                             Due: 07/18/86             2,625.00
          6010               IJ 06/25/86 Charge
                             Due: 07/25/86             4,200.00
                                                                   6,825.00

13      Hornsby, Michael            Balance Forward    2,310.15
  **                         RJ 06/02/86 Payment         750.00-
          6006               IJ 06/21/86 Charge          525.00
                                                                   2,085.15

14      Youngblood, Jack A.
          6014               IJ 06/27/86 Charge
                             Due: 07/27/86               682.50
                                                                     682.50

15      Young, William
  **      5044               IJ 05/06/86 Historical Charge
                             Due: 06/05/86               447.37
          FC15               FC 06/30/86 Finance Charge    7.83
                                                                     455.20
```

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```
                        Corner Home Improvement Center

06/30/86                     Customer Ledger                        Page 3
                             As-of 06/30/86

Customer                                                          Ending
ID     Name    Inv          Folio  Date  Description    Detail   Balance
_____

16     Ray, William H.
         6016               IJ 06/28/86 Charge
                          Due: 07/28/86                 577.50
                                                                 577.50

17     Perry, Alexander            Balance Forward      447.37
                            RJ 06/02/86 Payment          447.37-
         6005               IJ 06/20/86 Charge          546.00
                                                                 546.00

18     Peterson,  Margaret         Balance Forward      193.63
   **    6019               IJ 06/16/86 Charge           92.40
         (9)                GJ 06/30/86 Write-off         40.00-
         AC18               AC 06/30/86 Delivery Charge   10.00
         FC18               FC 06/30/86 Finance Charge     2.69
                                                                 258.72

19     Nolen, A. B.
         6004               IJ 06/19/86 Charge
                          Due: 07/19/86               4,200.00
                                                               4,200.00

20     Howard, Timothy S.          Balance Forward      944.76-
                                                                 944.76-
```

Sample Reports

```
                    Corner Home Improvement Center

06/30/86                    Customer L____ e          Page 4
                            As-of 06/30/86
                             S U M M A R
_____


      Count          Description                   Amount

        5          Beginning Balance              3,824.78
       41            + Charges                    51,929.37
        3            - Payments                    1,297.37-
        0            + Debit Adjustments               0.00
        2            - Credit Adjustments           145.00-
       18          Ending Balance                 54,311.78

                   Credit / Not Past Due          39,039.54    71.88%
                    1 -   30 Days Past Due         12,960.20    23.86%
                   31 -   60 Days Past Due          2,220.81     4.09%
                   61 -   90 Days Past Due              0.00     0.00%
                   91 - 120 Days Past Due             91.23      0.17%
                   Over 120 Days Past Due              0.00      0.00%

       18          Total Customers
       46          Total Transactions
```

Sample Reports

```
                    Corner Home Improvement Center
06/30/86                Aged Accounts Receivable              Page 1
                            As-of 06/30/86

   Customer      0 -  30   31 -  60   61 -  90   91 - 120   Over 120   Current
   ID    Name      Days      Days       Days       Days       Days     Balance
  _____

    1 Guzman, Arnold                                                    7,720.42
              6,890.06                  0.00                  0.00
                          830.36                   0.00

    2 Fosbeck,  Donald G.                                                   0.00
                  0.00                  0.00                  0.00
                            0.00                   0.00

    3 Foster, Joe T.                                                    3,150.00
              3,150.00                  0.00                  0.00
                            0.00                   0.00

    4 Hunter, Thomas                                                    8,121.82
              7,785.30                  0.00                  0.00
                          245.29                  91.23

    5 Moody, Cynthia                                                    4,152.85
              4,152.85                  0.00                  0.00
                            0.00                   0.00

    6 Montgomery, Darrell                                               5,250.00
              5,250.00                  0.00                  0.00
                            0.00                   0.00

    7 Ogelsby, W. H.                                                    2,801.71
              2,801.71                  0.00                  0.00
                            0.00                   0.00

    8 Collier, A. W.                                                      420.00
                420.00                  0.00                  0.00
                            0.00                   0.00

    9 Brown, Charles                                                    4,247.40
              4,247.40                  0.00                  0.00
                            0.00                   0.00

   10 Hackett, Arnold                                                   3,762.27
              3,048.39                  0.00                  0.00
                          713.88                   0.00

   11 Nunn, Alton B.                                                       0.00
                  0.00                  0.00                  0.00
                            0.00                   0.00

   12 Castleberry, Raymond                                              6,825.00
              6,825.00                  0.00                  0.00
                            0.00                   0.00

   13 Hornsby, Michael                                                  2,085.15
              1,653.87                  0.00                  0.00
                          431.28                   0.00
```

Sample Reports

Customer ID	Name	0 – 30 Days	31 – 60 Days	61 – 90 Days	91 – 120 Days	Over 120 Days	Current Balance
14	Youngblood, Jack A.	682.50	0.00	0.00	0.00	0.00	682.50
15	Young, William	455.20	0.00	0.00	0.00	0.00	455.20
16	Ray, William H.	577.50	0.00	0.00	0.00	0.00	577.50
17	Perry, Alexander	546.00	0.00	0.00	0.00	0.00	546.00
18	Peterson, Margaret	258.72	0.00	0.00	0.00	0.00	258.72
19	Nolen, A. B.	4,200.00	0.00	0.00	0.00	0.00	4,200.00
20	Howard, Timothy S.	944.76-	0.00	0.00	0.00	0.00	944.76-
21	Friday, Walter	0.00	0.00	0.00	0.00	0.00	0.00

Sample Reports

```
                      Corner Home Improvement Center
06/30/86                 Aged Accounts Receivable                  Page 3
                           As-of 06/30/86


        Count            Description                 Amount

          5,             Beginning Balance           3,824.78
         41              + Charges                   51,929.37
          3              - Payments                   1,297.37-
          0              + Debit Adjustments              0.00
          2              - Credit Adjustments          145.00-
         18              Ending Balance              54,311.78

                    Credit / Not Past Due           39,039.54     71.88%
                     1 -   30 Days Past Due          12,960.20    23.86%
                    31 -   60 Days Past Due           2,220.81     4.09%
                    61 -   90 Days Past Due               0.00     0.00%
                    91 - 120 Days Past Due               91.23     0.17%
                    Over 120 Days Past Due                0.00     0.00%

         21         Total Customers
         46         Total Transactions
```

Sample Reports

```
                     Corner Home Improvement Center

06/30/86            Receivables Account Distribution            Page 1
                    For fiscal year 86, period 6

  G/L      Customer                    Invoice    Transaction
 Account    ID/Name                    Number    Date      Amount


0-203-0 Sales Tax Payable
                                (Cash)   6021   06/30/86       1.25-
             1 Guzman, Arnold            6007   06/23/86     200.00-
             3 Foster, Joe T.            6008   06/24/86     150.00-
             4 Hunter, Thomas            6001   06/17/86      75.00-
                                         6017   06/28/86     250.00-
             5 Moody, Cynthia            6015   06/27/86     115.00-
                                         6018   06/16/86       1.89-
             6 Montgomery, Darrell       6000   06/16/86      50.00-
                                         6009   06/24/86     200.00-
             7 Ogelsby, W. H.            6003   06/19/86      50.00-
             8 Collier, A. W.            6011   06/25/86      20.00-
             9 Brown, Charles            6013   06/27/86     100.00-
            12 Castleberry, Raymond      6002   06/18/86     125.00-
                                         6010   06/25/86     200.00-
            13 Hornsby, Michael          6006   06/21/86      25.00-
            14 Youngblood, Jack A.       6014   06/27/86      32.50-
            16 Ray, William H.           6016   06/28/86      27.50-
            17 Perry, Alexander          6005   06/20/86      26.00-
            18 Peterson,  Margaret       6019   06/16/86       3.88-
            19 Nolen, A. B.              6004   06/19/86     200.00-
                                         6020   06/30/86       5.34
            20 Howard, Timothy S.        6012   06/26/86      40.00-

    Account Total                                          1,887.68-

0-401-1 Sales-Lumber
                                (Cash)   6021   06/30/86      25.00-
             1 Guzman, Arnold            6007   06/23/86   4,000.00-
             3 Foster, Joe T.            6008   06/24/86   3,000.00-
             4 Hunter, Thomas            6017   06/28/86   2,500.00-
             5 Moody, Cynthia            6015   06/27/86   2,250.00-
                                         6018   06/16/86      45.99-
             6 Montgomery, Darrell       6000   06/16/86   1,000.00-
            13 Hornsby, Michael          6006   06/21/86     500.00-
            19 Nolen, A. B.              6020   06/30/86      82.22
            20 Howard, Timothy S.        6012   06/26/86     800.00-

    Account Total                                         14,038.77-

0-401-2 Sales-General
             4 Hunter, Thomas            6001   06/17/86   1,500.00-
                                         6017   06/28/86   2,500.00-
             7 Ogelsby, W. H.            6003   06/19/86   1,000.00-
             9 Brown, Charles            6013   06/27/86   2,000.00-
            12 Castleberry, Raymond      6010   06/25/86   4,000.00-
            16 Ray, William H.           6016   06/28/86     550.00-
            17 Perry, Alexander          6005   06/20/86     520.00-
            18 Peterson,  Margaret       6019   06/16/86      88.52-
```

```
                    Corner Home Improvement Center

06/30/86              Receivables Account Distribution              Page 2
                      For fiscal year 86, period 6

   G/L        Customer                    Invoice     Transaction
 Account      ID/Name                     Number    Date      Amount
_____


   Account Total                                          12,158.52-

0-402-0 Construction Income
        6 Montgomery, Darrell              6009    06/24/86    4,000.00-
        8 Collier, A. W.                   6011    06/25/86      400.00-
       12 Castleberry, Raymond             6002    06/18/86    2,500.00-
       14 Youngblood, Jack A.              6014    06/27/86      650.00-
       19 Nolen, A. B.                     6004    06/19/86    4,000.00-

   Account Total                                          11,550.00-

0-806-0 Delivery Charges
       18 Peterson,  Margaret              AC18    06/30/86       10.00-

   Account Total                                              10.00-

                                                      -----------------
   Total                                                  39,644.97-
                                                      =================
```

Sample Reports

```
1
Guzman, Arnold
3489 W. 5th
New York, NY
10106

2
Fosbeck,  Donald G.
5673 West Street
Yonkers, NY
10112

3
Foster, Joe T.
3419 Tillman Apt. #10
New York, NY
10105

4
Hunter, Thomas
3425 Correll Street
Jersey City, NJ
10221

5
Moody, Cynthia
1200 Kenwood
Hoboken, NJ
10243

6
Montgomery, Darrell
P.O. Box 14326
Danbury, CT
09901

7
Ogelsby, W. H.
4321 Lane Ave.
New York, NY
10109
```

Sample Reports

Corner Home Improvement Center
1234 Main Street
New York, NY 10101

212/862-1234

STATEMENT

Woody, Cynthia
1200 Kenwood
Hoboken, NJ
10243

5 06/30/86

PLEASE DETACH AND RETURN WITH YOUR PAYMENT

DATE	INVOICE NO	DESCRIPTION	CHARGE	PAYMENTS	BALANCE
05/16/86	DEL CHG	Charge	10.00		10.00
05/26/86	5445	Charge	1,729.97		1,739.97
06/16/86	6018	Charge	47.88		1,787.85
06/27/86	6015	Charge	2,365.00		4,152.85

CURRENT	30 DAYS	60 DAYS	90 DAYS	AMOUNT DUE
4,152.85	0.00	0.00	0.00	4,152.85

Big bargains every Tuesday!
Thanks for your business

Sample Reports

```
INVOICE                    Corner Home Improvement Center
Page 1                     1234 Main Street
                           New York, NY  10101

                           212/862-1234


Purchase Order # 674215        Transaction Date: 06/30/86
                               Due Date: 07/30/86
                               Invoice # 6018
                               Terms: Net 30

Sold To:                       Ship To:
   Moody, Cynthia                  Moody, Cynthia
   1200 Kenwood                    1200 Kenwood
   Hoboken, NJ                     Hoboken, NJ
   10243                           10243

Item Number    Description    Quantity       Price      Extension

110        4 x 8 x 1/4 Plywood      5          9.00        45.00
185        Latch                    1          0.99         0.99













                                              Sales Tax +    1.89
                                              ------------------------
                                              Total Invoice   47.88
                                              ------------------------
                                                   Net Due    47.88
```

Sample Reports

```
                    Corner Home Improvement Center

06/30/86                    Customer Analysis                 Page 1
                              All Accounts

As-of 06/30/86
_____


1                                           7,720.42 Balance
Guzman, Arnold                              6,890.06    0 -   30
3489 W. 5th                  N Del Pending?   830.36   31 -   60
New York, NY                 N Chg F.C.?        0.00   61 -   90
10106                     None A/C No.          0.00   91 -  120
Phone No.: 212 859-3897      2 Billed YTD       0.00   Over 120
Terms: Net 30                8 Billed Life  7,720.42 High Bal
Category: 0                  0 Past Due YTD 4,356.65 Chgs YTD
Type: Open Item              0 Past Due Life    0.00 F.C. YTD
Sub Type: Regular     06/23/86 Last Trans.      None Credit Lmt
0 - 30 Past Due Amt:      2,690.06  Tot. Past Due Amt:    3,520.42
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -


2                                              0.00 Balance
Fosbeck,  Donald G.                            0.00    0 -   30
5673 West Street             N Del Pending?    0.00   31 -   60
Yonkers, NY                  N Chg F.C.?        0.00   61 -   90
10112                     None A/C No.          0.00   91 -  120
Phone No.: 212 859-3421      2 Billed YTD       0.00   Over 120
Terms: Net 30                6 Billed Life   105.00 High Bal
Category: 25                 0 Past Due YTD  206.00 Chgs YTD
Type: Open Item              0 Past Due Life    0.00 F.C. YTD
Sub Type: Regular     06/02/86 Last Trans.      None Credit Lmt
0 - 30 Past Due Amt:         0.00  Tot. Past Due Amt:       0.00
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -


3                                          3,150.00 Balance
Foster, Joe T.                             3,150.00    0 -   30
3419 Tillman Apt. #10        N Del Pending?    0.00   31 -   60
New York, NY                 N Chg F.C.?       0.00   61 -   90
10105                     None A/C No.          0.00   91 -  120
Phone No.: 212 123-4567      3 Billed YTD       0.00   Over 120
Terms: Net 30                7 Billed Life  6,946.24 High Bal
Category: 15                 0 Past Due YTD 3,294.85 Chgs YTD
Type: Open Item              0 Past Due Life    0.00 F.C. YTD
Sub Type: Regular     06/09/86 Last Trans.      None Credit Lmt
0 - 30 Past Due Amt:         0.00  Tot. Past Due Amt:       0.00
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -


4                                          8,121.82 Balance
Hunter, Thomas                             7,785.30    0 -   30
3425 Correll Street          N Del Pending?  245.29   31 -   60
Jersey City, NJ              N Chg F.C.?        0.00   61 -   90
10221                     None A/C No.         91.23   91 -  120
Phone No.:                   3 Billed YTD       0.00   Over 120
Terms: Net 30                7 Billed Life  8,121.82 High Bal
Category: 0                  0 Past Due YTD 8,357.04 Chgs YTD
Type: Open Item              0 Past Due Life    8.03 F.C. YTD
Sub Type: Regular     06/28/86 Last Trans.      None Credit Lmt
0 - 30 Past Due Amt:       960.30  Tot. Past Due Amt:    1,296.82
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
```

Sample Reports

```
                    Corner Home Improvement Center

06/30/86                    Customer Analysis              .     Page 6
                               All Accounts

As-of 06/30/86
_____


21                                               0.00 Balance
Friday, Walter                                   0.00    0 -  30
1412 Bridgeport Cove      N Del Pending?         0.00   31 -  60
Huntsville, RI            Y Chg F.C.?            0.00   61 -  90
90347                     1 A/C No.              0.00   91 - 120
Phone No.:                0 Billed YTD           0.00   Over 120
Terms: Net 30             0 Billed Life          0.00 High Bal
Category: 0               0 Past Due YTD         0.00 Chgs YTD
Type: Open Item           0 Past Due Life        0.00 F.C. YTD
Sub Type: Regular   mm/dd/yy Last Trans.       500.00 Credit Lmt
0 - 30 Past Due Amt:           0.00   Tot. Past Due Amt:  .      0.00
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
=======================================================================


    NO. CUSTOMERS: 21    54,311.78  Balance
                         51,999.74     0 -  30
                          2,220.81    31 -  60
                              0.00    61 -  90
                             91.23    91 - 120
                              0.00    Over 120
=======================================================================

    21 Accounts Printed
```

```
                        Corner Home Improvement Center

06/30/86                       Category Analysis                 Page 1
                               All Categories
                               Null Category

As-of 06/30/86
_____


19                                               4,200.00 Balance
Nolen, A. B.                                     4,200.00    0 -  30
RT. 1 Box 35                   N Del Pending?         0.00   31 -  60
Elmont, NY                     Y Chg F.C.?            0.00   61 -  90
                            None A/C No.              0.00   91 - 120
Phone No.:                     3 Billed YTD           0.00    Over 120
Terms: Net 30                  7 Billed Life      4,287.56 High Bal
Category:                      0 Past Due YTD     4,692.56 Chgs YTD
Type: Open Item                0 Past Due Life        0.00 F.C. YTD
Sub Type: Regular     06/30/86 Last Trans.           None Credit Lmt
0 - 30 Past Due Amt:           0.00  Tot. Past Due Amt:       0.00
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

20                                                 944.76-Balance
Howard, Timothy S.                                 944.76-   0 -  30
5688 Shoal Creek               N Del Pending?        0.00   31 -  60
New York, NY                   Y Chg F.C.?           0.00   61 -  90
10102                       None A/C No.             0.00   91 - 120
Phone No.: 212 859-3427        4 Billed YTD          0.00    Over 120
Terms: Net 30                  8 Billed Life     2,055.24 High Bal
Category:                      1 Past Due YTD    1,345.40 Chgs YTD
Type: Balance Forward          1 Past Due Life       0.00 F.C. YTD
Sub Type: Regular     06/17/86 Last Trans.          None Credit Lmt
0 - 30 Past Due Amt:           0.00  Tot. Past Due Amt:       0.00
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -


========================== Summary for Null Category =====================

   NO. CUSTOMERS: 2      3,255.24  Balance
                         3,255.24     0 -  30
                             0.00    31 -  60
                             0.00    61 -  90
                             0.00    91 - 120
                             0.00    Over 120

==========================================================================

   2 Accounts Printed
```

Sample Reports

```
                    Corner Home Improvement Center

06/30/86                  ·   Category Analysis                    Page 8
                              All Categories
                              Category 25

As-of 06/30/86
_____


2                                                      0.00 Balance
Fosbeck,   Donald G.                                   0.00    0 -   30
5673 West Street                 N Del Pending?        0.00   31 -   60
Yonkers, NY                    .  N Chg F.C.?           0.00   61 -   90
10112                         None A/C No.             0.00   91 - 120
Phone No.: 212 859-3421          2 Billed YTD          0.00   Over 120
Terms: Net 30                    6 Billed Life       105.00 High Bal
Category: 25                     0 Past Due YTD      206.00 Chgs YTD
Type: Open Item                  0 Past Due Life       0.00 F.C. YTD
Sub Type: Regular       06/02/86 Last Trans.          None Credit Lmt
0 - 30 Past Due Amt:             0.00   Tot. Past Due Amt:       0.00
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

11                                                     0.00 Balance
Nunn, Alton B.                                         0.00    0 -   30
342 Ave F                        N Del Pending?        0.00   31 -   60
Mt. Vernon, NY                   Y Chg F.C.?           0.00   61 -   90
10123                         None A/C No.             0.00   91 - 120
Phone No.: 212 855-8912          3 Billed YTD          0.00   Over 120
Terms: Net 30                    7 Billed Life       232.00 High Bal
Category: 25                     0 Past Due YTD      674.56 Chgs YTD
Type: Open Item                  0 Past Due Life       0.00 F.C. YTD
Sub Type: Regular       06/11/86 Last Trans.          None Credit Lmt
0 - 30 Past Due Amt:             0.00   Tot. Past Due Amt:       0.00
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

13                                                 2,085.15 Balance
Hornsby, Michael                                   1,653.87    0 -   30
5678 James                       N Del Pending?      431.28   31 -   60
Newark, NJ                       N Chg F.C.?           0.00   61 -   90
10749                         None A/C No.             0.00   91 - 120
Phone No.: 212 892-1592          3 Billed YTD          0.00   Over 120
Terms: Net 30                    7 Billed Life     2,835.15 High Bal
Category: 25                     0 Past Due YTD    1,533.87 Chgs YTD
Type: Balance Forward            0 Past Due Life       0.00 F.C. YTD
Sub Type: Regular       06/02/86 Last Trans.          None Credit Lmt
0 - 30 Past Due Amt:         1,128.87   Tot. Past Due Amt:   1,560.15
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

========================== Summary for Category 25 ======================

NO. CUSTOMERS: 3       2,085.15  Balance
                       1,653.87     0 -   30
                         431.28    31 -   60
                           0.00    61 -   90
                           0.00    91 - 120
                           0.00    Over 120
=======================================================================

 3 Accounts Printed
```

```
                    Corner Home Improvement Center

06/30/86                  Customers In ID Order                    Page 1

Customer                                                Account   Billing
   ID      Name                    Category  Subtype    Type      Cycle
_____

     1     Guzman, Arnold
           3489 W. 5th                0         A        O           1
           New York, NY
           10106
           212 859-3897

     2     Fosbeck,  Donald G.
           5673 West Street          25         A        O           1
           Yonkers, NY
           10112
           212 859-3421

     3     Foster, Joe T.
           3419 Tillman Apt. #10     15         A        O           1
           New York, NY
           10105
           212 123-4567

     4     Hunter, Thomas
           3425 Correll Street        0         A        O           1
           Jersey City, NJ
           10221

     5     Moody, Cynthia
           1200 Kenwood               0         A        O           1
           Hoboken, NJ
           10243
           212 854-6767

     6     Montgomery, Darrell
           P.O. Box 14326             0         A        O           1
           Danbury, CT
           09901
           212 836-7191

     7     Ogelsby, W. H.
           4321 Lane Ave.            10         V        B           1
           New York, NY
           10109
           212 659-8687

     8     Collier, A. W.
           2511 Big River             0         A        O           1
           White Plains, NY
           10117
           212 897-2599

     9     Brown, Charles
           1178 Hilltop               0         A        O           1
           New York, NY
           10109
           212 858-7979
```

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Sample Reports

```
                    Corner Home Improvement Center

06/30/86                      Payment Terms                      Page 1

Payment                           Discount    Discount  Payment  Times
Terms No.   Description           Percent     Day(s)    Day(s)   Used
_____

1        Net 30                        0         0        30       21
2        2% 10th Net EOM            2.00       10th      EOM        0
```

A-36

```
                  Corner Home Improvement Center

06/30/86          .           Billing Cycles                        Page 1

Cycle                         Number  Aging    Statement    FC        AC
Number Description            Cust.   Date       Date       Date      Date
_____

    1   Monthly                  21   06/30/86  mm/dd/yy   06/30/86  mm/dd/yy
    2   Customers A to K          0   06/30/86  mm/dd/yy   06/30/86  mm/dd/yy
    3   Customers L to Z          0   06/30/86  mm/dd/yy   06/30/86  mm/dd/yy
```

A Sample Reports

A-27

Sample Reports

```
                    Corner Home Improvement Center
06/30/86                Automatic Charge Accounts              Page 1

   A/C
 Number    Description         G/L Account         Amount
 _____

      1    Delivery Charge     0-806-0              10.00

      2    Warehouse Rent      0-802-0           1,250.00

      3    Special Delivery    0-806-0              20.00
```

B Solving Problems

B
Solving Problems

This appendix can assist you in solving some of the
problems that might occur as you use your system.
The first section answers questions that new users
frequently ask. The next section discusses hardware
and software errors that require special recovery
procedures; although you probably won't encounter an
error of this type, you need to know what to do if
one does occur. The remainder of this appendix
lists the other error messages you might see and
explains the recovery procedure for each. These
messages are listed in alphabetical order.

If you encounter an error message while working
with your system, look it up in this appendix and
follow the suggested recovery procedure. If the
message isn't listed in this appendix, it's a
special hardware or software error and you should
consult the corresponding section of this appendix.

TROUBLESHOOTING YOUR SYSTEM

Q: What can I do to prevent accidental power failure or environmental damage to my system?

A: Although you can't eliminate the risk of accidental damage, you can minimize it by taking the following precautions:

- If the floor in the computer area is carpeted, use an antistatic spray or buy an antistatic mat to eliminate static.

- Keep the room temperature below 80 degrees Fahrenheit.

- If possible, plug the computer into a <u>dedicated</u> connection (a circuit that has no other equipment or household appliances connected to it).

- Refrain from eating or drinking near your computer.

- Keep current backup copies of your data at all times. Store your backups in a cool, dry place. Keep them in their paper envelopes when you aren't using them. Never write on them with a ball-point pen or other writing instrument that could damage the recording surface.

Q: If an accidental power failure occurs, what should I do?

A: Wait until the power comes back on. Then, reactivate your system. The data stored on the fixed disk may not be reliable anymore. Use your most recent backup diskette to replace the data stored on your fixed disk, and update it as necessary.

Q: What steps should I take if my printer won't print?

A: If nothing happens after you select a Print command, do the following:

1. Return to a menu and make sure the printer status shown at the bottom of the screen is one of the following: LPT1, LPT2, LPT3, COM1, or COM2. If not, use the Prepare Printer command to select the printer and try again.

2. Make sure the printer power cord is connected, the power switch is in the ON position, and the "On Line" indicator (if applicable to your printer) is lit. Also, be sure the printer ribbon is good and properly installed.

3. Check the printer configuration that you set up with Select a Printer under the Prepare Printer command to be sure that your printer is configured properly.

4. Choose Select a Printer under the Prepare Printer command, reselect your printer, and then press F6:Test Pattern. If the test pattern prints successfully, the problem is with your printer. If the test pattern doesn't print, something is wrong with your data. In either case, this information will be helpful if you need outside assistance.

If the printer is set up and configured correctly to the best of your knowledge and still isn't working, consult your computer dealer.

Q: When can I safely turn off the computer?

A: Always return to the DOS prompt before turning off your computer. Also, if you have a diskette in

Solving Problems

the diskette drive, remove it before turning off the computer.

Q: Should I keep a parallel set of manual books for a while? How long?

A: It's a good idea to keep a manual set of books running parallel with your computerized system for at least 30 days, or until you're sure that you've learned to operate the system correctly.

Q: What information should I gather before calling about a problem?

A: You should provide the following information:

- Computer system identification, including name and model number of all components.

- The name and version of your BPI Enterprise system, shown on the diskettes that came with your system.

- The name of the command you were running or the activity you were performing when the problem occurred.

- A complete description of the problem. If you receive an error message, write it down exactly as it appears on the screen.

SPECIAL HARDWARE AND SOFTWARE ERRORS

Occasionally, you might encounter a hardware or software problem that requires special assistance. These messages aren't listed in this appendix. Copy the message exactly as it appears on the screen. Then use the Esc key to exit the operation in progress. If you can't exit the operation, press

the Ctrl (Control), Alt (Alternate), and Del (Delete) keys simultaneously to restart the system. (If you're on the server of a network, be sure to inform everyone on the network before restarting the system.)

When the DOS prompt appears, reenter the system and try to perform the task you were attempting when the error occurred. If the system seems to work properly, restore the company data from your most recent backup (as described in "Managing Disks and Data"); the data you were using when the error occurred probably isn't reliable. If the error recurs, contact either your dealer or, if you've subscribed to it, the Online BPI Customer Service.

ERROR MESSAGES

This section describes the messages that the system displays if you attempt to perform incorrect procedures. When you receive a message, look it up here and read the accompanying recovery procedure. Then, press the Return key to erase the message from the screen before performing the recovery procedure.

the diskette label to determine the right number and insert the correct diskette.

A Customer Must Be Selected
Enter the ID of a customer in your customer ledger.

A Data Entry Batch Is Currently Using This Checkbook
The system is using the checkbook that you want to delete. Wait until the batch is finished to delete this checkbook.

Solving Problems

A Due Date Must Be Entered
You cannot skip this field. Enter the due date for this invoice.

A Transaction Date Must Be Entered
You cannot skip this field. Enter the date of this transaction.

A/R Control Account Cannot Be Used
You cannot distribute to the A/R control account, or use it as an account prompt. Select another account.

Account Already Exists
You tried to create an account that already exists. Make sure you typed the account ID correctly. Otherwise, select a new account ID for the account you want to add.

Amount Must Be Greater Than or Equal to Zero
Enter a non-negative amount (without a minus sign).

Amount Must Be Greater Than Zero
Enter a positive amount.

Amount Must Be Less than Zero
Enter a negative amount (with a minus sign).

At Least One Invoice Number or 'ALL' Is Required
You must either specify an invoice number or enter ALL when recording a payment from an open item customer.

Automatic Charge Already Exists
You have already assigned this automatic charge number. Enter another number.

Automatic Charge Does Not Exist
Enter the number of an existing automatic charge.

Automatic Charge Is Active
This automatic charge has been assigned to at least one customer. You cannot delete it until you close the period.

'B' or 'O' Required
Enter B for balance forward or O for open item.

Backup Company Failed
For some reason (possibly a bad diskette or a fixed disk error), your attempt to back up the company failed. Check the diskette and try again. If the problem recurs, follow the procedure recommended in "Special Hardware and Software Errors" earlier in this appendix.

Balance Forward Customers Are Not Allowed
When editing open item customer histories, you must enter the ID of an open item customer. To edit a balance forward customer history, press Esc to leave the Edit Customer Histories command, and then reselect it. This time choose balance forward at the choice box.

Billing Cycle Already Exists
This billing cycle number has already been assigned. Enter another number.

Billing Cycle Does Not Exist
The billing cycle you entered does not exist. Set up billing cycles with the Edit Billing Cycles command and then assign them to customer accounts with the Edit Customers command.

B Solving Problems

Solving Problems

Billing Cycle Is in Use by a Customer
This billing cycle is assigned to a customer.
You must edit any customers that are assigned
this billing cycle before you can delete the
billing cycle.

**Cannot Change a Cash Invoice - Correct on Second
Invoice or in General Journal**
To correct an entry to a cash invoice, you need
to either make a reversing entry in the invoice
journal or adjust the customer's account with
the Enter General Journal command.

Cannot Change a Deleted Entry
This entry has already been deleted; you cannot
change it.

**Cannot Change A/R Control Account Until You Run
Close Commands**
You must wait until after you run the G/L and
A/R Close commands before you can change the
A/R control account.

Cannot Delete a Historical Invoice
This invoice was entered as a historical invoice;
you cannot delete it.

**Cannot Delete an Invoice That Has Adjustments
Made to It**
A credit or debit memo has been applied to the
invoice for this open item customer. You can-
not delete the invoice. You can make additional
adjustments to it.

Cannot Delete an Invoice That Is Disputed
The invoice you are trying to delete has been put
on hold. Before you delete the invoice, you
must remove it from hold with the Enter Invoice
Adjustments command.

Cannot Delete Customer with Non-Zero Balance
You can delete only customer accounts with zero balances. You must wait until customer has a zero balance, or adjust customer account with the Enter Customer Adjustments command, before deleting the account.

Cannot Make Adjustment to Invoice Created in Current Batch
Batch the current entries; then make the adjustment.

Cannot Use a New Account
The system can't use this account because no data has been posted to it. specify an account that has been used.

Cannot Use the Capital Income Account
You can't use the capital income account here. Choose another account.

Cannot Use the Transfer Account
The transfer account is a special account. You can't use it here. Choose another account.

Can't Add an Account Here--Only at an Account Line or a Blank Line
The system can't accept an account here. Move the cursor to another account line or to a blank line and press F5:Acct.

Can't Add a Title Here--Only at Another Title Line
The system can't accept a title here. Move the cursor to the title line where you want to add a new title and press F6:Title.

Solving Problems

Can't Begin a Mark on a Blank Line
You can't use the Mark function on a blank line.
Move the cursor to a title or account line and
begin the mark there.

Can't Change an Automatic Report
The system can't accept changes to automatic
reports. Select another report to change.

Can't Delete a Title Containing Accounts
You can't delete this title because it has ac-
counts listed beneath it. You can change the
title name if you wish. Alternatively, you can
move the accounts to another title or delete
them; then you can delete this title line.

Can't Delete the Income Transfer Account
You tried to delete the Income Transfer account.
Since the system needs this account to oerate
properly, you can't delete it.

**Can't Delete This Line--Move Cursor to Account
Line or Title Line**
You can't delete this line. Move the cursor to
an account or title line that you can delete.

Can't Move a Block Within Itself
You tried to move a block while the cursor was
still within the block. Move the cursor out of
the block of marked text before using the move
function.

Can't Move the Marked Lines in Front of a Title
You can't move marked lines in front of a ti-
tle. Move the marked lines to a place following
the title.

Can't Move the Marked Lines into a Different Accounting Category

When you move accounts, move them to the same type of category. For example, move accounts in one asset category to another asset category, not to a liability category.

Cash Invoice Control Account Cannot Be Used

You cannot distribute to the Cash Invoice control account, and you cannot use this account as a prompt. Enter another account ID.

Checkbook Already Exists

The checkbook you're trying to create already exists. If you typed the checkbook number incorrectly, retype it. Otherwise, select a new checkbook number.

Checkbook Does Not Exist

The checkbook you specified does not exist. Either create it with the Enter Checkbooks command, or choose another checkbook.

Checkbook Is Not There

The checkbook you specified doesn't exist. Either create it first with the Edit Checkbooks Account command and then choose it, or choose another checkbook.

Checkbook Number Must Be from 1 to 9

The system can accept checkbook numbers only in the range of 1 through 9. You selected a number outside this range. Enter a number between 1 and 9, inclusive.

Company Already Exists

You tried to restore, copy, or create a company using a disk that already contains that company, or you tried to change the name of a company to a name that already exists. Either choose

B Solving Problems

another name or delete the existing company with the Manage Company Data command and then try again.

Company Is Not Configured to Print Invoices
Run the A/R Edit Company Configuration command and answer Y to the Print Invoices prompt.

Company Must Be Configured for General Ledger
Before proceeding with this command, you must run the G/A Edit Company Configuration command.

Company Must Be Configured for Receivables
Before proceeding with this command, you must run the A/R Edit Company Configuration command.

Copy Company Failed
For some reason (possibly a bad diskette or a fixed disk error), your attempt to copy the company failed. Check the diskette and try again. If the problem recurs, follow the procedure recommended in "Special Hardware and Software Errors" earlier in this appendix.

Current Fiscal Year Must Be Between 80 and 99
You entered an invalid fiscal year. For the current fiscal year of the company you're creating, enter a number in the range of 80 through 99, inclusive.

Customer Accounts Must Be Created First
Run the Edit Customers command to create some customer accounts before proceeding.

Customer Already Exists
The customer ID you entered already exists. Enter another ID.

Customer Balance Must Be Zero to Change Account Type

You must enter transactions to clear the customer's account balance before changing the customer account type.

Customer Does Not Exist

Enter the ID of a customer in your customer ledger.

Customer ID Must Be Specified Before Assigning a Name

Before you enter the customer name, enter a valid customer ID.

Date for Current Amount Must Be After As-Of Date

Enter a date later than the as-of date.

Date Must Be Before As-Of Date

Enter a date before the as-of date.

Debit Amount Not Allowed for a Regular Balance Forward Customer

When editing a regular balance forward customer history, you can enter only a credit amount (or zero) at Current/Not Past Due. To enter a current transaction, use the Enter Invoices command.

Delete Company Failed

For some reason (possibly a fixed-disk error), your attempt to delete the company failed. Try again. If the problem recurs, follow the procedure recommended in "Special Hardware and Software Errors" earlier in this appendix.

Delete Pending Already Set for This Customer

This customer has already been marked for deletion.

B Solving Problems

Solving Problems

Deleted G/L Account
   The G/L account you entered has already been
   deleted.   To add it, run the G/L Edit Chart of
   Accounts command.

Deleted Invoice Cannot Be Re-Used Until Close
Commands Have Been Run
   Enter another invoice number.

Deleted Transaction Cannot Be Changed
   The transaction has already been deleted; you
   cannot change it.

Deposit Number Must Be Entered
   You must enter a deposit number in order to con-
   tinue entering a batch of receipts.   Enter a one-
   to seven-character deposit number.

Discount Control Account Cannot Be Used
   You cannot distribute to the discount control
   account or use it as an account prompt.   Enter
   another account ID.

Discount Control Account Has Been Deleted
   Before you assign discounts, you must add a dis-
   count control account to the chart of accounts,
   and edit the A/R company configuration if the
   account ID is different from the account you
   previously specified as the Discounts control
   account.

Discount Date Cannot Be Greater Than the Due Date
   Enter a date earlier than the due date.

Discount Date Must Be Greater Than Invoice Date
   Enter a date later than the date of the invoice.

Discount Date Must Be Less Than Due Date
   Enter a date earlier than the due date.

Diskette in Drive A Belongs to Another Series

You inserted a diskette in drive A that is not part of this series. For example, you may be installing the Accounts Receivable system and inadvertently inserted an Accounts Payable diskette. Replace the diskette in drive A with the proper diskette for the accounting system you're installing.

Diskette in Drive A Is Not an Enterprise Installation Diskette

The system requires the installation diskette for the system you're installing. Replace the diskette in drive A with the proper diskette.

Diskette Is Out of Sequence: This Is Part X

The diskette you're trying to install isn't the next one the system needs. Check the screen and the diskette label to determine the right number and insert the correct diskette.

Drive X Does Not Respond

The diskette drive isn't ready. Check to see if a diskette is positioned correctly in the drive. Then make sure the printer is connected, plugged in, and turned on. If the drive still isn't ready, you may have a hardware problem. In that case, call your computer dealer.

Due Date Must Be Greater Than Invoice Date

Enter a date later than the date of the invoice.

Editing Customer History Is Not Allowed After Closing Receivables Period

It is too late to edit customer history; you can only make entries to the current open periods.

B Solving Problems

Solving Problems

Ending Date Must Not Overlap Other Dates
The ending date you entered for an accounting
period overlaps the date for another period.
Enter a date that doesn't overlap with any other
period.

Ending Period Can't Precede the Beginning Period
Specify an ending period that is the same as or
later than the beginning period.

Enter at Least One Customer Account
When entering customer adjustments, you must
enter at least one customer account to adjust.
To adjust two general ledger accounts, you can
use the Enter General Journal command on the
G/L Enter menu.

**Enter at Least One Debit and One Credit Account
Detail Line**
You can't make an entry that has no detail
lines.   Enter at least one debit line and one
credit line.

Entry Can Only Be Deleted While in Review Mode
First press the F6:Review function key.   Then
press F7 to delete the entry.

**Entry Currently Being Reviewed Has Been Changed
but Not Updated**
After you make a change to this invoice, you
must answer Y at the OK prompt to approve the
change before you review other entries.

Enter Y or N
The system requires a Y or N response for this
field.

Entry Does Not Exist
Enter a valid entry number.

Error While Reading Diskette in Drive A
The system detected a problem with the diskette
in drive A. Be sure you inserted the diskette
properly, and inspect it for signs of physical
damage. If the diskette is a backup diskette,
replace it by making another backup copy from
the fixed disk.

File XX Not Found
The system can't find the file for which you're
searching. Either it isn't available or you
entered the filename incorrectly. Try entering
the filename again.

Finance Charge Control Account Cannot Be Used
You cannot distribute to the Finance Charge con-
trol account, or use it as an account prompt.
enter another account ID.

G/L Account Does Not Exist
Enter the ID of an account that is present in
your G/L Chart of Accounts.

**If the First Mark is an Account, the Second Mark
Can't Include Titles or Blank Lines**
Since you selected an account line to mark, the
system can't accept a marked group of lines that
includes titles or blank lines. Remove the
mark with F9:Undo and try again.

**If the First Mark Is on a Title, the Second Mark
Can't Precede the First**
Since you began a mark on a title, the system
won't accept a second mark that comes before the
title. Move the cursor to a blank line past the
first mark and press F8:Mark.

Solving Problems

If the First Mark Is on a Title, the Second Mark Must Be on a Blank Line

When your first mark is on a title, the second mark must be on a blank line following the first mark. Move the cursor to the place where you want the second mark and press F8:Mark.

IJ and Net Due Totals Must Be Equal

The total amount you credited general ledger accounts must equal the amount of the invoice. Adjust either the amounts you credit the G/L accounts or the amounts on the invoice until the two totals match.

Installation Aborted--System Operation Unpredictable

You pressed the Esc key before all diskettes in the installation series had been installed. Reinstall to ensure proper operation of the system.

Installation Failed--System Operation Unpredictable

Due to an input/output error, one or more of the programs weren't installed. Reinstall to ensure proper operation of the system.

Insufficient Disk Space for Installation

You don't have enough room on your fixed disk for the system you're trying to install. Use the disk-full procedures discussed in Managing Disks and Data" to make more space available and then reinstall.

Invalid Account

You entered an account ID that isn't in your chart of accounts or one that isn't acceptable for this entry. Make sure you typed the account ID correctly. Enter an asterisk (*) to see the list of valid accounts.

Invalid Aging Period
Enter a number between 1 and 99 that represents an aging period that has already been set up.

Invalid Amount for Payment to 'ALL' Invoices
Both the discount amount and the invoice amount must be greater than zero when distributing a payment to all invoices.

Invalid Automatic Charge Number
Enter a number between 1 and 99 that represents an automatic charge that has already been set up.

Invalid Billing Cycle
Enter a number between 1 and 9999 that represents a billing cycle that has already been set up.

Invalid Category--Enter A, L, C, I, or E
The system accepts these categories of accounts: A (asset), L (liability), C (capital), I (income), and E (expense). Enter the appropriate letter.

Invalid Checkbook
You entered a checkbook number that doesn't currently exist for this company. Make sure you typed the number correctly. If necessary, add the checkbook with the Edit Checkbook Accounts command.

Invalid Company Code
You entered either the wrong number of characters or characters that are unacceptable to the system. Read the Info text to find out how to enter a valid company code.

Invalid Customer Account ID
Enter a customer ID of up to six digits.

Solving Problems

Invalid Customer ID
Enter a customer ID of up to six digits.

Invalid Date
Enter the date with two digits each for the
month, day, and year.

Invalid Day for Month Specified
You entered a day that isn't valid for this
month. Choose a valid day.

Invalid Disk Name or Disk Not Online
Either the disk drive you specified hasn't been
defined to the operating system or the drive
doesn't contain a diskette. Specify a different
drive ID or insert a diskette in the specified
drive.

Invalid Entry Number
Enter a number representing a valid entry.

Invalid G/L Account
Enter the ID of an account that is present in
your G/L chart of accounts.

**Invalid Invoice Number - "FC" ("AC") Must Be Fol-
lowed by the Correct Customer ID**
If the invoice number you enter begins with FC
(for finance charge) or AC (for automatic
charge), the remaining characters must represent
the customer ID.

**Invalid Invoice Number - Invoice is For Another
Customer**
The invoice number you entered represents an
invoice for another customer. Enter a valid
invoice number for the current customer.

**Invalid Invoice Number – Invoice Number Cannot
Begin with 'ALL'**

ALL has a special meaning when referencing in-
voices. Enter another invoice number.

Invalid Password

You entered either too many characters or char-
acters that are unacceptable to the system.
Read the Info text for an explanation of valid
passwords.

Invalid Payment Terms Number

Enter a number between 1 and 9999 that repre-
sents a set of payment terms that has already
been set up.

Invalid Percent

Enter a percentage between 0 and 100.

Invalid Reference

You entered a reference that doesn't exist or one
that is unacceptable to the system. Make sure
you typed the reference correctly. You can also
read the Info text to determine what entries are
valid for the reference.

Invalid Time

You entered a time that doesn't exist. Enter a
valid time.

Invalid User ID

You entered either too many characters or charac-
ters that are unacceptable to the system. Read
the Info text for an explanation of valid user
ID's.

Invoice Already Exists

Enter the number of an invoice you haven't al-
ready used.

B Solving Problems

Solving Problems

Invoice Already Exists in Current Batch
Enter the number of an invoice you haven't already used.

Invoice Does Not Exist
Enter the number of an invoice you have already recorded in the system.

Invoice Is Not for This Customer
Enter the number of an invoice that was written for this customer.

Invoice Is Not to an Open Item Customer
You must apply the payment to an invoice that was written for an open item customer.

Invoice Must Be Normal, Automatic Charge, or Finance Charge
Credit or debit memos that have unique invoice numbers cannot be adjusted by another credit or debit memo. Enter an invoice number representing a normal invoice, automatic charge, or finance charge.

Invoice Net Must Be Greater Than Zero
The total amount of the invoice must be greater than zero.

Invoice Net Must Be Less Than Zero
When entering a credit memo, the net amount of the invoice must be a negative amount.

Invoice Number Already in Use
Enter an invoice number you haven't already entered in the system.

Invoice Type Must Be 'NI,' 'CM,' 'DM,' 'CI,' or 'VI'

At Invoice Type, enter NI (normal invoice), CM (credit memo), DM (debit memo), CI (cash invoice), or VI (void invoice).

Journal Entries Have Been Made for This Customer

You cannot delete a customer account once you have made journal entries for the customer. You must wait until the end of the current period and run the G/L and A/R Close Period commands before deleting the customer.

Last Entry Has Been Changed but Not Updated

Before you batch, you must approve the changes you made to the entry by entering Y at the OK prompt.

Left Margin Must Be 1 to 32

You specified a number outisde the acceptable range. Enter any number between 1 and 32, inclusive.

Must Be Greater Than Minimum Balance

In the Balance Over field, enter an amount greater than what you entered for the minimum balance.

Must Enter a Percentage Between 0.00 and 99.99

Enter a number between these two figures.

Must Enter at Least One Customer Account

Enter the ID of at least one customer account you wish to adjust.

Must Review Imported Customers First

Review the customer information you have transferred to be sure it is complete. Use the Edit Customers command to review and correct each customer account.

Name Field Can Only Be Used as a Selector Field in Delete Mode

You cannot type an asterisk in this field to see the list of names displayed. The system displays an asterisk in those fields in which you can type an asterisk to see the choices displayed.

Name Invalid or Too Short

Consult the Info text for valid names for occasional customers.

No A/R Customers in A/R Ledger - Add Receivables Customer Account

You must add at least one customer account with the Edit Customers command before proceeding.

No Accounts Have Been Entered

You must enter an account ID when recording an occasional receipt.

No Automatic Charge Accounts Have Been Entered

You must first create automatic charges with the Edit Automatic Charges command and then assign them to customer accounts with the Edit Customers command.

No Customer Found

You must add at least one customer with the Edit Customers command.

No Customers in This Billing Cycle

Select a billing cycle to which customers have been assigned, or else assign some customers to this billing cycle with the Edit Customers command.

No Enterprise Companies Found on Selected Drive
You attempted to manage company data on a disk drive that contains no Enterprise companies. Reenter the drive ID.

No Entries in Batch
Make at least one entry before you batch.

No G/L Finance Charge Account in Company Configuration
Before you assess finance charges, add a finance charge account to the G/L chart of accounts if one does not already exist, and then run the A/R Edit Company Configuration command to specify the Finance Charge control account.

Number of Digits Must Be X to X
You specified an invalid number for the division, account, or department number. Enter a number between X and X, inclusive (where the X's represent numbers shown on your screen).

Only One Transfer Account Is Allowed
The system sets up a single transfer account for you. You can't delete it or add another one.

Only One Transfer Category Is Allowed
The system sets up a single transfer title or category for you. It contains the transfer account. You can't delete this title or add another transfer title.

Open Item Customers Are Not Allowed
When editing balance forward customer histories, you must enter the ID of a balance forward customer. To edit an open item customer history, press Esc to leave the Edit Customer Histories command, and then reselect it. This time choose open item at the choice box.

B Solving Problems

Solving Problems

Out of Memory—Can't Load XX
Your computer doesn't have sufficient memory to
load program XX (where XX represents the num-
ber shown on your screen). Either your computer
doesn't have the minimum amount of memory re-
quired to run this system or you have too many
programs installed. You may need to buy more
memory for your computer.

Payment Terms Already Exist
Enter a number between 1 and 99 that has not
already been assigned payment terms.

**Payment Terms Cannot Be Deleted—in Use by at
Least One Customer**
You cannot delete the set of payment terms with-
out first editing customers and changing the
payment terms for all affected customers.

Payment Terms Do Not Exist
Enter a number between 1 and 99 that represents
payment terms that have already been assigned.

Payment Terms in Use by a Customer
You cannot delete this set of payment terms as
long as it is assigned to a customer. You can
first assign a different set of payment terms to
the customer with the Edit Customers command.

Payment Total Must Equal Receipt Amount
The total of the amounts you are distributing to
individual invoices must equal the amount you
entered for the receipts total. Adjust the re-
ceipts total amount or one or more invoice
amounts so that the payment total equals the
receipts amount.

Period Is Open—Period Must Be Closed
You specified a closed period. Specify an open
period to process this command.

Period X Is Closed--Period Must Be Open
You specified a closed period. Specify an open
period to process this command.

Please Use 0.01, 1.00, 1000.00, or 1000000.00
Specify rounding to the penny, dollar, thousands
of dollars, or millions of dollars.

Printer Width Must Be 1 to 132
You specified a number outisde the acceptable
range. Enter any number between 1 and 132, in-
clusive.

Range of Periods Cannot Span Fiscal Year
The periods you specified are in different fiscal
years. Specify periods in the same fiscal year.

**Reference Cannot Have an Embedded Blank or an '*'
in it**
Enter a reference without these special charac-
ters.

Rename Company Failed
For some reason (possibly a fixed-disk error),
your attempt to rename the company failed. Try
again. If the problem recurs, follow the proced-
ure recommended in "Special Hardware and Soft-
ware Errors" earlier in this appendix.

**Same Foreground/Background Color Makes Screen Un-
readable**
You chose the same color or intensity for the
screen background and foreground (what appears on
the screen). With this selection, you won't be
able to read anything on the screen. Change one
of the settings.

Solving Problems

Second Mark Can Be on Any Blank Line After the First Mark

You made the second mark on a line that isn't blank or that doesn't come after the first mark. Move the cursor to a blank line after the first mark and press F8:Mark.

Second Mark Must Be on an Account Line

You must place the second mark on an account line. Move the cursor to the position where you want the second mark and press F8:Mark.

Selected Company ID Not Found

The system can't find the company ID you entered. Enter the ID again. If the system still can't find it, it doesn't exist. (It may have been changed.)

Selecting a Customer Is Not Valid During an Add Operation

When adding customers, you can use the selector function to display the list of customers, but you cannot use it to select a customer. Enter a customer ID that is not already present.

Starting Date Will Cause Calendar to Overlap-- Please Select Another Date

The starting date you selected causes two fiscal years to overlap. Enter a date that doesn't overlap.

Test Pattern Not Available for this Printer

You tried to print a test pattern with a printer type that doesn't have a test pattern. Be sure to choose the correct printer type.

That User ID Already Exists

You tried to set up a user ID that is already in use. Enter a different ID.

The Amount Must Not Be Equal to Zero
Enter a non-zero amount.

The Due Date Must Be After the Transaction Date
Enter a due date later than the transaction date.

The Ledger Details Do Not Exist for this Closed Period
You tried to erase journal or ledger details for a period that doesn't contain details; either they were previously erased or none were ever entered.

The Marked Lines Can Be Moved Only in Front of a Title
Move the marked lines in front of a title or in front of the "End of Document" line.

The Maximum Number of Periods Is X
You entered an number that exceeds the maximum number of periods your company can have in its fiscal year. The system allows a maximum of 12 or 13 periods in each fiscal year. Enter the appropriate number.

The Total Must Not Be Equal to Zero
Enter amounts that total to greater than zero.

There Are Fields Remaining that Require an Answer
You can't approve this screen until you answer all of the required fields. enter the appropriate responses.

There Are X Active Batch(es) - Cannot Delete Invoices With an Active Batch
You previously pressed Esc when entering invoices and instructed the system to save the invoices. Before you delete invoices, you must select Enter Invoices again and batch the invoices that you saved (but did not batch).

Solving Problems

There Are No Erasable Journal Details
Use the Erase Journal Details command only if
the journals contain details that can be erased.

There Are No Completed Entries to Batch
You must complete at least one entry before you
can batch.

There Are No Customers in This Category
You selected a category that is not assigned to
any customer account. Either enter an assigned
category or assign this category to the appro-
priate customer accounts with the Edit Custom-
ers command.

There Are No Entries to Review
Make at least one entry to the current batch
before you press Review.

There Are No Invoices To Be Printed
You must first enter invoices with the Enter
Invoices command.

**There Are Open Periods in This Fiscal Year—Close
Periods First**
Close all open accounting periods in this fiscal
year before you close the fiscal year.

There Are Unreconciled Checks for this Checkbook
You can't delete this checkbook until you re-
concile all outstanding checks with the Enter
Bank Reconciliation command in the Accounts
Payable system.

This Account Description Is Invalid

You didn't enter any characters or you entered
unacceptable characters. Read the Info text to
determine the valid characters for this field.

This Account Has a Special Use and Can't Be Deleted Now

This account is being used as a prompt. Before
you can delete the account, you must remove it
from use as a prompt.

This Account Has Been Deleted

The account you selected has been set for deletion. Don't make entries to this account if you
want to delete it. If you want to make entries
to this account, remove the delete status with
the Edit Chart of Accounts command.

This Account Is a Subledger Control Account

You selected a control account for data entry.
Although the system allows the entry, it's not a
good idea to debit or credit control accounts
directly. Consider selecting another account to
debit or credit.

This Account Is a Subledger Control or Required Account

You cannot delete this account; it is required by
the system.

This Account Is Not a Capital Account

You entered an account other than a capital account. Enter a capital account.

This Account Is Not an Asset Account

When you're making entries to checkbooks, the
system reminds you that checkbook accounts

Solving Problems

This Account Is Used as a Control Account by X/X
The system indicated by X/X uses this account
as a control account. You can't use this account
here; select another account.

This Account Is Used as a Prompt Account by X/X
The system indicated by X/X uses this account
as a prompt account. You can't use this account
here. Select another account.

This Account Is Used by X for X
The system uses this account for a special pur-
pose. You can't use it with this command. Se-
lect another account.

This Checkbook Does Not Exist
The checkbook you selected doesn't exist. Either
select another one or set up this checkbook with
the Edit Checkbook Accounts command.

**This Company Is Not Configured for Discounts on
Sales**
Before you enter a discount amount, you must run
the Edit A/R Company Configuration command
and enter a valid G/L account for the Sales
Discounts control account.

**This Company Must Be Configured Before Using
This Command**
You must set up the company configuration with
the Edit Company Configuration command before
you can run the currently selected command.

This G/L Period Is Closed
You tried to make an entry to a closed period.
The system doesn't accept entries to closed
periods.

This Is a Current Invoice; Only Historical Invoices Are Allowed

To enter current invoices, use the Enter Invoices command.

This Period Is Closed--Enter an Open Period

You can't select a closed period. Choose one that is open.

Total Must Be Equal to Zero

Adjust one or more of your entries so that they total zero.

Use Only One Customer When Making Adjustments Against G/L Accounts

Enter only one customer for each customer adjustment involving a general ledger account.

You Can Delete Only When in Review Mode

You can only delete a customer invoice or payment with the F7:Del Entry function key after pressing the F6:Review key. Then enter the entry number of the invoice or payment you want to delete and press F7:Del Entry.

You Cannot Change This Account with a Data Entry Batch Active

Before you can change a control account, you must first batch any journal entries you previously saved but didn't batch.

You Cannot Debit or Credit the Transfer Account

You selected the transfer account for data entry, but the system can't accept direct debits or credits to this account. Select a different account.

Solving Problems

You Cannot Delete Payment Terms 1
The system uses this set of payment terms as a
default response. You can't delete the first set
of payment terms.

You Cannot Use the Same Drive ID/Company ID
You tried to copy a company to and from the
same drive, or you tried to change the name of a
company to its current name. Choose a differ-
ent drive or name.

You Can't Add Any More Checkbooks--Maximum Is 9
You tried to add more than nine checkbooks.
Nine is the limit.

**You Can't Use This Command--You Are in Suspend
Mode**
You can't use this command while using the Sus-
pend function. Finish what you were working on
before you chose the Suspend function, and then
return to this command.

You Must Answer All Required Fields
Answer every prompt before attempting to move
beyond this screen.

You Must Answer This Field
The system requires an answer before you can
proceed.

**You Must Edit Historical Data--Accounts Don't
Balance**
The system can't end the period until the G/L
accounts balance. Select the Edit Historical
Balances command to balance the accounts. To
determine which accounts are out of balance,
print the General Ledger. Remember, if you for-
got to make entries to the Income Transfer and

Retained Earnings accounts when entering histori-
cal balances, your accounts will be out of bal-
ance.

You Must Enter a Valid G/L Account
Enter the ID of an account that is present in
your G/L chart of accounts.

**You Must Enter a Valid Invoice Number for an Open
Item Customer Invoice**
Enter an invoice number you have previously en-
tered for this open item customer.

**You Must Enter A Valid Invoice Number for Open
Item Customer Adjustments**
Enter an invoice number you have previously en-
tered for an open item customer.

You Must Enter an Asset Account
Select an asset account for the A/R control ac-
count. If the appropriate account is not present
in the G/L chart of accounts, first add it with
the Edit Chart of Accounts command on the G/L
Edit menu.

**You Must Enter An Invoice Number for a Void
Invoice**
Enter the number of the invoice you wish to
void. (You won't be able to use this invoice
number again.)

You Must First Mark Some Lines
You need to mark the lines you want to move
before the system can move them. Mark them
with the F8:Mark key.

**You Must Select a Valid Company Before Executing
This Command**
Select a company with the Select Company com-
mand before proceeding.

B Solving Problems

Solving Problems

Zero Amount Invalid
   A response of zero for this entry is invalid.
   Enter a non-zero amount.

C Managing Disk
Documents

C
Managing Disk Documents

The documents you store on your fixed disk are
called **disk documents.** These documents can in-
clude any report, list, or other document that the
system produces. After printing a document to the
disk, you can add to it or change it with an ASCII
text editor. (When you edit a document, you make
changes in the disk document only.) You can print
hard copies of any document stored on the disk with
the DOS PRINT command.

To print a document to the disk, choose Select
Printer under the Prepare Printer command and
change the current printer status to Disk. Then
return to a Print menu and select the desired Print
command.

Although you can store any number of documents on
the disk, keep in mind that each document uses
valuable disk space. Therefore, be selective when
printing to disk, and delete documents when you no
longer need them. To delete a document from the
disk, use the DOS ERASE command.

Disk documents are contained in the company direc-
tory, which is a subdirectory of the BPIES direc-

Managing Disk Documents

tory. The name of the company directory is
xxxxxx.cc, where xxxxxx represents the company
code.

To work with disk documents from DOS, enter the
appropriate DOS command, the pathname (that is,
the BPIES directory followed by the company direc-
tory), and the filename (discussed below). For
example, to list Corner's disk documents, enter:

   dir \bpies\corner.cc*.rpt

Tables C-1 and C-2 list all of the documents you
can store on your disk. Table C-1 is a list of
documents you can print with the Print commands on
the G/L Print menu. Table C-2 lists the docu-
ments you can print from the A/R Print menu. The
extension **.rpt** follows each filename.

Table C-1   G/L Disk Documents

Filename	Document Name
coabyimg	Chart of Accounts
glcbs	Checkbooks
gldetail	General Ledger in Detail
glpje	General Journal
glsummry	General Ledger in Summary

Table C-2   A/R Disk Documents

Filename	Document Name
arcanal1	Customer Analysis, All Customers
arcanal2	Customer Analysis, Selective Customers
arcanal3	Customer Analysis, Current Past Due Customers

Table C-2 A/R Disk Documents (cont'd)

Filename	Document Name
arcanal4	Customer Analysis, YTD Past Due Customers
arcanal5	Customer Analysis, Waived Finance Charge Customers
arcanal6	Customer Analysis, Finance Charge YTD Customers
arcanal7	Category Analysis, All Categories
arcanal8	Category Analysis, Selective Categories
arcanal9	Customer Analysis by Cycle, All
arcanl10	Customer Analysis by Cycle, Selective
arnfcp	Finance Charges in Detail
arpad	A/R Account Distribution
arpage	Aged Receivables Report
arpbc	Billing Cycles Schedule/List
arpca	Customer Adjustments
arpcl	Customer Ledger, All Customers
arpclbc	Customer Ledger by Billing Cycle
arpclid	Customer Ledger by Customer ID
arpcr	Receipts Journal
arpcsa	Customer List by ID
arpcsb	Customer List by Name
arpcsc	Customer List by Category
arpcsd	Customer List by Subtype
arpcse	Customer List by Account Type
arpcsf	Customer List by Billing Cycle
arpinv	Invoices
arpir	Invoice Journal
arplabel	Labels
arpproms	Invoice Journal Prompts
arprcs	Automatic Charge Schedule
arprfcac	Automatic Charges
arprfcfc	Finance Charges in Summary
arpstate	Statements
arpterm	Payment Terms Schedule

C
Managing Disk
Documents

Glossary

This glossary contains definitions for certain terms as they are used in this manual. For standard technical definitions, consult a technical dictionary or an accounting reference book.

Accounting period
A time period to which the accounting data applies. Your company can have two accounting periods open simultaneously.

Adjusting entry
An entry in a journal to correct an earlier entry.

Application
A particular type of software that enables you to use your computer for specific tasks. The BPI Enterprise Accounts Receivable system is one type of application.

As-of date
A date shown on a report, usually the ending date of an accounting period and not necessarily the actual date on which you enter the transaction.

Glossary

Backups
A set of diskettes containing a copy of your company data. Store the backups in a safe place to guard against losing valuable information in case your company data on the fixed disk becomes damaged.

Batch
A group of similar transactions that are written to the data disk at the same time by pressing the Batch function key.

Baud rate
The speed at which the computer sends information to a serial printer.

Byte
A unit of storage space on a disk; it is approximately equal to one character.

Character
A single letter, numeral, symbol, or space used to represent data.

Chart of accounts
A list of the ID's and names of all general ledger accounts.

Choice box
A list of choices that appears after you select certain commands, allowing you to choose how you want the system to process the command you selected.

Command
An instruction to the computer to perform a certain task.

Company code
A six-character code that identifies a company's books on a data disk.

Company configuration
Information you use to customize your system and designate accounts that the system automatically debits or credits according to the kind of data being entered.

Company ID
An identifying combination of six characters. This ID is stored by the system and identifies company data. If you have data for more than one company on your fixed disk, the company ID protects you from accidentally entering data to the wrong company's records.

Control account
An account, also called a controlling account, in the general ledger which contains the sum of the balances in the associated subledger accounts; also an account in the general ledger to which the system automatically posts one side of a transaction when you enter the other side.

Cursor
A blinking line or rectangle of light on the screen that indicates the next point of data entry.

Default response
The system's automatic response to a prompt, appearing at the cursor before you make an entry. You can accept the default response by pressing Return, or you type a new response over the default and then press Return.

Glossary

Demonstration data diskette
The practice diskette containing the books for a
fictitious company, Corner Home Improvement
Center.

Disk drive
A part of the computer that stores information
magnetically on a recording disk that's either
built-in (like a fixed disk) or removable (like
diskettes).

Disk operating system
The collection of programs that controls the
overall operation of the computer.

Diskette
A removable storage device that stores informa-
tion magnetically.

Error message
A message the system displays to inform you of
a mistake during data entry, or that some part
of the computer or program is not responding
correctly.

Fixed disk
A computer storage device that is sealed inside
the drive unit. The storage capacity is much
larger than for diskettes.

Formatting
The process of marking and arranging the storage
space on a disk so that information can be
written to it.

Functions
Special features that help you work with your
data. The purpose of each function is explained
at the bottom of the screen when that function
is available.

Highlighting
Displaying information on the screen as dark characters on a light background, or in different colors if you are using a color monitor.

Info text
Text that appears on the screen when you press F1 at a data entry field. The text explains what to enter at this field.

Keyboard
The computer component that includes the main keyboard, numeric keypad, function keys, and other keys. You use the keyboard to enter data and to control the computer's operation.

Memory
A location in the computer for temporary storage of information. Anything in the computer's memory is lost when the power is turned off.

Menu
A list of commands displayed on the screen.

Monitor
The computer component that contains the viewing screen.

Network
A group of computers using programs and company data stored on the fixed disk of a central computer.

Password
A six-character code that does not display on the screen but must be entered to access to a company's books.

Glossary

Posting
The process of summarizing transaction amounts in each journal according to account ID and crediting or debiting these amounts to the accounts in the general ledger.

Printer configuration
The specifications that tell your Enterprise system how your printer and computer work together.

Prompt
A phrase that appears on the screen as a signal to enter a specific kind of data.

Queue
The list of commands waiting in line to be run in sequence by the system.

Reversing entry
A method of correcting an entry by making another entry with the same dollar amounts and accounts as the original entry, but with credits and debits switched. This has the effect of canceling the original entry.

Selector function
The feature that allows you to list the valid entries for a field by entering an asterisk.

Submenu
A list of commands with which you further define a task specified by a command on a previous menu.

Suspend function
The process of putting the current activity on hold while you go elsewhere in the system to perform another task.

System
    An integrated unit of programs that work to-
gether to perform related functions, such as
keeping your accounts receivable books. Also
referred to as an **Application.**

Update calendar
    A system-supplied personal calendar on which you
can record appointments and schedules.

User ID
    The identification you enter each time you start
up the system.

Write-protected diskette
    A diskette that either has no notch or has a
notch covered with a tab. As long as the tab
covers the notch, the system can't write infor-
mation to the diskette; it can only read infor-
mation from the diskette.

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STATEMENT

Your Company Name
Your Company Address

ACCT NO	DATE

$ _____

AMOUNT
REMITTE

PLEASE DETACH AND RETURN WITH YOUR PAYMENT

DATE	INVOICE NO	DESCRIPTION	CHARGES	PAYMENTS	BALANCE

┌─ Your aging periods here.

CURRENT	30 DAYS	60 DAYS	90 DAYS	AMOUNT DUE

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