March 9, 1983

Mr. Marty S
                    Inc.

White Plains, NY 10605

Dear Marty:

The basic system installed for Scale-Tronix is a
package with very few changes made to accomodate your
requirements. These changes are detailed in the
accompanying list of System Modifications. Enclosed
are file layouts for those files changed, or, added
for Scale. Also included is User Documentation for the
Serial Number module. With the Standard User Documenta-
tion, file layouts and the accompanying material, any
programmer familiar with Basic IV can answer any questions,
or, trouble shoot any problems.

Since maintenance of the Serial Number File and it's
associated indices is integrated into the billing
programs, a great deal of care needs to be excersized
when contemplating changes. Writing additional reports
which read the files only should cause no problems.

The Standard User Documentation is resident on your disk
in a file named "DOCFIL". The program to access the file
for printing, or, modifying is "DOC". The prompts are
self-explanatory. If it becomes necessary to utilize
the disk space, I suggest you copy the file to tape and
store it.

I believe this concludes my responsibilities under the
terms of our original agreement.

If you have any further quetions, please do not hesitate
to ask.

Sincerely,

A. L. Bivona
President

cc: Kathy Meyers

SYSTEM MODIFICATIONS

A. <u>Customer File Maintenance</u>

    1. Programs changed to accomodate following fields:

        a. Type Code
        b. Number of Beds
        c. Number of Admissions
        d. Finance Charge - y/n

B. <u>Order Entry</u>

    1. Programs modified to read Customer/Order No. index "U6" to check for duplicate Customer P.O. No.'s.

    2. Programs modified to update Ship-To/Order No. index, "U61".

C. <u>Invoice Entry and Update</u>

    1. Programs changed to allow entry of scale and pump serial numbers for each line item.

    2. Program "UP", update, modified to store each serial number in the Serial Number Masterfile, "S2". Simultaneously updates the Customer/Product index "S3", and the Product/Customer index, "S4".

D. <u>Debit/Credit Memo Entry</u>

    1. Programs changed to allow entry of scale and pump serial numbers for each line item.

    2. Program "VD", update moditied to store each serial number in the Serial Number Masterfile, "S2". Simultaneously updates the Customer/Product index "S3", and the Product/Customer index, "S4".

E. <u>Commissions</u>

    1. The Commission File, "U9", has been completely redesigned. A new maintenance program "RV" has been installed.

    2. Programs "UP" and "VD", invoice, Credit/Debit Memo update programs have been changed to write the appropriate records to the Commission File, "U9".

SHORELINE SOFTWARE, INC.

SYSTEM MODIFICATIONS

3. Program "VR", Cash Receipts Journal print has been modified to search the Commission File and update paid invoices.

4. The Commission Report program, "U$", has been rewritten to produce the new Commission Report. When the report is run and the operator answers "y" to the "IS REPORT CORRECT" prompt, the program deletes paid commissions.

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Serial Number Module

1. Main Menu

When the Serial Number Maintenance is selected from the
the Order Processing Menu, the following menu will
appear:

                    HISTORY FILE F.M. & LIST
                    1=ADD
                    2=CHANGE
                    3=DELETE
                    4=INQUIRY
                    5=INQUIRY BY CUSTOMER/PRODUCT
                    6=MASTER LIST
                    7=BATTERY LIST
                    8=MARKET REPORT
                    9=INSTALLATION LIST
                    ENTER FUNCTION('CR'=END)

1=ADD

If this function is selected, a serial number may be
added to the files. The following prompts will appear:

SERIAL NUMBER   Upto a 10 digit serial number
                            may be entered.

PRODUCT NUMBER   Upto a 10 digit product number
                            may be entered. The number is
                            validated aginst the Inventory
CUSTOMER NUMBER   file.a 6 digit customer number
CUSTOMER NUMBER   Upto a 6 digit customer number
                            may be entered. The number is
                            vaidated aginst the Customer
                             Master File.

INVOICE NUMBER   Upto a 6 digit number.

INVOICE DATE   Entered as MMDDYY.

SHIPPING DATE   Entered as MMDDYY.

EVALUATION(Y OR N)   Either a "Y" or "N" must be
                            entered.

WARRANTY PERIOD   A number form "0" to "60".

INSTALLATION COUNTER   A number from "1" to "99". If
                            this counter already exists
                            for this serial number, prompt
                            is repeated.

Serial Number Module

PUMP SERIAL NUMBER   Upto a 10 digit number.

P.O. NUMBER   Upto a 10 digit customer
                           Purchase Order Number.

2=CHANGE

   If this option is selected, the following prompts
   will appear:

   SERIAL NUMBER(OR END)   Upto a 10 digit number.

   INSTALLATION COUNTER   Enter a number from "0" to
                           "99". If this serial number
                           with this installation
                           counter does not exist, the
                           following message will appear:

                           NO SUCH SERIAL NUMBER

                           The serial number prompt will
                           be repeated.

   If the record number exists, the contents of the
   file will be displayed with a change code to the
   left of each field. The following prompt will
   appear:

   CHANGE CODE(OR END)   Enter a change code.

   Fields may be changed in accordance with the speci-
   fications detailed under "1=ADD".

3=DELETE

   If this option is selected, the following prompts
   will appear:

   SERIAL NUMBER(OR END)   Upto a 10 digit number.

   INSTALLATION COUNTER   Enter a number from "0" to
                           "99". If this serial number
                           with this installation
                           counter does not exist, the
                           following message will appear:

                           NO SUCH NUMBER

                           The serial number prompt will
                           be repeated.

If the record exists, the contents of the record will be displayed to the screen. The following prompt will appear:

IS IT OKAY TO DELETE THIS(Y/N)

Respond with a "Y" or "N" for the desired action.

4=INQUIRY

If this option is selected, the following prompts will appear:

SERIAL NUMBER(OR END)	Upto a 10 digit number.
INSTALLATION COUNTER	Enter a number from "0" to "99". If this serial number with this installation counter does not exist, the following message will appear:

NO SUCH NUMBER

The serial number prompt will be repeated.

If the record exists, the contents of the record will be displayed to the screen. The serial number prompt will be repeated.

5=INQUIRY BY PRODUCT/CUSTOMER

If this selection is taken, the following menu will appear:

P = PRODUCT   C = CUSTOMER   s = SERIAL NUMBER

Enter the correct code for the desired sequence for the display.

The program also contains an option to print the display to the Line Printer.

6=MASTER LIST

If this option is selected, the entire contents of the Serial Number File will be printed to the Line Printer.

7=BATTERY LIST

If this selection is made, the following prompt will appear:

A LIST   B LABELS   L LETTER

Select the appropriate action.

8=MARKET REPORT

If this option is selected, the following menu will appear:

        MARKET REPORT SELECTOR

        1. SORT MARKET REPORT
        2. PRINT MARKET REPORT
        3. SORT MARKET SUMMARY REPORT
        4. PRINT MARKET SUMMARY REPORT

        ENTER SELECTION

If selection "1" is made, the following prompts will appear:

ENTER STATE CODE   Enter a 2 digit State Code.
                          The code will be validated
                          against the State Code Master.

BEGINNING CUSTOMER   Upto a 6 digit number.

ENDING CUSTOMER   Upto a 6 digit number.

ENTER PRODUCT   Upto a 10 digit product
                          number. It will be validated
                          against the inventory file.

SORT STARTED IN GHOST - CR

A carriage return will cause the Serial Number maintenance menu to appear.

If selection "2" is made, the Market Report will be printed to the Line Printer.

4.

SHORELINE SOFTWARE, INC.

USER DOCUMENTATION

Serial Number Module

If selection "3" is made, the following prompts
will appear:

ENTER STATE CODE   Enter a 2 digit State Code.
The code will be validated
against the State Code Master.

BEGINNING CUSTOMER   Upto a 6 digit number.

ENDING CUSTOMER   Upto a 6 digit number.

ENTER PRODUCT   Upto 10 6 digit numbers. They
will be validated against the
inventroy file.

SORT STARTED IN GHOST - CR

A carriage return will cause the Serial Number
maintenance menu to appear.

If selction "4" is made, the Market Summary Report
will be printed to the Line Printer.

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Anticipated Orders

1. Main Menu

   When the Anticipated Orders selection is made from
   the Order Processing Menu, the following menu will
   appear:

                ANTICIPATED ORDERS
                1=ADD
                2=CHANGE
                3=DELETE
                4=INQUIRY
                5=LIST
                6=STATE CODE MAINTENANCE

   1=ADD

      If this option is selected, the following prompts
      will appear:

      PRODUCT NUMBER   Upto a 10 digit number. It
                                  will be validated against the
                                  inventory file.

      CUSTOMER NUMBER   Upto a 6 digit number. It
                                  will be validated against the
                                  customer file.

      ENTRY DATE(MMDDYY)   Enter a valid date.

      DATE TO BE ORDERED   Enter a valid date.
      (MMDDYY)

      SOURCE - LINE 1   Upto 35 characters.

      SOURCE - LINE 2   Upto 35 characters.

      SOURCE - LINE 3   Upto 35 characters.

      SALESMAN NUMBER   Upto 4 digits. It will be
                                  validated against the Salesman
                                  file.

   2=CHANGE

      If this option is selected, the following prompts
      will appear:

      PRODUCT NUMBER   Upto a 10 digit number.

Anticipated Orders

CUSTOMER NUMBER   Upto a 6 digit number.

If the record exists, the contents of the record will
be displayed with a change code to the left of each
field. The following prompt will appear:

CHANGE CODE(OR END)   Enter the number of the field
                               to be changed. Any field can
                               be changed in accordance with
                               the specifications under "1=ADD".

3=DELETE

If this option is selected, the following prompts
will appear:

PRODUCT NUMBER   Upto a 10 digit number.

CUSTOMER NUMBER   Upto a 6 digit number.

If the record exists, the contents of the record will
be displayed. The following prompt will appear:

IS IT OKAY TO DELETE THIS ITEM(Y/N)

Respond with the correct code for the desired action.

4=INQUIRY

If this option is selected, the following prompts
will appear:

PRODUCT NUMBER   Upto a 10 digit number.

CUSTOMER NUMBER   Upto a 6 digit number.

If the record exists, the contents of the record
will be displayed.

5=LIST

If this selection is made, the following prompt will
appear:

ENTER SALESMAN NUMBER

The entry of a valid salesman number will cause the
report to be printed.

6=STATE CODE MAINTENANCE

   If this option is selected, the following screen
will appear:

                    STATE CODE MAINTENANCE
(1) add   (2) change (3) delete (4) inquiry (5) end option

  STATE CODE
  1. STATE NAME

If option "1" is selected, the cursor will be positioned
at the STATE CODE line. Enter a state code of two digits.
If it exists already an error message will appear at
the bottom of the screen and the cursor will be repositioned
at the STATE CODE line.

The cursor will then be positioned at the STATE NAME line.
Enter upto a 35 character description.

If option "2" is selected, the cursor will be prositioned
at the STATE CODE line. Enter a state code of two digits.
If the code does not exist, an error message will be printed
at the bottom of the screen and the cursor will be re-
positioned to the STATE CODE line.

If the code exists, the STATE NAME will appear. The
following prompt will appear:

CHANGE CODE - CR = END

Enter the change code, or, CR to end.

If option "3" is selcted, the cursor will be positioned
at the STATE CODE line. Enter a two digit code. If the
code does not exist, an error message will appear at the
bottom of the screen and the cursor will be repositioned
at the STATE CODE line.

If the record exists, the contents will be printed to the
screen and the following prompt will appear:

DELETE _ Y/CR

A response of "y" will delete the record.

If option "4" is made, the cursor will be positioned at
the STATE CODE line. Enter a two digit code. If the record
exists, it will be displayed to the screen.

DATA FILE DEFINITION

Basic Four MAI

FILE IDENT |U|9| | | | | | PROJECT _____ SCALE ___ BY _____ DATE _____

KEY SIZE					
12	NUMBER OF RECORDS_____	RECORD SIZE 160	DISC NO._____	SECTOR NO._____	☒ PERMANENT ☐ SEQUENTIAL (INDEXED) ☐ TEMPORARY ☒ DIRECT ☐ KEYS ONLY (SORT) ☐ SERIAL

FILE DESCRIPTION SALESMAN COMMISSION FILE

KEY: INVOICE # & CUSTOMER #

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE	*!
E1A	1	INVOICE # (OR CR/DB MEMO #)	6				
D1A	2	INVOICE DATE	8				
C7	3	INVOICE AMOUNT (AFTER DISCOUNT)	9				
C8	4	COMMISSION PERCENT	5				
C9	5	COMMISSION AMOUNT	8				
C1A	6	SALESMAN NUMBER	2				
A$	7	CUSTOMER NUMBER	6				
E2A	8	REASON OF TRANSACTION	6				
K1A	9	PAYMENT DATE	8				
V	10	PAYMENT AMOUNT	8				
B1	11	NEW A/R BALANCE	8				
B4	12	OLD A/R BALANCE	8				
A1	13	DISCOUNT	7				
F4	14	OTHER ALLOWANCE	7				
X	15	G/L ACCRUAL UPDATED (0=NO 1=YES)	1				
E8$	16	CM: REASON OF TRANSACTION	6				
D8A	17	" DATE " "	8				
V8	18	" AMOUNT " "	8				
C8$	19	SALESMAN NUMBER + COMM.%	2+5 (FOR SPLITS)			XX##.##	
J1A	20	SHIP-TO CUSTOMER NUMBER	6				

BFC Form 1016
Rev. 5/79
*FS = FIELD SEPARATOR
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BASIC/FOUR computers are manufactured by BASIC/FOUR CORPORATION

FILE LAYOUT

Name: U9

Description: COMMISSION FILE

☑ Permanent __ Temporary ☑ Direct __ Sort __ Indexed __ 128 Size

Key: INVOICE NUMBER + CUSTOMER NUMBER

Variable	Seq	Field Name	Size	Type	Picture
E1¢	1	INVOICE NUMBER	6	A/N	
D1¢	2	INVOICE DATE	8	A/N	
C7	3	INVOICE AMOUNT	11	N	######6.66-
C8	4	COMMISSION %	5	N	#6.66
C9	5	COMMISSION AMOUNT	16	N	#####6.66-
C1¢	6	SALESMAN NUMBER	4	A/N	
A¢	7	CUSTOMER NUMBER	6	A/N	
K1¢	8	LAST PAYMENT DATE	8	A/N	
V	9	LAST PAYMENT AMOUNT	11	N	######6.66-
V7	10	PAYMENTS TO DATE	11	N	#####6.66-
X	11	UPDATE SWITCH	1	N	#
V9	12	COMMISSIONS PAID TO DATE	16	N	####6,66-
DA¢	13	DATE COMM LAST PAID	8	A/N	
C3¢	14	CHECK NUMBER	6	A/N	
V8	15	CHECK AMOUNT	16	N	#####6.66-
J1#	16	SHIP-TO CUSTOMER NUMBER	6	A/N	

FILE LAYOUT

Name: S2

Description: SERIAL NUMBER FILE

✓ Permanent __ Temporary ✓ Direct __ Sort __ Indexed 128 Size

Key: SERIAL NUMBER

Variable	Seq	Field Name	Size	Type	Picture
A$	1	SERIAL NUMBER	10	A/N	
B$	2	PRODUCT NUMBER	10	A/N	
C$	3	CUSTOMER NUMBER	6	A/N	
D$	4	INVOICE NUMBER	6	A/N	
E$	5	INVOICE DATE	8	A/N	
F$	6	SHIPPING DATE	8	A/N	
G$	7	EVALUATION	1	A/N	
H$	8	WARRANTY PERIOD	2	A/N	
I$	9	INSTALLATION COUNTER	2	A/N	
J$	10	PUMP SERIAL NUMBER	10	A/N	
K$	11	PURCHASE ORDER NO.	20	A/N	
L$	12	SALESMAN NUMBER	4	A/N	

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FILE LAYOUT

Description: CUSTOMER/PRODUCT INDEX

✓ Permanent __ Temporary __ Direct ✓ Sort __ Indexed __28__ Size

Key: _____

Variable	Seg	Field Name	Size	Type	Picture
	1	CUSTOMER NUMBER	6	A/N	
	2	PRODUCT NUMBER	10	A/N	
	3	SERIAL NUMBER	10	A/N	
	4	INSTALLATION COUNTER	2	A/N	

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Name: S4

Description: PRODUCT/CUSTOMER INDEX

✓ Permanent __ Temporary __ Direct ✓ Sort __ Indexed __28__ Size

Key: _____

Variable	Seq	Field Name	Size	Type	Picture
	1	PRODUCT NUMBER	10	A/N	
	2	CUSTOMER NUMBER	6	A/N	
	3	SERIAL NUMBER	10	A/N	
	4	INSTALLATION COUNTER	2	A/N	

SHORELINE SOFTWARE, INC.

FILE LAYOUT

Name: SS

Description: SORT FILE – MARKET REPORT

__ Permanent ✓ Temporary __ Direct ✓ Sort __ Indexed _____ Size

Key: _____

Variable	Seq	Field Name	Size	Type	Picture
	1	BED SIZE	4	A/N	
	2	CUSTOMER NUMBER	6	A/N	
	3	SERIAL NUMBER	10	A/N	
		(BLANK IF NO INSTALLATION)			
	4	INSTALLATION COUNTER	2	A/N	
		(BLANK IF NO INSTALLATION)			

SHORELINE SOFTWARE, INC.

FILE LAYOUT

Name: SS

Description: SORT FILE - MARKET SUMMARY

__ Permanent ✓ Temporary __ Direct ✓ Sort __ Indexed 56 Size

Key: _____

Variable	Seq	Field Name	Size	Type	Picture
	1	BED SIZE	4	A/N	
	2	CUSTOMER NUMBER	6	A/N	
BLANK	3	PRODUCT NUMBER	4	A/N	
IF	4	SERIAL NUMBER	10	A/N	
NO					
INST'LTION	6	INSTALLATION COUNTER	2	A/N	

SHORELINE SOFTWARE, INC.

FILE LAYOUT

Name: 56

Description: CONTROL FILE - MARKET REPORT

✓ Permanent __ Temporary __ Direct ✓ Sort __ Indexed _____ Size

Key: _____

Variable	Seq	Field Name	Size	Type	Picture
	1	BEGIN CUSTOMER NUMBER	6	A/N	
	2	END CUSTOMER NUMBER	6	A/N	
	3	PRODUCT NUMBER	10	A/N	
	4	SALESMAN NUMBER	4	A/N	
	5	STATE CODE	2	A/N	

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3-1. Direct Sales Entry

Upon selecting this function, the operator will be given the option of selecting a message which may be applied to the printed invoices. The system maintains up to ten invoice messages, one of which is designated as the "current" message. At this point the "current" message may be retained, eliminated or replaced by one of the other invoice messages. This option is presented only upon entering the Direct Sales entry function. Consequently, only the selected "current" message will be automatically available for the printed invoices.

After the message selection has been made, the system will display a formatted order document on the VDT screen and request the entry of an order number. The entered order number is then validated against the Direct Sales Journal file to insure that it is not a duplication of an existing order number.

The operator will then enter the customer number. The Customer file will then be accessed and the customer name and address data, along with the order date, salesman number and a system generated invoice number will be displayed.

If the customer's credit limit has been exceeded as the result of his last invoicing, the system will now display a "CREDIT LIMIT EXCEEDED" message. The operator may bypass the customer's order by entering "END" or continue the entry by responding with "CR".

The system will now request the following items:

1. Ship Via

This entry may contain up to ten alphameric characters. A "CR" response will bypass the entry.

2. Invoice Date

If a date other than the current system date is desired, it may be entered as MMDDYY. A "CR" response will cause the insertion of the system date.

3-1.   Direct Sales Entry   (Continued)

3. Sales I.D.

The system will display the I.D. of the salesman assigned to the
customer now being processed. The operator may override the entry
by entering another valid salesman I.D. or respond with a "CR" to
retain the displayed I.D.

4. Terms

This entry may contain up to six alphameric characters. A "CR"
response will bypass the entry.

At this point, the order heading information has been completely entered
and the system will display the question "HEADER INFORMATION CORRECT
(Y/N) OR END". The operator will now review all the data entered and
respond accordingly.

A response of:

"END" - will clear all the order data and go back to the beginning of
        the function where the customer number request is made.

"N"   - will retain all the order data and cycle back thru the heading
        data, beginning at the customer number entry. During this
        correction cycle the operator may enter new data or "CR" to
        retain the original data.

"Y"   - indicates all data has been reviewed and is correct.

Once the heading data has been judged correct, the operator may begin
entering the inventory line items. Each time a line item number is
called for, the operator has the following entry options.

1. "END"   This response assumes that all itmes for the order have
             been entered.

3-1.   Direct Sales Entry   (Continued)

2. "CR"   This response indicates the entry of a noninventory item
            and will require the manual entry of the product descrip-
            tion and price.

3. The item number of an inventory resident item

As each line item number is entered, the Inventory file is accessed
and the item number is validated. If the item number is valid, the
item description and price will be displayed for review. The operator
will then enter the quantity ordered. If the available quantity
(quantity on hand minus the quantity committed) is less than the
quantity ordered, the system will display an "AVAILABLE QUANTITY
EXCEEDED" message and the operator will be given the option of
applying the transaction or deleting it.

The operator may now override the price entry by entering a new unit
price or accepting the entry by responding with a "CR". The system
will then calculate the extension.

Once the line item has been fully entered, a one-character mask will
appear under the C/D heading on the order format. This halt will per-
mit a final review of the entered line. A "D" response will delete the
line while a "C" response will cycle back through the entry and allow
for a change in item number or quantity ordered. A "CR" response
assumes that the line is correct as entered. A maximum of 93 line
items may be entered for each order.

Once all the line items have been entered, the system will display a
line showing the total gross, discount and tax amounts. The operator
may then enter the freight amount and the net amount of the order will
be calculated and displayed. After the net calculation, the operator
may, by entering a "C", change any of the total line entries and gen-
erate a new net figure.

At this point the system will display the message, "IS THE INVOICE
CORRECT Y/N". An "N" response will cause the data to be deleted
and the function will begin again at the order number entry step.
A "Y" response will cause the order to be written to the Invoice
file and the Inventory Master to be updated. A journal record is
also written to the Direct Sales Journal file.

3-2.   Direct Sales Journal

Using the journal records created during Direct Sales Entry, this
function will print the Direct Sales Journal. The journal will
report all invoices generated thru Direct Sale Entry showing order
number, invoice number, customer number and name, salesman number,
order date and the total line from each order.

3-3.   Order Entry

Upon selecting this function the operator will be given the option
of selecting a message which may be applied to the printed orders.
The system maintains up to ten order messages, one of which is
designated as the "current" message. At this point the "current"
message may be retained, eliminated or replaced by one of the other
order messages. This option is presented only upon entering the
order entry function. Consequently, only the selected "current"
message will be automatically available for the printed orders.

After the message selection has been made, the system will display
a formatted order document on the VDT screen and request the entry
of the customer number. When the customer number is entered, the
Customer file is then accessed; and if the number is valid, the
sold-to name and address along with an automatically generated
order number will be displayed.

—over 90 days

· If the customer's credit limit has been exceeded as the result of
his last invoicing, the system will now display a "CREDIT LIMIT
EXCEEDED" message and the operator may bypass the customer's order
by entering "END" or continue the entry by responding with "CR".

999999

The operator is then given the option/of entering a customer ship-to
number. The system provides up to 99 ship-to names and addresses
for each customer record. A single "CR" response to the ship-to
number request will display an entry mask in the shipping address
portion of the order document and allow for the manual entry of a
four-line ship-to name and address. Two consecutive "CR" responses
to the ship-to number request will cause the word "SAME" to be
inserted in the ship-to portion of the order document.

The system will then request the following items:

1.   Order Date

If a date other than the current system date is desired,
it may be entered as MMDDYY. A "CR" response will cause
the insertion of the system date.

3-3.   Order Entry   (Continued)

2. Customer Order Number

This will allow/for the entry of a customer originated
number up to ten alphmeric characters in length. A "CR"
response will bypass the entry.

check for dupes

3. Sales I.D.

The system will display the I.D. of the salesman assigned
to the customer now being processed. The operator may
override the entry by entering another valid salesman I.D.
or respond with a "CR" to retain the displayed I.D.

4. Date Wanted

The operator may enter the date wanted as MMDDYY or respond
with "CR" which will insert "ASAP".

5. Ship Via

This entry may contain up to ten alphameric characters. A
"CR" response will bypass the entry.

3-3.   Order Entry   (Continued)

At this point, the order heading information has been completely entered; and the system will display the question "HEADER INFORMATION CORRECT (Y/N) OR END". The operator will now review all the data entered and respond accordingly.

A response of:

"END" - will clear all the order data and go back to the beginning of the function where the customer number request is made.

"N" - will retain all the order data and cycle back thru the heading data, beginning at the ship-to number entry. During this correction cycle the operator may enter new data or "CR" to retain the original data.

"Y" - indicates all data has been reviewed and is correct.

Once the heading data has been judged correct, the operator may begin entering the inventory line items. Each time a line item number is called for, the operator has the following entry options:

1. "END" This response assumes that all items for the order have been entered.

2. "CR" This response indicates the entry of a non-inventory item and will require the manual entry of the product description.

3. The item number of an inventory resident item.

As each line item number is entered, the Inventory file is accessed and the item number is validated. If the item number is valid, the item description will be displayed for review. The operator will then enter the quantity ordered. If the available quantity (quantity on hand minus the quantity committed) is less than the quantity ordered, the system will display an "AVAILABLE QUANTITY EXCEEDED" message and the operator will be given the option of applying the transaction or deleting it. Once the line item has been fully entered, a one-character mask will appear under the C/D heading on the order format. This halt will permit a final review of the entered line. A "D" response will delete the line while a "C" response will cycle back through the entry and allow for a change in item number or quantity ordered.

3-3.   <u>Order Entry</u>   (Continued)

A "CR" response assumes that the line is correct as entered. A maximum of 93 line items may be entered for each order.

Once all the line items have been entered, the operator will respond with "END" to the next line item number request. The system will then display the message "IS ORDER CORRECT". An "N" response will offer the option of deleting the entire order. If the order is not deleted, the system will offer the option of correcting any or all of the individual line items and at the completion of the correction process will return to the "ORDER CORRECT" message.

When the operator indicates that the order is correct, the system will present the option of applying the "current" message, a manually entered message or bypassing the message function entirely.

Once the message function is completed, the entire order will have been written to the Open Order file to await further processing. In addition, the committed field of the Inventory file item records will have been updated to reflect all items now on order.

3-4. <u>Order Printing</u>

Upon selecting this function the operator is offered the following options:

3-4-1. <u>Print Orders</u>

Using the Open Order file as input, this function will print the order documents which will serve as the warehouse picking slip. Since this document is a preprinted form, an alignment mask will be printed and may be repeated until the alignment is correct. Orders are printed with the following options:

A. <u>Print all Orders</u>

This option will print all previously unprinted orders on the Open Order file.

B. <u>Print Selected Orders</u>

This option will print all previously unprinted orders beginning with a selected order number.

C. <u>Print all Orders Wanted by MMDDYY</u>

This option will print all previously unprinted orders with a date wanted equal to or less than a specified date. This selection will include all orders with a "DATE WANTED" notation of "ASAP".

A reprint capability is provided in case of printer problems, or if duplicates are desired. Once an order is printed, it is tagged on the Open Order file to insure against accidental reprinting. No order may be invoiced until it is printed.

3-4-2. <u>Order Inquiry</u>

This option provides the capability of reviewing the status of any order in the Open Order file. When selected, this option will display, in document format, the entire order along with the process indicators which tell whether the order has been printed, booked or confirmed.

3.4   Order Printing   (Continued)

3-4-3. Open Order Status Reports

Using the Inventory file as input, this report will list the records of all committed inventory items. The report will show quantity committed, quantity on hand and the raw value (cost x committed) of the ordered items.

ACME SUPPLIES   ACME SUPPLIES
ADDRESS ONE   ADDRESS ONE
ADDRESS TWO   ADDRESS TWO
CITY, STATE, ZIP   CITY, STATE, ZIP

                                            A123

A123   1006   01/01/81   ASAP   U. P. S.   99

01-02-1234   PRODUCT DESCRIPTION   10   5. 00   50. 00

CUSTOMER WOULD LIKE TO RECEIVE THIS ORDER YESTERDAY!!!
              TOTAL OF ORDER   50. 00

YOUR COMPANY NAME

OPEN ORDER STATUS REPORT

ITEM NUMBER	DESCRIPTION	ORDERED	ON HAND	RAW VALUE
01-02-1234	PRODUCT DESCRIPTION	15	50	52.50
	TOTALS	15		52.50

3-5.   Order Booking Report

Using the Open Order file as input, this report will summarize all orders
entered thru order entry. The report will show order number, order date,
customer order number, customer number and name along with item number
and quantity ordered. After printing, the order is tagged on the Open
Order file as "BOOKED". Orders which have been printed, booked and
invoiced are deleted from the Open Order file to make room for new orders

YOUR COMPANY NAME

ORDER BOOKING REPORT

OUR ORDER-NO	ORDER DATE	CUSTOMER ORDER-NO	CUSTOMER NUMBER	CUSTOMER NAME	ITEM-NO	QTY ORDERED
1006	01/01/81	A123	1000	ACME SUPPLIES	01-02-1234	10

3-6.   Invoice Entry

Using the Open Order file as input and the printed order (warehouse ticket) as the source document, this function will confirm the fulfilled orders.

As in the order entry function, the operator is presented with the option of retaining, replacing or eliminating the "current" message for invoices

After the desired message option has been selected, the system will display a formatted invoice document and request the entry of the order number. When the order number is entered, the Open Order file is accesse and the order heading information is displayed along with a system generated invoice number. The operator will then enter the invoice date (a "CR" will apply the system date) and the terms.

The message "IS HEADER INFORMATION CORRECT (Y/N)" will now be displayed. An "N" response will cycle back thru the header data and permit any desired revisions.

Once the heading data has been found correct, the system will present the message "CONFIRM ENTIRE INVOICE? (Y/N)". If all the items on the order document have been completely fulfilled, the operator may respond with a "Y" and the order will be confirmed with the assumption that all requeste quantities have been shipped.

If the order has not been completely fulfilled, the operator will enter an "N" and the system will then display the individual line items for confirmation. As each line is displayed, the operator will enter the quantity shipped. If the quantity shipped is equal to the quantity ordered, the operator may respond with a "CR". If the quantity shipped is less than the quantity ordered, the operator will enter the quantity shipped and the calculated difference will appear in the back order column. If the operator wishes to override the back order quantity, he may do so by entering a different quantity or a zero. If the calculated back order quantity is accepted, the operator will enter a "CR" and a back order will be generated. Back orders are written back to the Open Order file under the original order number with a prefix of "B". In addition to the quantity data. the discount (customer record data) and the price are also displayed.

As in the order entry function, the last line response will be a "CD" (CHANGE/DELETE) and the operator will be given the opportunity to make any appropriate revisions to the line or to delete it entirely.

3-6.   Invoice Entry   (Continued)

If the entire order is to be deleted at this point, it is necessary to delete each individual line item in the order. Deleted invoices or orders will appear on the Invoice register as void.

After all the existing line items have been confirmed, an entry mask will appear under the item number column and additional line items, both inventory and non-inventory, may be added to the invoice.

Once all the line items have been confirmed or entered, the system will display a line showing the total gross, discount and tax amounts. The operator may then enter the freight amount, and the net amount of the invoice will be calculated and displayed.

After the net calculation, the operator may, by entering a "C", change any of the total line entries and generate a new net amount. Now that the entire order has been invoiced, the system will display the final inquiry "IS THE INVOICE CORRECT (Y/N)". An "N" response, followed by an "END" to exit the function, will cause the invoice number to be noted as "VOID" on the Invoice register, and no invoice will be printed. A "Y" response will cause the invoice to be written to the Invoice file.

At this point, the system will present the option of applying the "current" message, a manually entered message or bypassing the message function entirely. When this selection has been made, the operator will be called upon to enter the next order number to be invoiced or "END" to exit the invoice entry function.

3-7.   Invoice Printing

Using the Invoice file as input, this function will print all invoices
resident on the Invoice file. Since the invoice document is a preprinted
form, an alignment mask will be printed and may be repeated until the
alignment is correct.

After the printing has been completed, the system will display the
message "INVOICES CORRECT (Y/N)". An "N" response will cause the invoice
to be reprinted. A "Y" response will result in the updating of the Sales
Analysis file, Inventory file, Salesman Commission file, Invoice and Memo
register, Customer Master, Open A/R file and the erasure of the Invoice
file itself.

1000   1   3408   I

NET30

ACME SUPPLIES   SAME
ADDRESS ONE
ADDRESS TWO
CITY, STATE, ZIP

A123   1006   01/01/81   01/01/81   U.P.S.   99

01-02-1234   PRODUCT DESCRIPTION   .   10   5.00   50.00

 PLEASE CONTACT DEPARTMENT 007 FOR ANY CLAIMS.

                                              TAX   3.75
                                              FREIGHT   1.50
                                              TOTAL   55.25

3-8.   Back Ordered Items Report

This function will produce a listing, in item number sequence, of back ordered items. The report will show the item number and description along with a detail line for each customer showing order number, quantity and date ordered.

In addition to reporting all back ordered items, the report may be select: by item number or order date or a combination of both.

When the selection has been specified, the program will pass the Open Order file and create a separate report file which is then printed and erased. The program also provides a reprint option.

YOUR COMPANY NAME

B/O ITEMS REPORT

						OUR	CUSTOMER	
ITEM-NO	ITEM DESCRIPTION	CUST-NO	CUSTOMER NAME		QTY B.O.	ORDER-NO	ORDER-NO	DATE
01-02-1234	PRODUCT DESCRIPTION	1000	ACME SUPPLIES		10	1006	A123	01/01/81
				ITEM TOTAL	10			

3-9.   Back Order Printing

Using the Open Order file as input, this function will print back orders.
Since the order document is a preprinted form, an alignment mask is
printed and may be repeated until the alignment is correct.

Back orders are individually selected for printing by entering the back
order number which consists of the original order number with a "B" prefi

```
        ACME SUPPLIES                    ACME SUPPLIES
        ADDRESS ONE                      ADDRESS ONE
        ADDRESS TWO                      ADDRESS TWO
        CITY, STATE, ZIP                 CITY, STATE, ZIP

                                             A123
```

A123   1006   01/01/81   ASAP   U. P. S.   99   55

01-02-1234   PRODUCT DESCRIPTION   10   5. 00   50. 00

               TOTAL OF BACK ORDER   50. 00

3-10. Inventory Status/Activity Report

Using the Inventory file as input, this function will report quantities on hand, on order and committed, along with a valuation of the present stock level and the period-to-date activity. In addition, any item that has fallen below the reorder point will be noted on the report by three asterisks.

The operator has the option of reporting either the entire file or only items supplied by a specified vendor. A reprint option is also provided.

YOUR COMPANY NAME

INVENTORY STATUS AND ACTIVITY REPORT

ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY ON HAND	QUANTITY ON ORDER	COMMITTED	PRICE	COST	ACTIVITY	INVENTORY STATUS	VALUE ACTIVE
01-02-1234	13PRODUCT DESCRIPTIO	EA	50	10	15	$5.00	$3.50	80	$175.00	$280.00

INVENTORY REVENUE $400.00   COST OF GOODS SOLD $280.00

3-11. <u>Inventory Critical Report</u>

Using the Inventory file as input, this function will report all invento[r]
items that require reordering. Inventory items will be regarded as
critical when the quantity on hand minus the quantity committed is equal
to or less than the reorder point.

YOUR COMPANY NAME

INVENTORY CRITICAL REPORT

ITEM NUMBER	DESCRIPTION	QTY ON HAND	QTY ON ORDER	PRICE	COST	UNIT	COMMITTED	VENDOR NUMBER	ACTIVITY	LOC	REORDER POINT
01-02-1234	PRODUCT DESCRIPTION	50	10	5.00	3.50	EA	15	100	80	0	100

3-12. Inventory Maintenance and Inquiry

This function provides the ability to add, delete, modify or inquire to any item on the Inventory file. A provision is also made for producing an Inventory Master listing.

An additional option of clearing period-to-date activity counter is also provided. However, it cannot be executed unless the operator enters a requested password. This password consists of entering a "C" while depressing the "CTRL" key.

YOUR COMPANY NAME
INVENTORY MASTER FILE

ITEM NUMBER	DESCRIPTION	QTY ON HAND	QTY ON ORD	PRICE	COST	UM	COMMITTED	VENDOR NUMBER	ACTIVITY	LOC	REORD
01-02-1234	PRODUCT DESCRIPTION	50	10	5.00	3.50	EA	5	100	80	A3	20

3-13. Sales Analysis Reports

3-13-1. Sales Analysis (Item)

Using the Sales Analysis Item file created during invoice printing, this function will produce a report in inventory item sequence showing item number and description along with a separate detail line for each customer having purchased the item.. The customer detail line will show the quantity shipped with extensions for price, cost and gross percentage of profit (price-cost)/price.

3-13-2. Sales Analysis (Customer)

During the printing of the Sales Analysis (Item) report, the system will produce a separate file of the same analysis data sequenced by customer. And at the completion of the item report, this file will be printed showing customer number and name along with a detail line for each item purchased by the customer. The detail line will report the quantity shipped along with extensions for total price, cost and gross percentage of profit (price-cost)/price.

At the end of the customer report, the Customer Print file is erased and the option is also provided to erase the Sales Analysis (Item) file.

YOUR COMPANY NAME

SALES ANALYSIS (ITEM)

ITEM #	DESCRIPTION	#	CUSTOMER NAME	QUANTITY SHIPPED	ITEM PPICE	ITEM COST	GROSS PROFIT %	SALESMAN I.D.
01-02-1234	PRODUCT DESCRIPTION	1000	ACME SUPPLIES	10	50.00	35.00	30	99
I T E M T O T A L S				10	50.00	35.00	30	
R E P O R T T O T A L S				10	50.00	35.00	30	

END REPORT BY ITEM

YOUR COMPANY NAME
SALES ANALYSIS (CUSTOMER)

---------CUSTOMER----------		-----------ITEM------------		QUANTITY	ITEM	ITEM	GROSS	SALESMAN
#	NAME	#	DESCRIPTION	SHIPPED	PRICE	COST	PROFIT %	I.D.
1000	ACME SUPPLIES	01-02-1234	PRODUCT DESCRIPTION	10	50.00	35.00	30	99
				----------	----------	----------	--------	
C U S T O M E R T O T A L S				10	50.00	35.00	30	
				----------	----------	----------	--------	
R E P O R T T O T A L S				10	50.00	35.00	30	

END REPORT BY CUSTOMER

3-14.   Sales Commission Report

Using the Salesman Commission file created during invoice printing, this
function will produce a salesman number sequenced report showing the
commission percentage and amount for each invoice written. The report
will also produce a total for each salesman and a grand total.

After the report has been printed, the Salesman Master file is updated.
The Salesman Commission file is then erased and a General Ledger Trans-
action record containing commission totals is written to the General
Ledger Transaction file.

YOUR COMPANY NAME
SALES COMMISSION REPORT

SALESMAN NUMBER	SALESMAN NAME	PERCENT COMMISSION	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	COMMISSION AMOUNT
99	JIM SMITH	.00	3408	01/01/81	50.00	.00
				SALESMAN TOTAL:	50.00	.00

YOUR COMPANY NAME

SHIP-TO MASTER FILE LISTING

CUST NUMBER	CUST NAME & ADDRESS
100022	ACME SUPPLIES WAREHOUSE # 7 1961 MAIN STREET ANYTOWN CT. 06666

4-1.   Debit/Credit Memo Entry   (Continued)

5. Invoice Number

Allows for the entry of the number of the invoice to which the memo
is to be applied.

NOTE: Items 1 thru 5, on the preceding page, are information items only
and need only be entered if the memo is to be applied to a specifi
invoice.

6. Salesman I.D.

The system will now display the I.D. of the salesman assigned to the
customer now being processed. The operator may override the entry by
entering another valid salesman I.D. or respond with a "CR" to retain
the original displayed I.D.

7. Reason Code

This entry will cause the insertion of a message to the printed memo.
Numbers 1 thru 15 are reserved for credit memos and 16 thru 30, for
debit memos.

When the above items have been entered, the system will again display
"IS DATA CORRECT (Y/N)" and an "N" response will permit the operator
to make necessary corrections.

The system will now call for the entry of an item number. Memos may
be generated with or without reference to inventory items. If the
memo does not refer to a specific line item, the operator will respond
with "END" and the program will go to the next step, a total line
calculation. If the memo does refer to an inventory item, the
operator will enter the inventory number. The Inventory file will
then be accessed and the item description will be displayed for review
A "CR" response will cause the display of the item price, which may
be replaced with the entry of a new price or retained by entering "CR"
This price will be used to calculate the dollar amount of the memo
line.

NOTE: If the memo consists of an adjustment to a price, i.e., a
twenty-five cent change price, the price entry must be .25.

The next two entries are dictated by the type of memo, debit or credit.
They are:

SHORELINE SOFTWARE, INC.

4-1. Debit/Credit Memo Entry   (Continued)

1. Quantity Shipped/Credited

In a debit memo this entry will be quantity shipped, in a credit memo quantity credited. It is this entry, multiplied by the price, which will generate the dollar amount total of the memo line.

2. Quantity From/To Inventory

In a debit memo this entry will be quantity from inventory, in a credit memo, quantity to inventory. This entry will cause an update to the Inventory file.

Once the above items have been entered, the extension (quantity shipped/credited x price) will be calculated and displayed. The operator may now enter a "CR" to accept the finished line, a "C" to allow for a correction to the line or a "D" to delete the line entire If the line is accepted, the system will request the next item number A "CR" response to the item number request will permit the entry of a noninventory item.

When all the line item entries have been made, the operator will enter "END" to the item number request and a total line will be displayed. If no line item entries have been made, the system will firs call for an entry for gross amount. If line items have been entered, the gross entry will be displayed and will contain the sum of the line extensions.

The operator will now enter the discount percentage along with the tax and freight amounts. The net debit/credit will be calculated and displayed together with the commission percentage and amount. The commission percentage may now be changed and a new amount will be generat

The system will now inquire "INPUT CORRECT (Y/N)". An "N" response will permit the correction of the memo total line.

A message "IS THE MEMO CORRECT (Y/N)" will now be displayed and an "N" response will cause the entire memo to be deleted. A "Y" response will cause the memo to be written to the debit/credit memo file to await printing.

CREDIT MEMO

ACME SUPPLIES
ADDRESS ONE
ADDRESS TWO
CITY, STATE, ZIP

95   OVER PAYMENT   1000   A197   01/01/81

01-02-1234   1 EA   PRODUCT DESCRIPTION   5.00   5.00CR

                                                    SUB TOTAL   5.00CR

                                                              5.00CR

4-2.   Debit/Credit Memo Printing

Debit/credit memos are printed in two cycles, one for credit memos and one for debit memos. Upon entering the function, the operator is called upon to enter either "CM" or "DM" to identify the type of memo being printed.

The option is then offered of printing memos from a starting memo number or printing all the memos on file by responding "CR".

Since this document is a preprinted form, an alignment mask will be printed and may be repeated until the alignment is correct. When the printing is completed, the message "MEMOS CORRECT (Y/N)" will be displayed. An "N" response will cause updating to be bypassed and a "Y" response will cause the memo data to be added to the Sales Analysis (Item) file, the Invoice and Memo Register file and the A/R Master file. After the updates have been made, the Debit/Credit Memo file is erased.

DEBIT MEMO

ACME SUPPLIES
ADDRESS ONE
ADDRESS TWO
CITY, STATE, ZIP

?9   DISCOUNT CHG   1000   01/01/81

                                                SUB TOTAL   2.00

                                                                 2.00

4-3.   Invoice and DR/CR Memo Register

Using the invoice and DR/CR Memo file as input, this function will report all invoices and DR/CR memos generated since the report was last printed. At the end of the print function a set of totals will be passed to the General Ledger Transaction file. The same totals are maintained in a total record in the Invoice and DR/CR Memo file itself. After each printing is completed, the system will inquire "IS THIS THE END OF THE MONTH (Y/N)". A "Y" response will zero the total record and erase the input file. An "N" response will also erase the input file, but will retain the total record.

YOUR COMPANY NAME

INVOICE AND DR/CR MEMO REGISTER

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER	GROSS AMT	DISCOUNT	TAX AMT	FREIGHT	INVOICE NET AMT	CR/MEMO NET AMT	DB/MEMO NET AMT
3408	01/01/81	1000	50.00	.00	3.75	1.50	55.25		
CM 95	01/01/81	1000	5.00CR	.00	.00	.00		5.00CR	
DM 12	01/01/81	1000	2.00	.00	.00	.00			2.00
		TOTALS:	47.00	.00	3.75	1.50	55.25	5.00CR	2.00
		MTD:	47.00	.00	3.75	1.50	55.25	5.00CR	2.00

4-4.   A/R Adjustment Entry

Accounts Receivable adjustments are used to correct balances on open
Accounts Receivable items without generating a memo. The adjustment will
appear both on an adjustment journal and on the customer's statement.
Adjustments are made to specific invoices. They are made for specific
dollar amounts, and may be assigned up to 10 coded meanings (reason code
1 to 10). The entry of an adjustment causes it to be added to the
Accounts Receivable master.

Upon entering the function a formatted adjustment document is written to
the screen and the customer number is requested. When the number is
entered, the Customer file is accessed and the customer name and address
is displayed along with an adjustment. The adjustment is obtained from
a table of system-maintained form numbers stored in the Control file.

The operator will then enter the number of the invoice to which the
memo is to be applied. The invoice is validated against the A/R Master;
and if valid, the system will request the adjustment amount. Credit
adjustments are entered as positive numbers and debit adjustments are
entered as negative numbers. If the amount of a credit adjustment is
greater than the invoice balance, a message indicating the invoice
balance will be displayed. The entire entry will be cleared and the

next customer number will be requested. No credit adjustment may be
generated which would drive an invoice balance to negative. No adjust-
ments may be made to service charges.

When the adjustment amount has been successfully entered, the system
will request the entry of an invoice adjustment code. There are ten
adjustment codes available. These codes and either associated messages
are stored in the System Control file.

After the adjustment code has been entered, a final inquiry "IS ADJUST-
MENT CORRECT (Y/N)" will be displayed. A "Y" response will cause the
transaction to be written to the Adjustment Journal file to await print-
ing. A "N" response will delete the entire entry and the next customer
number will be requested.

4-5.   Debit/Credit Adjustment Journal

Using the Adjustment Journal file as input, this function will print
the Debit/Credit Adjustment Journal showing the adjustment number,
adjustment code and message, the customer name and number, the adjusted
invoice, the adjustment type (DR/CR) along with the original and
adjusted invoice balances.

When the printing is completed, the system will inquire "IS JOURNAL
CORRECT (Y/N)". An "N" response will cause a reprint of the report. A
"Y" response will cause the customer balance to be updated to reflect
the adjustment, the adjustment totals to be written to the General Ledger
Transaction file, the adjustment transaction written to the A/R Master
and the Adjustment Journal file to be erased.

YOUR COMPANY NAME

A/R ADJUSTMENT JOURNAL

MEMO-NO.	CUST-NO.	CUSTOMER'S NAME	REASON	DATE OF ADJ.	INVOICE # AFFECTED	OLD AMOUNT	NEW AMOUNT	AMOUNT	ADJUSTMENT TYPE
ADJ 31	1000	ACME SUPPLIES	BAD INVOICE	01/01/81	3408	55.25	46.25	9.00CR	CREDIT TO THIS INVOICE BALANCE
							NET ADJUSTMENTS	9.00CR	

4-6.   Cash Receipts Entry

This function is the first step in the cash receipts processing procedure
The procedure consists of:

1.   Check Balancing Entry

This step allows for the entry and verification of all cash receipts
input.

2.   Debit/Credit Memo Application

This step permits the application, deletion or refund of memos
currently resident on the A/R Master.

3.   Cash Receipts Application

This step will distribute cash receipts to the A/R Master file.
Cash receipts may be applied to invoices and/or debit memos. It
may also be applied to the customer's on-account balance.

The entire cash receipts procedure is performed in a series of functions
which are executed in a system-controlled sequence. Once the check
balancing entry function is completed, the procedure cannot be stopped
or exited until each step has been performed to completion. The steps
are executed as follows:

1.   Check Balancing Entry

Upon entering this step the system will call for the entry of the
customer number. When the customer number is entered, it is vali-
dated against the Customer file. The operator will then enter the
amount of the cash receipt. A third entry "C/D" will allow the
operator to change the entry by entering a "C", deleting it by
entering a "D", or accepting the entry by entering "CR". The
accepted entries are then written to the Cash Receipts Check file.

When all the entries have been made, (a maximum of 50 items may be
entered) the operator will enter "END" to the customer number
request. The system will now display a dollar total of the receipts
and an inquiry message, "IS THIS TOTAL CORRECT? (Y/N) OR END".   An
"END" response will clear all entries., exit the function and go back
to the Accounts Receivable selector screen. An "N" response will

4-6.   Cash Receipts Entry   (Continued)

request the entry of the customer number for which an incorrect check amount was entered. When the customer number is entered, the system will first request the incorrect entry amount, then the correct amount. A corrected dollar total will then be displayed along with the correction inquiry message. The operator may continue this correction procedure until the totals are correct. When the operator indicates, with a "Y" response, that the cash entries are correct, the system will perform the debit/credit application step.

2. Debit/Credit Memo Application

Upon entering this step, the system will display a series of headings for the customer records as entered in check entry. If the customer has a credit memo balance, the system will display the message, "DO YOU WISH TO APPLY C/M? (Y/N)". A "Y" response will cause the system to access the A/R Master and display the open credit memos for the customer being processed. The operator will then be given the follow options to perform on the first memo:

1. Delete

This option will cause the memo to be deleted. The memo will appear on the Cash Receipts Journal with the notation "DELETED".

2. Refund

This option will cause the entry to be deleted. The memo will appear on the Cash Receipts Journal with the notation "REFUNDED".

3. Apply Y/N

An "N" response will cause the memo to remain on the file and its application bypassed. If a "Y" response is entered, the memo is to be applied and the system will request the invoice number and the following responses may be made:

1. "N"   This response will cause the system to go back to the previous "DELETE, REFUND, APPLY" inquiry message

2. "CR"   This response indicates that the memo is not to be applied to a specific invoice. The amount of the memo will be stored as an applied credit balance and the operator may attempt to apply this amount in the cash receipts application step.

4-6.   Cash Receipts Entry   (Continued)

3.   Invoice   The entry of a valid invoice number will cause the
     Number   amount of the memo to be applied against the speci
                 fied invoice.

When the last credit memo has been processed, the system will di
play the total of open memos, applied memos, memo applied to in-
voices and credit balance forward. A "CR" response will cause t
system to perform the cash receipts application step.

NOTE: Debit memo application is identical to credit memo applic
       tion with the following exceptions:

       a. Debit memo application has no "DELETE" or "REFUND"
           option.

       b. Debit memos that are not applied to specific invoices
           are treated as open invoices during cash receipts
           application.

3. Cash Receipts Application

When this step is entered, the system will display all the major
customer totals and the question "APPLY CASH AUTOMATICALLY (Y/N)".
An "N" response will cause the system to display all the open
invoice and debit memos for the account and position an entry mask
next to the oldest item. The operator may bypass the item by
entering "CR" or apply payments thru one of the following options:

A. Cash Payments

    If the operator enters a payment amount, the current check
    balance will be diminished by the payment amount which will be
    applied to the open item. The invoice line consists of three
    possible entries: payment, discount allowance and other
    allowance. If any allowances are to be applied, the operator
    will first enter the payment amount, minus the allowances, and
    then the appropriate allowance amounts. The net due amount will
    then be calculated. If there is insufficient cash in the curren
    check balance to pay the invoice amount, the item will be retain
    in an "open" status with the newly calculated net due amount. A

4-6.   Cash Receipts Entry   (Continued)

the completion of each entry the system will inquire "DATA CORRE
(Y/N)". An "N" response will clear the amount entries for the
open item and go back to the payment request step. A "Y"
response will begin the processing of the next open item.

B. Credit Memo

In order to apply a credit memo amount to an invoice in this
step, the operator will enter a "CM" response to the payment
entry mask. The system will then request the entry of the
credit memo amount. The credit memo dollar amounts which may be
applied to open items in this step are the credit memos which
were not applied to specific invoices in the memo application
step. The available credit memo dollar amounts are displayed
under the heading "APPLIED C/M BALANCE". When the credit memo
amounts have been entered, the net due (if any) will be calcu-
lated and the applied C/M balance will be diminished by the
applied amount. When the entry is completed, the "DATA CORRECT
MESSAGE (Y/N)" will be displayed and the operator may either
correct the line entries or go to the next open item.

NOTE: Allowances are not applied to open items paid by credit
       memos.

C. On-Account Balance

The on-account balance represents a balance stored in the
customer's master file record. This balance is created as the
result of the customer having submitted payments in excess of
what was owed at the time of cash receipts application. In
order to apply an on-account balance amount, the operator will
enter an "OA" response to the payment entry mask. The system
will then request the entry of the on-account balance amount.
If any allowances are to be applied, the operator will first
enter the payment amount, minus the allowances, then the appro-
priate allowance amounts. The net due will then be calculated.
If the on-account balance is insufficient to cover the invoice
amount, the item is retained in an "open" status with its cal-
culated net due amount. As in the previous entry procedures,
the operator will, at the completion of the entry, be presented
with the "DATA CORRECT (Y/N)" message and given the option of
correcting the line or going to the next item.

4-6.   Cash Receipts Entry   (Continued)

A "Y" response to the "APPLY CASH AUTOMATICALLY (Y/N)" inquiry
will cause cash receipts to be applied without operator inter-
vention to the open items in the sequence of origination (old
first). The items will be processed until the program runs out
of either cash receipts or open items. If cash receipts are
exhausted before open items, the operator will, as in the pre-
vious descriptions, be offered the option of applying payments
thru credit memos or the on-account balance.

Once all the open items have been processed, the following
conditions may exist:

1. Excess Cash

If there are cash receipts left over after the last open
item has been processed, the system will display the amount
of the remaining balance and present the option of entering
this amount in the customer's on-account balance. A "CR"
response will cause the system to cycle back thru the memo
and cash receipts application steps, thus permitting the
processing of any open items which may have been bypassed
during the procedure.

If, after the last open item has been processed, the dollar
amount of applied credit memo balance has not been exhausted,
the system will write the memo to the Open A/R file as an
active memo entry (CM9999), which will remain on the A/R file
in an applied status until it is used to pay an open item.

Once the customer has been completely processed, the system
will display the next customer number to be processed or
exit the function. The system will not permit the operator
to leave the function until all of the customers for whom
cash receipts were entered have been processed.

After the function has been completed, the Cash Receipts
Check file is erased. As the result of the function, the
A/R Master file is updated to reflect the activity against
open items and the Customer Master file is updated to
reflect changes in current invoices, current credit and
debits and on-account balances.

4.7. Cash Receipts Journal

Using the Cash Receipts file generated during cash receipts entry, this function will produce the Cash Receipts Journal. This report will show all the transactions made during the cash receipts entry procedure. The sequence of the report will reflect the order in which the transactions were performed. The report also generates totals of net cash and discount and other allowances. These totals are passed to the General Ledger Transaction file at end of job. In addition, a record is maintained in the file which contains period-to-date totals.

After the printing is completed, the system will inquire "IS THIS THE END OF THE MONTH (Y/N)". A "Y" response will zero the total record and erase the file. An "N" response will erase the file and retain the total record.

YOUR COMPANY NAME

CASH RECEIPTS JOURNAL

CUSTOMER NUMBER	CUSTOMER NAME	PAYMENT DATE	INVOICE NUMBER	OLD BALANCE	AMT OF PAYMT /TRANSACTION	TYPE OF TRANSACTION	DISCOUNT ALLOWED	OTHER ALLOW	NEW BALANCE
1000	ACME SUPPLIES	01/01/81	3408	46.25	5.00	CM 95	.00	.00	41.25
1000	ACME SUPPLIES	01/01/81	3408	41.25	25.00	CASH01	.00	.00	16.25

* NET CASH RECEIVED *		25.00				TOTALS:	.00	.00	
MONTH TO DATE		152,171.54					.00	.00	

4-8.   A/R Trial Balance

Using the A/R Master file and the Customer Master file as input, this function will report and age all open invoices and memos from a specified date. This aging is broken down into current, 30 days, 60 days, 90 days, (and over).

The aging is done for each customer record, showing totals for each period and a grand total net due for the customer. On-account balances are also shown. Customers with no open receivables and no on-account balances are not reported.

In addition, the program offers the option of producing a delinquent report in salesman sequence. This report will age and report all customers with balances due for 30 days and over.

When the function is entered, the system will display the message "DO YOU WANT A DELINQUENT REPORT (Y/N)". A "Y" response will cause the generation of the report after the Aged Trial Balance has been printed. The system will then request the aging date. The operator may enter the desired date as MMDDYY or enter "CR" which will use the system date for aging. The option will then be offered to print either a detail report (showing all items) or a summary report (showing totals by customer). An "END" response to this inquiry will cause an exit from the function.

As the result of printing the Aged Trial Balance, the delinquency indicators in the Customer Master file records are updated. When the delinquent report is completed, the delinquent Aged Trial Balance by Salesman file is erased.

YOUR COMPANY NAME

A/R AGED TRIAL BALANCE TO DATE 02/05/81

CUST. #	NAME	CRED LIMIT INVOICE #	LST PYMT INV. DATE	TELEPHONE CURRENT	ON ACCOUNT 30 DAYS	60 DAYS	90 DAYS	120&OVER	NET DUE
1000	ACME SUPPLIES	$10,000.00	01/01/81	555-555-1212	.00				
	ADDRESS ONE ADDRESS TWO	CITY,STATE,ZIP							
		3408	01/01/81	.00	16.25	.00	.00	.00	
		DM 12	01/01/81	.00	2.00	.00	.00	.00	
			TOTALS:	.00	18.25	.00	.00	.00	18.25
			GRAND TOTALS:	.00	18.25	.00	.00	.00	18.25

YOUR COMPANY NAME

DELINQUENT TRIAL BALANCE TO DATE 02/05/81

CUST. #	NAME	CRED LIMIT INVOICE #	LST PYMT INV. DATE	TELEPHONE CURRENT	ON ACCOUNT 30 DAYS	60 DAYS	90 DAYS	120&OVER	NET DUE
1000	ACME SUPPLIES	$10,000.00	01/01/81	555-555-1212	.00				
	ADDRESS ONE ADDRESS TWO	CITY,STATE,ZIP							
		3408	01/01/81	.00	16.25	.00	.00	.00	
		DM 12	01/01/81	.00	2.00	.00	.00	.00	
			TOTALS:	.00	18.25	.00	.00	.00	18.25
			GRAND TOTALS:	.00	18.25	.00	.00	.00	18.25

4-9. Customer Statement Printing

Using the Accounts Receivable Master, the Customer Master and the Salesma
Master as input, this function will produce the customer statements. The
statements will be generated for all customers with open invoices or memo
on-account balances or who have had transactions since the last statement
printing. Statements are fully transactionalized showing all invoices,
memos and on-account transactions along with old and new balances,
current age and balance due.

NOTE: Since function 4-8 (A/R Trial Balance) generates the aging indi-
       cators, function 4-8 should be run prior to generating statements.

When the function is entered, the operator is given the option to
perform the message selection step. A "CR" response to this will elimi-
nate all messages from the generated statements. A response of "1" will
cause the statement messages to be displayed. There are up to 10 message
available for insertion to statements.

These messages are maintained in the System Message file. Messages
1 thru 5 will be automatically assigned to the customer statements as
follows:

               Message No. 1 -- Zero Balance
                            2 -- Current Balance
                            3 -- 30 Days Overdue
                            4 -- 60 Days Overdue
                            5 -- 90 Days Overdue

As an alternative to automatic assignments, a common message can be
applied to all statements regardless of age and replaces the automatic
message assignment. The operator will be given the option of:

1. Selecting one of the 10 systems messages to be placed in "current"
    status.

2. Entering "CR", which will cause the "current" message to be retained.

3. Entering "NONE" which will clear the "current" message and provide
    for the automatic message assignment.

4-9.   Customer Statement Printing   (Continued)

When the selection has been made, the system will display the inquiry "IS THIS MESSAGE CORRECT (Y/N)". An "N" response will go back to the beginning of the step and reselect the message.

The system will next request the date to be printed on the statements. The operator will enter the statement date as MMDDYY. A response of "END" to this request will end the function and return to the A/R Selector.

The system will now display the message "ENTER STARTING CUSTOMER NO. (OR ALL)". The entry of a valid customer number will cause statements to be produced beginning at the specified customer number. An "ALL" response will produce statements for all accounts eligible for statement printing.

The operator will now be presented with the following selection options:

"C" will select only those customers with balances which are current

"3" will select only those customers with balances 30 days and older

"6" will select only those customers with balances 60 days and older

"0" will select all customers with open balances.

When the selection has been made, the program will pass the A/R Master file and print statements based on the selected option.

During the printing process all balances 60 days or older will be charged a 1.25% service charge. A service charge transaction will be printed on the customer statement, and a service charge record written to the Servic Charge file.

When the statement printing is completed, the system will display the message "ARE THE STATEMENTS CORRECT (Y/N)". An "N" response will cause a return to the A/R selector. If a "Y" response is given, the system will display the inquiry "TRANSACTIONALIZED FILE WILL NOW BE REKEYED (Y/N)". If the operator wishes to make another selection or to reprint the original selection, an "N" response must be entered and the system will exit the function. A "Y" response will cause the service charges to be written to the A/R Master as a transaction and the Service Charge file to be erased. All other transactions will then be rekeyed (erased) with the exception of invoices and memos with other than zero balances.

4-10. Customer File Maintenance and Inquiry

This function provides the ability to add, delete, modify or inquire to any customer record on the Customer Master file. Provisions are also made for producing Two and Four-Up mailing labels and a Customer Master list showing all data fields.

An additional option of clearing the Year-To-Date fields is also provided However, this option cannot be executed without the entry of a requested password. The password consists of entering a "C" while depressing the control key.

YOUR COMPANY NAME
CUSTOMER MASTER FILE LISTING

CUSTOMER NO.   NAME & ADDRESS

1000	ACME SUPPLIES	SLMS NUMBER	99	DISCOUNT	.0	CUR INVOICES	.00
	ADDRESS ONE	YTD NET SALE	.00	ON ACCOUNT	.00	CREDIT LIMIT	10,000.00
	ADDRESS TWO	YTD CREDITS	.00	DELINQ IND	C	LARGEST BAL	.00
	CITY,STATE,ZIP	DATE LG BAL		DATE LST PAY		CUR CREDITS	.00
	555-555-1212	CUR DEBITS	.00	SALES TAX	7.5		

4-11.   <u>Salesman Maintenance and Inquiry</u>

This function provides the ability to add, delete, modify or inquire to any salesman record on the Salesman Master file. A provision is also made for producing a Salesman Master list showing all data fields.

There are also options to clear the Period-To-Date and Year-To-Date Commission fields in the file. This option cannot be executed without the entry of a requested password. The password consists of entering a "C" while depressing the control key.

YOUR COMPANY NAME

SALESMAN MASTER FILE LISTING

SALESMAN NO.	NAME & ADDRESS	PTD COMMIS.	YTD COMMIS.	COMMISSION %
99	JIM SMITH ADDRESS ONE ADDRESS TWO CITY, STATE, ZIP	.00	.00	5.00

4-12.   Accounts Receivable Master File Inquiry

This function provides an inquiry capability into the A/R Master file. The output data may be either displayed on the VDT or printed. This function does not provide the ability to change the A/R Master file.

Upon entering the function the operator will be given the following inquiry options:

1.   A/R Master File Inquiry

When this step is entered, the system will display the inquiry "DO YOU WANT TO SELECT INVOICES (Y/N)" and one of the following steps will be selected:

a.   Invoice Selection

When this step is selected, the system will request an invoice number and a customer number. A credit or debit memo number may also be entered in place of invoice number. When the number have been entered, the A/R Master file will be accessed and the invoice or memo will be displayed along with the inquiry messat "NEXT INVOICE (Y/N)". A "Y" response will display the next A/R Transaction on the file. An "N" will request the entry of another invoice number.

b.   Customer Selection

When this step is selected, the system will request the entry of a customer number for inquiry. Once a valid number is entered both the A/R Master and the Customer files are accessed and the customer heading data and totals along with all the Open A/R items are displayed. The operator will then be given the option to print a hard copy of the display.

2.   A/R Master File Listing

When this step is selected, the operator will be given the following print options:

a.   Print Entire File

This selection will cause the printing of all open items on the A/R Master file.

2. A/R Master File Listing   (Continued)

    b. Print Section of File

        This selection will allow the operator to enter a beginning
        and ending customer number and only the A/R Master transactions
        for the customer number within the specified range will be
        printed.

An "END" response to any request within this function will cause the
system to go back to the previous selector screen.

YOUR COMPANY NAME

A/R MASTER FILE LIST

INVOICE NUMBER	DATE	CUST #	GROSS AMT	DISCOUNT	TAX AMT	FREIGHT	PAYMENT	PMT DATE	PMT DISC	ALLOW	NET AMOUNT
3408	01/01/81	1000	50.00	.00	3.75	1.50	25.00	01/01/81	14.00	.00	16.25
DM 12	01/01/81	1000	2.00	.00	.00	.00	.00		.00	.00	2.00

4-13.   Reason Code Maintenance

This function provides the ability to add, delete, modify or inquire to the Accounts Receivable Reason codes and the associated messages which are stored in the System Control file. A provision is also made for printing all the Accounts Receivable Reason codes and messages.

Reason codes and messages are maintained for credit memos, debit memos and adjustments. Credit memo code will range from 1 to 15, debit memos from 16 to 30 and adjustments from 1 to 10.

YOUR COMPANY NAME

REASON CODE LISTING

CREDIT MEMO

CODE   MESSAGE

01   DAMAGED MDSE
02   RETURN MDSE
03   WRONG ITEM
04   WRONG SHIPMT
05   WRONG PRICE
06   PRICE CHANGE
07   OVER CHARGED
08   UNDER SHIPMT
09   OVER PAYMENT
10   DUPLICATE CK
11   MISCELLANEUS
12   ▾ NO DISCOUNT
13   DUP. INVOICE
14   BAD INVOICE
15   REFUND MDSE

YOUR COMPANY NAME

REASON CODE LISTING

DEBIT MEMO

CODE   MESSAGE

16   PRICE CHANGE
17   WRONG PRICE
18   WRONG ITEM
19   WRONG INV.
20   BAD INVOICE
21   UNDER CHARGE
22   UNDER PAYMT
23   RETURN CHECK
24   ADDITIONAL
25   DISCOUNT CHG
26   TAX CHARGE.
27   OVER SHIPMT
28   POSTAGE
29   ADL. FREIGHT
30   MISCELLANEUS

YOUR COMPANY NAME

REASON CODE LISTING

ADJUSTMENTS

CODE   MESSAGE

01   BAD INVOICE
02   BAD PRICE
03   DISCOUNT
04   WRONG ITEM
05,   PRICE CHANGE
06   UNDER CHARGE
07   OVER CHARGE
08   NOT AVAILABL
09   ADDITIONAL
10   MISCELLANEUS

FILE LAYOUT

Name: 56

Description: CONTROL FILE - MARKET SUMMARY

✓ Permanent __ Temporary __ Direct ✓ Sort __ Indexed __56__ Size

Key: _____

Variable	Seq	Field Name	Size	Type	Picture
		RECORD #1			
	1	BEGIN CUSTOMER NUMBER	6	A/N	
	2	END CUSTOMER NUMBER	6	A/N	
	3	PRODUCT NUMBERS (UPTO 10)	40	A/N	
	4	SALESMAN NUMBER	4	A/N	
		RECORD #2			
	1	STATE CODE	2	A/N	

SHORELINE SOFTWARE, INC.

DATA FILE DEFINITION

FILE IDENT U : | | | | | PROJECT _____ BY _____ DATE _____
NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS		RECORD SIZE 384	DISC NO.	SECTOR NO.	☐ PERMANENT ☐ SEQUE ☒ TEMPORARY ☒ DIREC
6							

FILE DESCRIPTION _____ Invoice Header File _____ ~~EFFECTED~~

Key = Invoice Number   DELETED AFTER PRINT

INVOICES + UPDATE

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
00$	1	Key	6		A/N	
A$	2	Customer Number	6		A/N	
B$	3	Customer Name	22		A/N	
C$	4	Address 1	22		A/N	
D$	5	Address 2	22		A/N	
E$	6	Address 3	22		A/N	
'$	7	Ship-To Customer Name	22		A/N	"SAME
H$	8	Address 1	22		A/N	
I$	9	Address 2	22		A/N	
J$	10	Address 3	22		A/N	
N$	11	Customer Order Number	10		A/N	
P$	12	Our Order Number	6		A/N	
Q$	13	Order Date	8		A/N	MM/DD/YY
D1$	14	Invoice Date	8		A/N	MM/DD/YY
S$	15	Carrier	10		A/N	
E1$	16	Invoice Number	6		A/N	
F1$	17	Terms	10		A/N	
J	18	Gross Amount	10		N	#######.00
K	19	Discount	8		N	#####.00
L	20	Tax Amount	7		N	####.00
N	21	Freight Amount	7		N	####.00
C1$	22	Sales I.D.	2		A/N	
7	23	Commission Percentage	5		N	##.00
Q8	24	SALES TAX CODE	4		N	0004
J1#	25	SHIP-TO #	6		A/N	
J2#	26	Delimiters SHIPPING DATE 8	23		A/N	

DATA FILE DEFINITION

FILE IDENT | U 4 | | | |
NAME ACCESS PROTECT

PROJECT _____ BY _____ DATE _____

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE ___ 128	DISC NO.	SECTOR NO.	☐ PERMANENT ☐ S.. ☒ TEMPORARY ☒ DIREC
8						

FILE DESCRIPTION Invoice File - Detail Line (Key = Invoice No. + 01 to 99

incremented by one for each new line). *DELETE AFTER I*

See Page One for further description. *INVOICES + UPDATE*

PROGRAMS WHERE USED *LINE ITEMS 94 TO 99 ARE 74 CHARACTER MESSAGES*

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
00$	1	Key	8		A/N	
T$	2	Item Number	10		A/N	
U$	3	Description	20		A/N	
V$	4	Unit of Measure	2		A/N	
D	5	Quantity Ordered	7		N	######0
G	6	Quantity Shipped	7		N	######0
H	7	Quantity Back Ordered	7		N	
E	8	Discount Percent	3		N	##0
F	9	Price	7		N	####.00
I	10	Extension	8		N	###,###.00
H2$	11	~~Location~~ *SERIAL NUMBER*	10		A/N	
H1		*EVALUATION (DAYS)*	1		N	
H2		*WARRANTY PERIOD (MONTHS)*	1		N	
H3$		*PUMP SERIAL NUMBER (S)*	10		A/N	
		Delimiters	11			

BFC Form 1016

DATA FILE DEFINITION

FILE IDENT | U | # | | | | | | PROJECT _____ BY _____ DATE _____
NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	
6			256 ~~384~~			☒ PERMANENT ☐ SEQUE ☐ TEMPORARY ☒ DIRECT

FILE DESCRIPTION _____ Open Order Header

Key = Order Number

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
0Ø$	1	Key	6		A/N	
A$	2	Customer Number	6		A/N	
B$	3	Customer Name	22		A/N	
C$	4	Address 1	22		A/N	
D$	5	Address 2	22		A/N	
E$	6	Address 3	22		A/N	
G$	7	Ship-To Name	22		A/N	
H$	8	Address 1	22		A/N	
I$	9	Address 2	22		A/N	
J$	10	Address 3	22		A/N	
K$	11	Booking Flag	3		A/N	"1" ON
L$	12	~~Confirmation Flag~~ Invoiced	1		A/N	"1" ON
M$	13	~~Order Print Flag~~ Ship-To #	6		A/N	"1" ON
N$	14	Customer Order Number	10		A/N	
P$	15	Our Order Number	6		A/N	
Q$	16	Order Date	8		A/N	MM/DD/YY
R$	17	Date Wanted	8		A/N	MM/DD/YY
S$	18	Carrier	10		A/N	
C1$	19	Sales Identification	2		A/N	
X7	20	Commission Percentage	5		N	##.##
		Delimiters	20			

BFC Form 1016

FILE IDENT [U S | | |] PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 128	DISC NO.	SECTOR NO.	☒PERMANENT ☐S ☐TEMPORARY ☒DIRE
8						

FILE DESCRIPTION ___Detail Line (Key = Our Order No + 01 to 99 incremented___
___for each new line item).___ *OPEN ORDER*
                              ___See Page One for further description.___

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
OO$	1	Key	8		A/N	
T$	2	Item Number	10		A/N	
U$	3	Description	20		A/N	
V$	4	Unit	2		A/N	
D	5	Quantity Ordered	7		N	######0
E	6	Discount	4		N	##.0
F	7	Price	7		N	###.00
H1$	8	Location, (*RELEASE DATE?*)	26		A/N	
		Delimiters	8			

FILE IDENT | U 8 | | | PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 128	DISC NO.	SECTOR NO.	☒ PERMANENT ☐ SEQUE... ☐ TEMPORARY ☒ DIRECT
10						

FILE DESCRIPTION Inventory Master File (Key = Item Number)

_____

_____

PROGRAMS WHERE USED _____

_____

_____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
T$	1	Item Number	10		A/N	
U$	2	Description	20		A/N	
Q	3	Quantity on Hand	7		N	######0
R	4	Quantity on Order	7		N	######0
F	5	Item Price *RETAIL*	7		N	####.00
S	6	Item Cost	7		N	####.00
V$	7	Unit of Measure	2		A/N	
T	8	Committed	7		N	######0
I1$	9	Vendor Number	6		A/N	
U	10	Activity	7		N	######0
H1$	11	Location	2		A/N	
R7	12	Reorder Point	7		N	######0
		Delimiters	12			

FILE IDENT | U 9 | | | PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS				
8			RECORD SIZE 128	DISC NO.	SECTOR NO.	☐ PERMANENT ☐ SEQU ☒ TEMPORARY ☒ DII

FILE DESCRIPTION _____ Salesman Commission File _____ CREATED DURING

(Key = Sales I.D. + Invoice # (or DB/CR Memo No.)

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
OO$	1	Key	8		A/N	
E1$	2	Invoice No.	6		A/N	
D1$	3	Invoice Date	8		A/N	
C7	4	Invoice Amt.(After discount)	9		N	#####.00
C8	5	Commission Percent	5		N	##.00
C9	6	Commission Amount	8		N	####.00
C1$	7	Sales I.D.	2		A/N	
		Delimiters	7			

BFC Form 1016
Original: July 13, 1971

FILE IDENT [U_] [ ] [ ]
NAME   ACCESS   PROTECT

PROJECT _____ BY _____ DATE _____

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 128	DISC NO.	SECTOR NO.	
3						☒ PERMANENT ☐ SEC ☐ TEMPORARY ☒ DIR

FILE DESCRIPTION Message file 10 records for each application : I01-I10 - Invoices; O01-O10 Orders; P01-P10 - Purchase Orders; S01-S10 Customer Statements.

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
A9$	1	KEY	3		A/N	
B2$	2	MESSAGE	64		A/N	

DATA FILE DEFINITION

FILE IDENT | V | 2 | | | | | PROJECT _____ BY _____ DATE _____
NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 128	DISC NO.	SECTOR NO.	☐ PERMANENT ☐ SEC ☒ TEMPORARY ☒ DIRECT
8						

FILE DESCRIPTION _____ Credit/Debit Memo Print File

(Key = Credit/Debit Memo No. + "01")

I.E. cm661001,

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
00$	1	Key	8		A/N	
A$	2	Customer Number (or 'void')	6		A/N	
B$	3	Customer Name	22		A/N	
C$	4	Address	22		A/N	
D$	5	Address	22		A/N	
E$	6	Address	22		A/N	
A$		"Void" on cancelled memos				
B$		Memo # on cancelled memos				
		Delimiters	6			

DATA FILE DEFINITION

FILE IDENT | V 2 | | | PROJECT _____ BY _____ DATE _____

NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 128	DISC NO.	SECTOR NO.	☐ PERMANENT ☐ SEQUEN
8						☒ TEMPORARY ☒ DIRECT

FILE DESCRIPTION ___ Credit/Debit Memo Number + "02"

_____

_____

PROGRAMS WHERE USED _____

_____

_____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
00$	1	Key	8		A/N	
G$	2	Reason	12		A/N	
H$	3	Memo Number	6		A/N	
I$	4	~~Dummy~~ REASON CODE	2			
J$	5	~~Dummy~~ SHIP-TO #	6			
		Delimiters	5			

BFC Form 1016

DATA FILE DEFINITION

FILE IDENT [V, 2] [ ] [ ] PROJECT _____ BY _____ DATE _____

NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	☐ PERMANENT ☐ SEC ☒ TEMPORARY ☒ DI
8			128			

FILE DESCRIPTION _____ Credit/Debit Memo Number + "03" _____

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
0Ø$	1	Key	8		A/N	
N$	2	Customer Order No.	20		A/N	
S1$	3	~~Dummy~~ SALES TAX CODE			A/N	
P$	4	Our Order No.	6		A/N	(incl. B)
Q$	5	Order Date	8		A/N	MM/DD/YY
D1$	6	MEMO ~~Invoice~~ Date (CR = TODAY)	8		A/N	MM/DD/YY
S1	7	Gross Weight			A/N	
E1$	8	Invoice No.	6		A/N	
F1$	9	~~Dummy~~ SHIPPING DATE			A/N	
J	10	SUBTOTAL ~~Gross~~ Amount NEGATIVE if CREDIT	8		N	##,###.00
K	11	Total Discount Amount	8		N	##,###.00
L	12	Tax Amount	8		N	##,###.00
N	13	Freight Amount	7		N	#,###.00
C1$	14	Sales I.D.	2		A/N	
Q1$	15	Commission Percentage	4		N	##.0
		Delimiters	15			

BFC Form 1016
Original: July 13, 1971

DATA FILE DEFINITION

FILE IDENT | V 2 | | | | PROJECT _____ BY _____ DATE _____

NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 128	DISC NO.	SECTOR NO.	☐ PERMANENT ☐ SEQUE ☒ TEMPORARY ☒ DIRECT
8						

FILE DESCRIPTION ___ Credit/Debit Memo No. + "04" to "99" ___

PROGRAMS WHERE USED ___

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
OO$	1	Key	8		A/N	
T$	2	Item Number (non veriverion)	10		A/N	
V$ U$	3	Description	20		A/N	
X$ V$	4	Unit Ordered (U/M)	2		A/N	
D	5	Quantity ~~Returned or Shipped~~ CREDITED OR DEBITED	6	NEGATIVE IF CREDIT	N	###,###
G	6	Quantity Adjusted in Inventory	6		N	###,###
H	7	Quantity Back Ordered	6		N	###,###
W	8	Discount % (Line)	4		N	##.#
F	9	Price	7	ALWAYS POSITIVE	N	####.00
I	10	Extension	9		N	###,###.00
D9	11	Customer Discount	4		N	##.#
H2$	12	SERIAL # (S)	10		A/N	
H1	13	EVALUATION (DAYS)	2		N	
H2	14	WARRANTY PERIOD (MONTHS)	2		N	
H3$	15	PUMP SERIAL # (S)	10		A/N	
		Delimiters	12			

BFC Form 1016

DATA FILE DEFINITION

FILE IDENT [V 3 | | | | | |] PROJECT _____ BY _____ DATE _____

NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	
6			128			☐ PERMANENT ☐ SEC ☒ TEMPORARY ☒ DIRECT

FILE DESCRIPTION <u>Invoice, Debit/Credit Memo Register File</u> (Key = Invoice No

_____ (Key = Debit Memo

_____ (Key = Credit Memo

PROGRAMS WHERE USED _____ *DELETED AFTER PRINTING*

_____ *ONCE A MONTH OR MORE*

_____ *STORES MONTHLY RUNNING TOTAL*

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
E1$	1	Memo No. or Invoice No.	6		A/N	
A$	2	Customer No.	6		A/N	
B$	3	Customer Name	22		A/N	
N$	4	~~Reason~~ *CUST PO#?*	12		A/N	
J	5	Gross Amount *NEGATIVE IF CREDIT*	8		N	##,###.##
K	6	Total Discount Amount	7		N	#,###.##
L	7	Tax Amount	5		N	##.00
N	8	Freight Amount	7		N	#,###.##
P	9	Net Amount	8		N	##,###.##
G1$	10	Dummy	2		A/N	
D1$	11	Invoice Date	8		A/N	
Q8	*12*	*SALES TAX CODE*	*4*		*N*	
		Delimiters	11			

DATA FILE DEFINITION

FILE IDENT | V 4 | | | PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS _____	RECORD SIZE 128	DISC NO. ____	SECTOR NO. _____	☒PERMANENT ☐ SEQUE ☐ TEMPORARY ☒DIRECT
2						

FILE DESCRIPTION Salesman Master File (Key = Salesman No.)

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
C1$	1	Salesman No.	2		A/N	
A0$	2	Salesman Name	20		A/N	
A1$	3	Address 1	20		A/N	
A2$	4	Address 2	20		A/N	
A3$	5	Address 3	20		A/N	
T8	6	Commissions QTD	9		N	#####.00-
T9	7	Commissions YTD	9		N	#####.00
T7	8	Commission %	5		N	##.00
C2	9	Quota $	7		N	#######
	Delimiters		8			

RFC Form 1016

FILE IDENT | V 5 | | | | | PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 128	DISC NO.	SECTOR NO.	☐ PERMANENT ☒ SEC ☒ TEMPORARY ☐ DIREC

FILE DESCRIPTION Cash Receipts Journal

Record zero is used to hold number of active records.

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
A$	1	Customer Number	6		A/N	
B$	2	Customer Name	22		A/N	
E1$	3	Invoice Number	6		A/N	
E2$	4	Reason of Transaction	6		A/N	
K1$	5	Payment Date	8		A/N	
V	6	Payment	10		N	#,###,###.00
B1	7	New A/R Balance	10		N	#,###,###.00
B4	8	Old A/R Balance	10		N	#,###,###.00
A1	9	Payment Discount Credit	8		N	##,###.00
F4	10	Other Allowances	6		N	###.00
		Record Zero:				
M5	1	# OF ACTIVE RECORDS Daily				
W8	2	"				
W9	3	"				
I7	4	NET CASH Monthly				
I8	5	DISCOUNT ALLOWANCES "				
I9	6	OTHER " "				
		Delimiters	10			

REC Form 1015

FILE IDENT [V 6] [ ] [ ] PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE ____128	DISC NO. ____	SECTOR NO. _____	☐ PERMANENT ☒ TEMPORARY	☐ SEQUE ☒DIRECT
6							

FILE DESCRIPTION ___Cash Receipts Check File___

___(Key = Customer Number)___

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
A$	1	Customer Number	6		A/N	
T9	2	Check Amount	8		N	
		Delimiters	2			

FILE IDENT | V 7 | | | PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 128	DISC NO.	SECTOR NO.	☒ PERMANENT ☐ SEQ ☐ TEMPORARY ☒ DIREC
18						

FILE DESCRIPTION _____ Accounts Receivable

(Key = Customer # + Invoice # + Transaction)

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
OO$	1	Cust # + Inv. # + "ppppp"	18		A/N	
J	2	Gross Amount (NEGATIVE IF CREDIT) ITEMS	9		N	###,###.00
K	3	Total Discount	8		N	##,###.00
L	4	Tax Amount	7		N	#,###.00
N	5	Freight Amount	7		N	#,###.00
P	6	Net Amount $(J - K + L + N)$	9		N	###,###.C
G1$	7	Number of Transactions	2		A/N	
D1$	8	Invoice Date	8		A/N	
V	9	Payment Amount	9		N	###,###.00
K1$	10	Payment Date	8		A/N	
A1	11	Payment Discount Credit	8		N	##,###.00
F4	12	Other Allowance	7		N	#,###.00
A8	13	Code (Refund, DB Adj, Cr Adj)	1		N	#
		5 = Debit (Adj.)				
		6 = Credit (Adj.)				
		9 = Refund				
		Delimiters	13			

DATA FILE DEFINITION

FILE IDENT |V,8|__|__|__| PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS		RECORD SIZE 128	DISC NO.	SECTOR NO.	☐ PERMANENT ☒ TEMPORARY	☐ SEQUEN ☒ DIRECT
6								

FILE DESCRIPTION ____ A/R ~~DB/CR~~ Adjustment Journal

(Key = Adjustment No.)

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
E1$	1	Adjustment Number	6		A/N	
A$	2	Customer Number	6		A/N	
A5	3	Transaction Amount	10		N	##,###,###.00
A6	4	Old Amount	10		N	##,###,###.00
A7	5	New Amount	10		N	##,###,###.00
E8$	6	Code (T,A,I)	1		A/N	
E9$	7	Reference Invoice Number	6		A/N	
Q$	8	Date of Transaction	8		A/N	
Q7$	9	Adjustment Message	12		A/N	
B$	10	Customer Name	24		A/N	
**	E1$	Adjustment Number	6		A/N	
	E9$	"Void"				
		Delimiters	10			

FILE IDENT | V9 | | | | | | PROJECT _____ BY _____ DATE _____

NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	☒ PERMANENT ☐ SE
6			256			☐ TEMPORARY ☒ DIREC

FILE DESCRIPTION   Customer File

(Key = Customer No.)

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
A$	1	Customer Number	6		A/N	
B$	2	Name	22		A/N	
C$	3	Address 1	22		A/N	
D$	4	Address 2	22		A/N	
E$	5	Address 3	22		A/N	
C1$	6	Salesman's Number	4 X		A/N	
E	7	Discount	5		N	##.00
B	8	Current Invoices	10		N	#######.00
C	9	YTD Net Sales (After disc.)	7		N	#######
C1	10	On Account	8		N	#####.00
C2	11	Credit Limit	6		N	#####0
C3	12	YTD Credits	8		N	#####.00
S3$	13	Delinquent Indicator	1		A/N	
BØ	14	Largest Balance	7		N	#######.
F5$	15	Date Largest Balance	8		A/N	
F6$	16	Date Last Payment	8		A/N	
C6	17	Current Credits	8		N	#####.00
C7	18	Current Debits	8		N	#####.00
Q0$	19	Telephone Number	12		A/N	
Q8	20	Sales Tax	4		N	##.0 X
S3#	BYTES 2+3	TYPE CODE	2			
S3#	4-7	# BEDS	4			
S3#	8-13	# ADMISS.	6			
S3#	14	N = NO SERVICE CHARGE	1			
		Delimiters	20			

FILE IDENT | V, X | | | | | | | PROJECT _____ BY _____ DATE _____

NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 128	DISC NO.	SECTOR NO.	☐ PERMANENT ☒ SEQUEN ☒ TEMPORARY ☐ DIRECT

FILE DESCRIPTION ___ Service Charge Records from Statements

Record zero is used to hold the number of active records.

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
E1$	1	SC 9999	6		A/N	
A$	2	Customer Number	6		A/N	
J	3	Amount	10		N	
K	4	Dummy	–			
L	5	Dummy	–			
N	6	Dummy	–			
P	7	Amount	10		N	
G1$	8	Transaction Code "00"	2		A/N	
D1$	9	Date	8		A/N	

BFC Form 1015

FILE IDENT [X 2 | | | | |] PROJECT _____ BY _____ DATE _____

NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	
24			192 / 256			☒ PERMANENT ☐ SEQU ☐ TEMPORARY ☒ DIREC

FILE DESCRIPTION Open Accounts Payable Master

Key = Vendor No. + Vendor Invoice No. + Invoice Date

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
00$	1	Key	24		A/N	
P$	2	Vendor Number	6		A/N	
P1$	3	Vendor Invoice Number	10		A/N	
P2$	4	Vendor Invoice Date	8		A/N	MM/DD/YY
P3$	5	Vendor Name	22		A/N	
P4$	6	Vendor Invoice Due Date	8		A/N	MM/DD/YY
P5$	7	Purchase Order Number	6		A/N	
P0	8	Gross Amount Due	9		N	#####.00
P1	9	Discount Amount	9		N	#####.00
P6$	10	Date Entered	8		A/N	MM/DD/YY
P2	11	Tax Amount	9		N	#####.00
P3	12	Freight Amount	9		N	#####.00
P7$	13	Last Pay Date	6		A/N	MM/DD/YY
P4	14	Invoice Pay Code	1		N	#
		0 - OK to Pay				
		1 - Hold, Do Not Pay				
		2 - Payment Made This Cycle				
P8$	15	Last Adjustment Date	8		A/N	MM/DD/YY
		Delimiters	15			

FILE IDENT [X 3 | | | | |] PROJECT _____ BY · _____ DATE _____

NAME   ACCESS   PROTECT

Y SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 256	DISC NO.	SECTOR NO.	☒ PERMANENT ☐ SEQUE ☐ TEMPORARY ☒ DIRECT
6						

FILE DESCRIPTION Vendor Master File

Key = Vendor Number

_____

PROGRAMS WHERE USED _____

_____

_____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
V$	1	Vendor Number	6		A/N	
V1$	2	Vendor Name	22		A/N	
V2$	3	Address – Line 1	22		A/N	
V3$	4	Address – Line 2	22		A/N	
V4$	5	Address – Line 3	22		A/N	
V0	6	Current Vendor Balance	11		N	########.00
V5$	7	Telephone Number	10		A/N	
V6$	8	Date Opened	8		A/N	MM/DD/YY
V1	9	Current Yr – Invoices	11		N	########.00
V2	10	Current Yr-Disc. Available	11		N	########.00
V3	11	Current Yr – Discounts Taken	11		N	########.00
V4	12	Previous Yr – Invoices	11		N	########.00
V5	13	Previous Yr- Disc. Available	11		N	########.00
V6	14	Previous Yr – Discounts Taken	11		N	########.00
V7	15	STANDARD DISCOUNT %				
V7A	16	GL ACCOUNT NUMBER				
V8A	17	FACTOR NUMBER				
V9A	18					
		Delimiters	14			

BFC Form 1016

FILE IDENT [X|4] [|] [|] PROJECT _____ BY _____ DATE ____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	
29			128			☐ PERMANENT ☐ ~~~~ ☒ TEMPORARY ☒ DIRECT

FILE DESCRIPTION Accounts Payable Distribution Print File   *CREATED DURING M*

Key = Acct. # (P5$) + Vendor # (P$)

+ Invoice # (P1$) + Invoice Date (P2$) + Q$

PROGRAMS WHERE USED _____ (MMDDYY NO SLASH) _____

_____

_____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
00$	1	Key	~~29~~		A/N	
P5$	2	Account Number	6		A/N	
P$	3	Vendor Number	6		A/N	
P1$	4	Invoice Number	10		A/N	
P2$	5	Invoice Date	8		A/N	MM/DD/YY
P0	6	Amount	10		N	###,###.00
P3$	7	Vendor Name	22		A/N	
Q$	8	G/L Flag	1		A/N	1=Payable Distri 2=Payment Distri
		Delimiters	8			

FILE IDENT [X, 5 | | | |]   PROJECT _____   BY _____   DATE _____
         NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	
26			128			☐ PERMANENT ☐ SEQUE ☒ TEMPORARY ☒ DIRECT

FILE DESCRIPTION _____ Accounts Payable Activity File (Invoice Total)

Key = Vendor No. (P$) + Invoice No.(P1$) + Invoice Date (P2$) + "00"

PROGRAMS WHERE USED _____

_____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
P$	1	Vendor Number	6		A/N	
P1$	2	Invoice Number	10		A/N	
P2$	3	Invoice Date	8		A/N	MM/DD/YY
P8	4	Record Count	2		A/N	
P3$	5	Vendor Name	22		A/N	
P4$	6	Invoice Due Date	8		A/N	MM/DD/YY
P5$	7	Purchase Order Number	6		A/N	
P0	8	Gross Amount	10		N	###,###.00-
P1	9	Discount	8		N	#,###.00-
P6$	10	Date Entered	8		A/N	MM/DD/YY
P7$	11	Dummy				
I$	12	Distribution Update Code	1		A/N	Ø="X4" Not Updated
						X="X4" Updated
		Delimiters	12			

BEC Form 1016

DATA FILE DEFINITION

FILE IDENT | X,5 | | | | PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 128	DISC NO.	SECTOR NO.	☐ PERMANENT ☐ SEQU ☒ TEMPORARY ☒ DIREC
26						

FILE DESCRIPTION _____ Accounts Payable Activity File (Distribution Transactions

Key = Vendor No. + Invoice No. + Invoice Date + Record Count (01-99)

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
A$	1	Vendor Number	6		A/N	
E1$	2	Invoice Number	10		A/N	
D1$	3	Invoice Date	8		A/N	MM/DD/YY
PO	4	Record Count	2		N	
B$	5	Vendor Name	22		A/N	
P4$	6	Invoice Due Date	8		A/N	MM/DD/YY
P$	7	Account Number			A/N	
J	8	Amount	10		N	###,###.00-
		Delimiters	8			

FILE IDENT | X 6 | | |
NAME ACCESS PROTECT

PROJECT _____ BY _____ DATE _____

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	
28			128			☐ PERMANENT ☐ SEQUEN ☒ TEMPORARY ☒ DIRECT

FILE DESCRIPTION Check File

Key = Record ID (P9$) + Check No (P8$) + Record Count (P7$) + Filler (1

Key = ID + Vendor + Invoice + Invoice Date + Filler (3)

PROGRAMS WHERE USED When ID is 1-manual, 2-reversed, 3-to be paid, 4-paid

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
P9$	1	Record ID	1		A/N	
P8$	2	Check Number	6		A/N	
P$	3	Vendor Number *	6		A/N	
P1$	4	Invoice Number	10		A/N	
P2$	5	Invoice Date	8		A/N	MM/DD/YY
P7$	6	Record Count "bb" for ID=3	2		A/N	
P3$	7	Vendor/Payee Name	22		A/N	
P4$	8	Due Date *			A/N	MM/DD/YY
P5$	9	Purchase Order Number **	(6)		A/N	
P0	10	Gross	9		N	######.99
P1	11	Discount	9		N	######.99
P6$	12	Check Date	8		A/N	MM/DD/YY
P4	13	Record Code	1		N	6=Non-Vendor Paym
						1=Manual
						2=Reversal
		* Blank on Non-Vendor (NONE)				4=Non-Vendor Manu
		** G/L Acct. # for Non-Vendor				5=Non-Vendor Reve
		Payment				9=Distribution Re
						for Non-Vendor
						Payment

BEC Form 1016

DATA FILE DEFINITION

FILE IDENT | X 7 | | | PROJECT _____ BY _____ DATE _____
NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS ▾	RECORD SIZE 128	DISC NO.	SECTOR NO.	☐ PERMANENT ☒ TEMPORARY	☐ SEQU ☒ DIRE
7							

FILE DESCRIPTION __ Monthly Check Register __ _CREATED DURING MO_

Key = Record ID (P9$) + Check No. (P8$) + Filler

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
00$	1	Key	7		A/N	
P9$	2	Record ID	1		A/N	'7' Manual Chec '9' Generated C
P8$	3	Check Number	6		A/N	
P$	4	Vendor Number	6		A/N	
P1$	5	Invoice Number	10		A/N	
P2$	6	Invoice Date	6.		A/N	MMDDYY
P7$	7	Record Count	2		A/N	
P3$	8	Vendor/Payee Name	22		A/N	
P4$	9	Due Date	6		A/N	MMDDYY
P5$	10	Purchase Order Number	6		A/N	
P0	11	Gross	9		N	#####.99
P1	12	Discount	7		N	####.99
P6$	13	Check Date	6		A/N	MMDDYY
P4	14	Record Code	1		N	1=Manual
P0#	15	NULL OR "VOID"				2=Reversal
01#	16	NULL if CURRENT MONTH VOID				4=Nonvendor Manu:
		"7" OR "9" IF PRIOR " "				5=Nonvendor Rever
						6=Nonvendor Payme
						9=Distribution Re
						for Nonvendor Payment
		Delimiters	14			

DATA FILE DEFINITION

FILE IDENT [X 8 |___|___|___] NAME ACCESS PROTECT   PROJECT _____ BY _____ DATE _____

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 256	DISC NO.	SECTOR NO.	☐ PERMANENT ☐ SEQUE ☒ TEMPORARY ☒ DIRECT
26						

FILE DESCRIPTION Adjustments Journal Entries

Key = Vendor No.(P$) + Invoice No.(P1$) + Invoice Date (P2$) + "00"

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
P$	1	Vendor Number	6		A/N	
P1$	2	Invoice Number	10		A/N	
P2$	3	Invoice Date	8		A/N	MM/DD/YY
P9	4	Record Count	2		N	"00"
P3$	5	Vendor Name	22		A/N	
P0	6	Gross Amount of Invoice	10		N	###,###.00-
P8	7	Gross Adjustment Amount	10		N	###,###.00-
P5	8	Tax Adjustment	10		N	###,###.00-
P6	9	Freight Adjustment	10		N	###,###.00-
P7	10	Discount Adjustment	10		N	###,###.00-
VO	11	Vendor Balance	11		N	#,###,###.00-
P4$	12	Memo Number	6		A/N	
P7$	13	Memo Date	8		A/N	MM/DD/YY
		Delimiters	13			

DATA FILE DEFINITION

FILE IDENT [X, 8 | | | | |]
NAME ACCESS PROTECT

PROJECT _____ BY _____ DATE _____

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 256	DISC NO.	SECTOR NO.	☐ PERMANENT ☐ Se(☒ TEMPORARY ☒ DIREC
26						

FILE DESCRIPTION   Adjustments Journal Entries

Key = Vendor No.(P$)+ Invoice No.(P1$) + Invoice Date(P2$) + Record
      Count (P9)   Trailer Records   Record Count = 01 - 99

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
P$	1	Vendor Number	6		A/N	
P1$	2	Invoice Number	10		A/N	
P2$	3	Invoice Date	8		A/N	MM/DD/YY
P9	4	Record Count	2		N	1 - 99
P3$	5	Vendor Name	22		A/N	
P5$	6	Account Number	6		A/N	
PO	7	Amount	10		N	###,###.00-
		Delimiters	7			

FILE IDENT [X ,9] [,] [,]   PROJECT _____ BY _____ DATE _____

KEY SIZE	EFF. OPT	NUMBER OF RECORDS		RECORD SIZE ___ 0	DISC NO. ___	SECTOR NO. ___	☐ PERMANENT ☒ TEMPORARY	☐ SEQU ☒ DIREC
8	___							

FILE DESCRIPTION _____ Vendor Check Number

Key = Check Number + Record Count

_____

PROGRAMS WHERE USED _____

_____

_____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
00$	1	Key	8		A/N	

FILE IDENT | Y 2 | | | PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	128	DISC NO.	SECTOR NO.	☒ PERMANENT ☐ SEQ ☐ TEMPORARY ☒ DIRE
4							

FILE DESCRIPTION ____ Insurance Tax Table

_____ Key = Taxing Authority

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
B$	1	Taxing Authority Ident.	7		A/N	
D3	2	Maximum Taxable Amount	5		N	####0
D5	3	Std. Rate for State Unempl.	5		N	.0000
D0	4	Std. Rate for Federal Unempl.	5		N	.0000
B1$	5	State Name	15		A/N	
D8	6	State Disability Insurance Max	5		N	####0
D9	7	State Disability Insur. Rate	5		N	.0000
		Delimiters	7			

DATA FILE DEFINITION

FILE IDENT | Y 3 | | | | | | PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 256	DISC NO.	SECTOR NO.	☒ PERMANENT ☐ SEQUE
2						☐ TEMPORARY ☒ DIRECT

FILE DESCRIPTION Payroll Initialization File (Key = Company Code)

PROGRAMS WHERE USED (NOTE:) Second field of 'Z' record contains next check

Third field of 'Z' record contains check register status code:

"0" = Register Run   "1" = Register Not Run

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
H$	1	Company Code	2		A/N	
H0$	2	Company Name	28		A/N	
H1$	3	Address 1	28		A/N	
H2$	4	Address 2	28		A/N	
H3$	5	Employer ID #	9		A/N	
H4$	6	Period Ending (Weekly)	8		A/N	MM/DD/YY
H5$	7	Check Date (Weekly)	8		A/N	MM/DD/YY
H6$	8	Pay Period (Weekly)	2		N	01 to 52
H7$	9	Period Hrs. (Weekly)	5		N	###.0
H8$	10	Period Ending (Monthly)	8		A/N	MM/DD/YY
H9$	11	Check Date (Monthly)	8		A/N	MM/DD/YY
I$	12	Pay Period (Monthly)	2		N	01 to 12
I0$	13	Period Hrs. (Monthly)	5		N	###.0
I1$	14	Period Ending (Bi-weekly)	8		A/N	MM/DD/YY
I2$	15	Check Date (Bi-weekly)	8		A/N	MM/DD/YY
I3$	16	Pay Period (Bi-weekly)	2		N	01 to 26
I4$	17	Misc. (Bi-weekly)	5		N	###.0
I5$	18	Period Ending (Semi-weekly) *MONTHLY*	8		A/N	MM/DD/YY
I6$	19	Check Date (Semi-weekly)	8		A/N	MM/DD/YY
I7$	20	Pay Period (Semi-weekly)	2		N	01 to 24
I8$	21	Period Hrs. (Semi-weekly)	5		N	###.0
J1$	22	Weekly Ledger Size	2		N	0 to 52
J2$	23	Monthly Ledger Size	2		N	0 to 12
J3$	24	Bi-weekly Ledger Size	2		N	0 to 26
J4$	25	Semi-monthly Ledger Size	2		N	0 to 24
		Delimiters	25			

SFC Form 1015

FILE IDENT |Y, 4| |_| |_| PROJECT _____   BY _____ DATE _____
           NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	
9			128			☐ PERMANENT ☐ S... ☒ TEMPORARY ☒ DIREC...

FILE DESCRIPTION   Form 941 Sort File   *Sort*

Key = Company Code + State Tax Code + Employee Number

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
E7$	1	State Tax Code	2		A/N	
E$	2	Company & Employee Number	7		A/N	
E1$	3	Social Security Number	9		A/N	
E2$	4	Employee Name	25		A/N	
Z1	5	Taxable FICA Wages this Qtr.	9		N	###,###.00
Z2	6	Gross (QTD)	9		N	###,###.00
Z3	7	Taxable State Wages this Qtr.	9		N	###,###.00
Z4	8	Wages Over State Limit	9		N	###,###.00
B1$	9	State Name	15		A/N	
		Delimiters	9			

DATA FILE DEFINITION

FILE IDENT [8 5 | | | | |] PROJECT _____ BY _____ DATE _____
         NAME ACCESS PROTECT

SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 256	DISC NO.	SECTOR NO.	☒ PERMANENT ☐ SEQUEN ☐ TEMPORARY ☒ DIRECT
5						

FILE DESCRIPTION Income Tax Tables

Key = Taxing Authority

PROGRAMS WHERE USED When used in Gross-to-Net calculation program A, B & C variables are a dimensioned array (DIM A(10), B(10), C(10)

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
A$	1	Taxing Authority Ident.	5		A/N	
D6	2	Aggregate Income Sw.(Annualize)	1		N	0=Do not annuali 1=Annualize Inc
D1	3	Standard Deduction %	3		N	.00
D2	4	Max. Amt. Standard Deduction	6		N	#####0
D7	5	Exemption Indicator	1		N	0=Not Applicable 1=Deducs. from Gr
A0	6	1st. Exemption Amount	4		N	###0
B0	7	2nd. Exemption Amount	4		N	###0
C0	8	All other Exemption Amounts	4		N	###0
D4	9	F.I.T. Deduction Sw.	1		N	0=Not Applicable 9=FIT sub. for Gr
A1	10	Tax Pct. 1st. Bracket	5		N	.0000
B1	11	Base Tax 1st. Bracket	7		N	###.00
C1	12	Upper Limit 1st. Bracket	6		N	#####0
A2	13	Tax Pct. 2nd. Bracket	5		N	.0000
B2	14	Base Tax 2nd. Bracket	7		N	####.00
C2	15	Upper Limit 2nd. Bracket	6		N	#####0
A3	16	Tax Pct. 3rd. Bracket	5		N	.0000
B3	17	Base Tax 3rd. Bracket	7		N	###.00
C3	18	Upper Limit 3rd. Bracket	6		N	#####0
A4	19	Tax Pct. 4th. Bracket	5		N	.0000
B4	20	Base Tax 4th. Bracket	7		N	###.00
C4	21	Upper Limit 4th. Bracket	6		N	#####0
A5	22	Tax Pct. 5th. Bracket	5		N	.0000
B5	23	Base Tax 5th. Bracket	7		N	###.00
C5	24	Upper Limit 5th. Bracket	6		N	#####0

BFC Form 1016

FILE IDENT [Y|5| | | | |] PROJECT _____ BY _____ DATE _____

NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	
5			256			☒ PERMANENT ☐ S... ☐ TEMPORARY ☒ DIRECT

FILE DESCRIPTION Income Tax Tables (Cont.d)

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
A6	25	Tax Pct. 6th. Bracket	5		N	.0000
B6	26	Base Tax 6th. Bracket	7		N	####.00
C6	27	Upper Limit 6th. Bracket	6		N	#####0
A7	28	Tax Pct. 7th. Bracket	5		N	.0000
B7	29	Base Tax 7th. Bracket	7		N	####.00
C7	30	Upper Limit 7th. Bracket	6		N	#####0
A8	31	Tax Pct. 8th. Bracket	5		N	.0000
B8	32	Base Tax 8th. Bracket	7		N	####.00
C8	33	Upper Limit 8th. Bracket	6		N	#####0
A9	34	Tax Pct. 9th. Bracket	5		N	.0000
B9	35	Base Tax 9th. Bracket	7		N	####.00
C9	36	Upper Limit 9th. Bracket	6		N	#####0
		Delimiters	36			

REC Form 1015

FILE IDENT | Y 6 | | | | | | PROJECT _____ BY _____ DATE _____
          NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	
14			384			☐ PERMANENT ☐ SEQUE ☒ TEMPORARY ☒ DIREC

FILE DESCRIPTION __Payroll Work File__

Key = Company + Pay Code + Dept. # + Employee # + Check #

CREATED & DELETED WITH

PROGRAMS WHERE USED _____ *EACH PAYROLL*

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
W$	1	Company Code	2		A/N	
		Pay Cycle	1		A/N	
		Dept. No.	2		A/N	
		Employee No.	5		A/N	
		Check No.	4		A/N	Number appears o if pre-issued ch
W0$	2	Pay Period Ending Date	8		A/N	MM/DD/YY
W1$	3	Check Date	8		A/N	MM/DD/YY
W2$	4	Pay Period	2		N	WK 01-52 Bi-Wk 0 Mo 01-12 Semi-Mo
W(2)	5	Loan Deduction	6		N	XXX.00
3	6	Garn. Deduction	6		N	XXX.00
4	7	Bonds Deduction ～	6		N	XXX.00
5	8	Savings Deduction	6		N	XXX.00
6	9	Hosp. Deduction	6		N	XXX.00
W(7)	10	Misc. #1 Deduction	6		N	XXX.00
W5$	11	Misc. Code #1	1 or 2		A/N	1st Char is ASC= If check was upd
W(8)	12	Misc. #1 Deduction	6		N	XXX.00
W6$	13	Misc. Code #2	1		A/N	
W(9)	14	Fed. Tax Increment	6		N	XXX.00
W	15	Regular Earnings	7		N	XXXX.00
W(10)	16	Overtime Earnings	6		N	XXX.00
11	17	Premium Earnings	6		N	XXX.00
12	18	Sick Earnings	6		N	XXX.00
13	19	Holiday Earnings	6		N	XXX.00
14	20	Vacation Earnings	6		N	XXX.00
15	21	Other Earnings	6		N	XXX.00

BFC Form 1016

FILE IDENT |Y|6| | | | | | PROJECT _____ BY _____ DATE _____

NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS		RECORD SIZE 384	DISC NO.	SECTOR NO.	☐ PERMANENT ☐ S ☒ TEMPORARY ☒
14							

FILE DESCRIPTION Payroll Work File   (Con't.)

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
W(16)	22	Gross Earnings	7		N	XXXX.00
W(17)	23	Net Earnings	7		N	XXXX.00
WO	24	Bonus Earnings (Taxable)	6		N	XXX.00
W1	25	Per Diem Earnings (Non-Taxable)	6		N	XXX.00
W2	26	Expense Allowance (Non-Taxable)	6		N	XXX.00
W3	27	Misc. (Non-Taxable)	6		N	XXX.00
W3$	28	Misc. Code	1		A/N	
W(18)	29	Federal Wage Tax	6		N	XXX.00
19	30	FICA	6		N	XXX.00
20	31	State Wage Tax	6		N	XXX.00
21	32	Local Wage Tax	6		N	XXX.00
22	33	State Disability Insurance	5		N	XX.00
23	34	Regular Hours	6		N	XXX.00
24	35	Overtime Hours	6		N	XXX.00
25	36	Premium Hours	6		N	XXX.00
26	37	Sick Hours	6		N	XXX.00
27	38	Holiday Hours	6		N	XXX.00
28	39	Vacation Hours	6		N	XXX.00
W(29)	40	Other Hours	6		N	XXX.00
W4$	41	Employee Name	25		A/N	
W7$	42	Check Number	4		N	XXXX
		Delimiters	42			

BFC Form 1016
Original: July 13, 1971

DATA FILE DEFINITION

FILE IDENT [Y] [7] [ ] [ ] NAME ACCESS PROTECT   PROJECT _____   BY _____   DATE _____

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	
2			128			☐ PERMANENT ☐ SEQUEN ☒ TEMPORARY ☒ DIRECT

FILE DESCRIPTION   Form W-2 Sort File   Key = Company Code   *Sort*

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
TO$	1	Company Code	2		A/N	
T1	2	Total Federal Wage Tax – YTD	9		N	###,###.00
T2	3	Total Gross Earnings – YTD	9		N	###,###.00
T3	4	Total FICA Paid – YTD	9		N	###,###.00
T4	5	Total State Tax Paid – YTD	9		N	###,###.00
T5	6	Total Local Wage Tax Paid-YTD	9		N	###,###.00
		Delimiters	6			

BFC Form 1016

FILE IDENT [Y 8 | | | | |] PROJECT _____ BY _____ DATE _____

NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE __ 384 __	DISC NO. _____	SECTOR NO. _____	☒ PERMANENT ☐ SEC ☒ TEMPORARY ☒ DIREC
16						

FILE DESCRIPTION _____ Payroll Ledger File ~~CREATED~~

Key = Company + Pay Code + Dept. # + Employee

+ Pay Period + Check #

PROGRAMS WHERE USED _____ MAINTAINED WITH EACH

PAYROLL

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
W$	1	Company Code	2		A/N	
		Pay Cycle	1		N	#
		Dept. No.	2		A/N	
		Employee No.	5		A/N	
		Pay Period	2		N	##
		Check No.	4		N	####
W0$	2	Pay Period Ending Date	8		A/N	MM/DD/YY
W1$	3	Check Date	8		A/N	MM/DD/YY
W2$	4	Pay Period	2		N	Wk 01-52 Bi-Wk MO 01-12 Semi-Mc
W(2)	5	Loan Deduction	6		N	XXX.00
3	6	Garn. Deduction	6		N	XXX.00
4	7	Bonds Deduction	6		N	XXX.00
5	8	Savings Deduction	6		N	XXX.00
6	9	Hosp. Deduction	6		N	XXX.00
W(7)	10	Misc. #1 Deduction	6		N	XXX.00
W5$	11	Misc. Code #1	1		A/N	
W(8)	12	Misc. #2 Deduction	6		N	XXX.00
W6$	13	Misc. Code #2	1		A/N	
W(9)	14	Fed. Tax Increment	6		N	XXX.00
W	15	Regular Earnings	7		N	XXXX.00
W(10)	16	Overtime Earnings	6		N	XXX.00
11	17	Premium Earnings	6		N	XXX.00
12	18	Sick Earnings	6		N	XXX.00
13	19	Holiday Earnings	6		N	XXX.00
14	20	Vacation Earnings	6		N	XXX.00
W(15)	21	Other Earnings	6		N	XXX.00

BFC Form 1016

DATA FILE DEFINITION

FILE IDENT |Y|8| |_|_| |_|_| PROJECT _____ BY _____ DATE _____
NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS ____	RECORD SIZE __384_	DISC NO. ____	SECTOR NO. ____	☐ PERMANENT ☒ TEMPORARY	☐ SEQUEN ☒ DIRECT
16							

FILE DESCRIPTION _____ Payroll Ledger File _____

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
W(16)	22	Gross Earnings	7		N	XXXX.00
W(17)	23	Net Earnings	7		N	XXXX.00
W0	24	Bonus Earnings (Taxable)	6		N	XXX.00
W1	25	Per Diem Earnings (Nontaxable)	6		N	XXX.00
W2	26	Expense Allowance (Nontaxable)	6		N	XXX.00
W3	27	Misc. (Nontaxable)	6		N	XXX.00
W3S	28	Misc. Code	1		A/N	
W(18)	29	Federal Wage Tax	6		N	XXX.00
19	30	FICA	6		N	XXX.00
20	31	State Wage Tax	6		N	XXX.00
21	32	Local Wage Tax	6		N	XXX.00
22	33	State Disability Insurance	5		N	XX.00
23	34	Regular Hours	6		N	XXX.00
24	35	Overtime Hours	6		N	XXX.00
25	36	Premium Hours	6		N	XXX.00
26	37	Sick Hours	6		N	XXX.00
27	38	Holiday Hours	6		N	XXX.00
28	39	Vacation Hours	6		N	XXX.00
W(29)	40	Other Hours	6		N	XXX.00
		Delimiters	40			

BFC Form 1016
Original: July 13, 1971

DATA FILE DEFINITION

FILE IDENT [Y 9 | | | | |]   PROJECT _____ BY _____ DATE _____

NAME   ACCESS   PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 512	DISC NO.	SECTOR NO.	☒ PERMANENT ☐ SEC ☐ TEMPORARY ☒ DIREC
7						

FILE DESCRIPTION _____ Employee Master File

Key = Company Code + Employee Code

NOTE: First digit of employee number must equal pay cycle (see below

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
E$	1	Company Code	2		A/N	
		Employee No.	5		A/N	
E0$	2	Department Code	2		A/N	
E1$	3	Social Security No.	9		N	
E2$	4	Employee Name	25		A/N	
E3$	5	Street Address	25		A/N	
E4$	6	City, State, Zip	25		A/N	
E5$	7	Type Pay	1		A/N	S=Salary, H=Hour
E	8	Hourly Rate	7		N	Store as Show XXXX.00 XX.
E1	9	Salary	7		N	XXXX.00
E6$	10	Pay Cycle	1		N	0=Wkly 2=Bi-Wkl 1=Mthly 3=Semi-M
E2	11	No. of Dependents (FWT)	2		N	X0
E7$	12	State Tax Code	2		N	XX
E3	13	No. of Dependents (CWT)	2		N	X0
E8$	14	Local Tax Code	2		A/N	
E9$	15	Local Resident Indicator	1		A/N	R=Resident N=Non-Resident
F$	16	Date Hired	6		A/N	MMDDYY
F0$	17	Phone No.	10		A/N	
F1$	18	Date Terminated	6		A/N	MMDDYY
F2$	19	Date of Birth	6		A/N	MMDDYY
F3$	20	Employee Status Code	1		A/N	Null, Ø = Activ T = Termi
F4$	21	Marital Status	1		A/N	M=Married, S=

FILE IDENT [Y] [9] [ ] [ ] [ ] [ ] PROJECT _____ BY _____ DATE _____

NAME ACCESS PROTECT

KEY SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE 512	DISC NO.	SECTOR NO.	☒ PERMANENT ☐ SEQUENT ☐ TEMPORARY ☒ DIRECT
7						

FILE DESCRIPTION _____ Employee Master File (Continued) _____

PROGRAMS WHERE USED _____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
		VOLUNTARY DEDUCTIONS				
E(0)	22	Loan Balance	7		N	XXXX.00
E(1)	23	Garn. Balance	7		N	XXXX.00
E(2)	24	Loan Deduction	6		N	XXX.00
E(3)	25	Garn. Deduction	6		N	XXX.00
E(4)	26	Bonds Deduction	6		N	XXX.00
E(5)	27	Savings Deduction	6		N	XXX.00
E(6)	28	Hospital Deduction	6		N	XXX.00
E(7)	29	Misc. Deduction #1	6		N	XXX.00
F5$	30	Misc. Code #1	1		A/N	
E(8)	31	Misc. Deduction #2	6		N	XXX.00
F6$	32	Misc. Code #2	1		A/N	
E(9)	33	Fed. Tax Increment	6		N	XXX.00
F7$	34	Tax Exempt Code	1		A/N	
		YEAR-TO-DATE EARNINGS				
E(10)	35	Overtime Earnings	7		N	XXXX.00
11	36	Premium Earnings	7		N	XXXX.00
12	37	Sick Earnings	7		N	XXXX.00
13	38	Holiday Earnings	7		N	XXXX.00
14	39	Vacation Earnings	7		N	XXXX.00
15	40	Other Earnings	7		N	XXXX.00
16	41	Gross Earnings	8		N	XXXXX.00
17	42	Net	8		N	XXXXX.00

FILE IDENT [Y] [9] [ ] [ ] [ ]
    NAME ACCESS PROTECT
  PROJECT _____ BY _____ DATE _____

Y SIZE	EFF. OPT	NUMBER OF RECORDS	RECORD SIZE	DISC NO.	SECTOR NO.	
7			512			☒ PERMANENT ☐ SECU~ ☐ TEMPORARY ☒ DIRECT

FILE DESCRIPTION _____ Employee Master File (Continued) _____

_____

_____

PROGRAMS WHERE USED _____

_____

_____

CONTENTS

VAR NAME	ITEM SEQ	FIELD NAME	SIZE	POSITION	TYPE	PICTURE
		YEAR-TO-DATE DEDUCTIONS				
E(18)	43	Federal Wage Tax	8		N	XXXXX.00
19	44	FICA	6		N	XXX.00
20	45	State Wage Tax	7		N	XXXX.00
21	46	Local Wage Tax	7		N	XXXX.00
22	47	State Disability Insurance	7		N	XXXX.00
		YEAR-TO-DATE HOURS				
23	48	Regular Hours	6		N	XXXX.0
24	49	Overtime Hours	5		N.	XXX.0
25	50	Premium Hours	5		N	XXX.0
26	51	Sick Hours	5		N	XXX.0
27	52	Holiday Hours	5		N	XXX.0
28	53	Vacation Hours	5		N	XXX.0
29	54	Other Hours	5		N	XXX.0
		QUARTER-TO-DATE				
30	55	Gross	7		N	XXXX.00
31	56	Federal Wage Tax	6		N	XXX.00
32	57	FICA	6		N	XXX.00
33	58	State Wage Tax	6		N	XXX.00
34	59	Local Wage Tax	6		N	XXX.00
(35)	60	State Disability Insurance	6		N	XXX.00
		Delimiters	60			

BFC Form 1015