

Amsoft Business Control

Amsoft Purchase Ledger System (APLS)

Running Under Amsoft CP/M Plus

SOFT 07035

Published by **AMSOFT**, a division of

Amstrad Consumer Electronics plc
Brentwood House
169 Kings Road
Brentwood
Essex

All rights reserved
First edition 1985

Reproduction or translation of any part of this publication without the written permission of the copyright owner is unlawful. Amstrad and Quest International Computer Technology reserve the right to amend or alter the specification without notice. While every effort has been made to verify that this complex software works as described, it is not possible to test any program of this complexity under all possible conditions. Therefore the program and this manual is provided "as is" without warranty of any kind, either express or implied.

SOFT 07035

CP/M is a trademark of Digital Research Inc.

INDEX

| | |
|--|----|
| 1. Introduction | 1 |
| 2. What is A.P.L.S.? | 2 |
| 3. General Operation | 4 |
| 4. Systems Outline | 7 |
| 5. Disk files used in A.P.L.S. and their contents | 13 |
| 6. Normal running | 17 |
| 6.1 First time user registration | 17 |
| 7. Purchase ledger detailed operating instructions | 19 |
| 7.1 Enter postings | 19 |
| 7.2 Amend supplier details | 28 |
| 7.3 Run month end routine | 29 |
| 7.4 Display supplier details | 30 |
| 7.5 Print purchase ledger report | 31 |
| 7.6 Print transactions listing | 32 |
| 7.7 Print alphabetic listing | 32 |
| 7.8 Print daybook, nominal, VAT, audit | 33 |
| 7.9 Print aged creditors report | 34 |
| 7.10 Amend tables, nominal, VAT rates | 35 |
| 7.11 Amend system parameters | 40 |
| 7.12 End program | 42 |
| 8. Purchase payments detailed operating instructions | 43 |
| 8.1 Auto payment selection | 44 |
| 8.2 Auto payment list | 46 |
| 8.3 Print remittance advices | 46 |
| 8.4 Print cheques | 47 |
| 8.5 Print cheque list | 49 |
| 8.6 Set up cheque format | 49 |
| 8.7 Print sample cheque | 50 |
| 8.8 End program | 51 |
| 9. Sample reports | 52 |
| 10. Error messages | 67 |
| 11. Backup up/taking copies of discs | 71 |
| 12. Notes and checklist for first time users | 72 |
| 13. Copyright clause | 74 |

1. Introduction

1.1 This manual describes in detail the general operation of the Amsoft Open-Item Purchase Ledger System.

This package not only gives the user the benefit of an Open-Item System but also many additional facilities which make it an extremely powerful and efficient system.

These facilities include:

- * Cash allocation on an Open-Item basis or Balance Brought Forward.
- * Automatic payment of Invoices.
- * Cheque Writing option.

1.2 The Open-Item System revolves around the requirement to be able to pay by means of an automatic process, transactions (Invoices) held on Supplier Records in such a way as to calculate the payments as the Supplier Invoices are selected and to enable Settlement Discounts to be taken at varying monthly levels. The end result being exactly the cheque value to be written. This can then be interfaced to the Amsoft Cheque Writing Program on side 2 of your program disc, for processing or listed to enable manual cheques to be written.

The transactions are retained on file while there is a balance on the transaction still to be matched off, by means of auto payment or allocation.

The transactions are, however, aged each month and at any time the age of each individual debt, as far back as ten months, can be seen. Overall age analysis of each Suppliers' Account remains at 0 to 3 + months.

The 'Process Auto-Payments Routine' is designed to enable the user to review an Account and to pay or part pay individual transactions as displayed on the screen. The process will produce a Remittance Advice showing what payments are being made and print a payments list. A full explanation of the Process Auto-payments routine is contained in this manual.

2 What is A.P.L.S.?

A.P.L.S. is a suite of programs that will enable you to easily and accurately record details of your Supplier Accounts.

A.P.L.S. is one of the elements in the Amsoft Business Control System (ABC System) and therefore integrates automatically with the Nominal/General Ledger System (ANLS). A.P.L.S., however, has been designed to run independently from the other systems in the ABC system if so desired, and is a complete Purchase/Creditors Ledger System in its own right.

Major characteristics of A.P.L.S. are that postings, i.e. Invoices, Credit Notes, Payments out, etc. are made to Supplier Accounts in a similar way to writing in a ledger. you choose the Account to be posted to, make the postings, and immediately the entry is recorded to the Account. Automatically the Balance Outstanding is updated for the Account, overall Control Accounts for the whole ledger are updated, Daybook Files are updated to provide the audit trail, and the Value Added Tax Summaries are also automatically updated. In short, full accounting control is maintained.

In addition to this, A.P.L.S. has the ability to allocate payments, as required by the user, against any of the Suppliers' Invoices. Thus enabling the user to maintain a flexible approach when selective payment of invoices is required.

These selected payments for each Supplier may now be paid by using the Cheque Payment feature of this package and cheques for the computed amounts may be printed.

The Open-Item System revolves around the Month-End procedure, where instead of consolidating transactions into past month balances, transactions are retained on file, and printed on the Remittance Advice Notes, all the while there is a balance on the transaction still be matched-off. The transactions are, however, aged each month and at any time the age of each individual debt, as far back as ten months, can be seen. Overall age analysis of each Suppliers' Account remains at 0 to 3 + months.

The 'Enter Postings' routine (see section 7.1) is used to enter all cash and to make the necessary allocations. Full operating instructions for allocating cash are given in this manual.

Cash can be allocated either at the time of making the posting, or at a later date when posting unallocated cash. Part payments may be made, and also non-cash items posted, such as Credit Note and adjustment transactions, used to clear off items in the Account. Complete months postings are easily cleared by specifying month numbers, where required, and individual postings are easily matched off, either by specifying transaction references, or sequentially paging through each of the items in the Account.

Credit Limit is also a feature of the Purchase Ledger System and Suppliers' Credit Limit is checked each time new postings are entered. Credit Limit is also checked whenever Transaction and Aged Creditors reports are printed.

Reports from A.P.L.S. can be produced on your Amstrad printer, have a maximum of 80 characters to any print line, and can be produced on demand. The various reports that can be obtained are as follows:

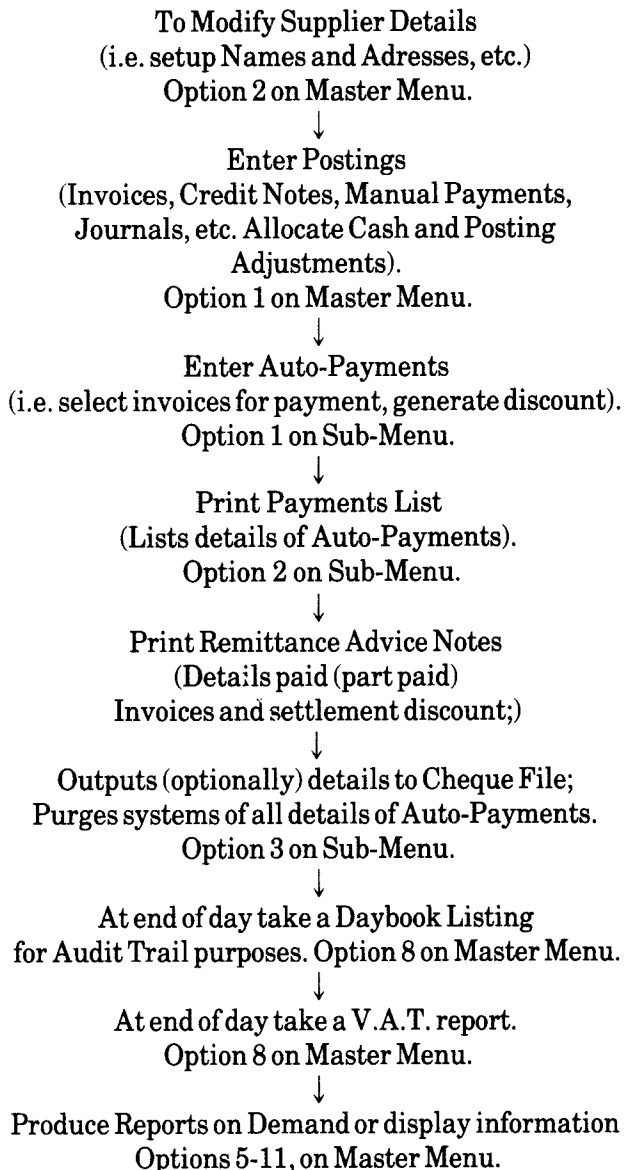
- * Purchase/Creditors Ledger Report.
- * Transaction Listings. i.e. provides the same information as Remittance Advices but in a condensed form.
- * Alphabetic Listing.
- * V.A.T. Summary.
- * Control Accounts (these can be used to update your Nominal/General Ledger system).
- * Daybook Listing.
- * Audit Trail. i.e. like the Daybook Listing but it gives breakdowns of each individual posting over tax codes with their values, as well as nominal control accounts in the range 1-94.
- * Remittance Advices printed on plain or pre-printed stationery.
- * Cheque Writing.

To run A.P.L.S. you need an Amstrad CPC464 with a printer and two disc drives.

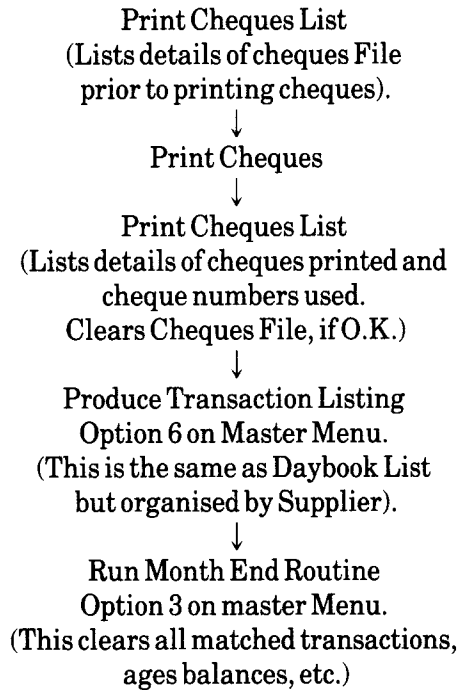
Amsoft Systems are noted for their speed, ease of use, reliability, user friendliness and quality of systems design.

3 General Operation

The normal flow will be:



As and when required, take End Program Option 12 and exit back to the operating system (A> on screen). Turn program disk over to side 2 and type in ABC, followed by **[ENTER]** in order to process Auto-Payment and cheques.



3.1 Procedural Notes

- 3.1.1** Invoices, Credit Notes, Journal Adjustments, etc. are posted to Suppliers' Accounts in the Enter Postings routine - Option 1. Although payments are normally made as automatic cheque payments, manual cash payments may also be made, and allocated accordingly, in the Enter Postings routine - they are not shown on Remittance Advices: any discount involved would have to be calculated manually.
- 3.1.2** Auto-Payments, i.e. the automatic selection of Invoices, and any other matching items, that are to be paid, may be carried out at any time. There may, however, be only one auto-payment per Supplier at any time, and until either the auto-payment is cancelled or printed as a Remittance Advice, no further payments may be made to the Supplier.
- 3.1.3** Details of any auto-payment on file, (i.e. waiting to be printed as a Remittance Advice), may be seen by displaying Supplier details (Option 4). To cancel an auto-payment (i.e. unflag all selected Invoices) take the 'Enter Auto-Payments' option and make the cancellation as required.
- 3.1.4** Once Remittance Advices are printed, and the operator has signalled O.K., auto-payments are taken, and, if it is a requested option (see Amend System Parameters - (7.11)) output to the Cheques File. The auto-payments, at this stage, may not be cancelled, and any resultant cheques not required, should be destroyed.

To correct an auto-payment after a Remittance Advice has been produced requires the 'unmatching' of the appropriate transactions using a type 8 re-allocation posting (see 7.1) before the Month End routine is reached. Enter a type 8 posting and, using negative values, allocate back the outstanding balance of each transaction and corresponding negative value to the original cash entry.

- 3.1.5** The Cheques File is a separate option which the user must specify if the system is to produce cheques.
- 3.1.6** Cheque details are output to the Cheques File when Remittance Advice notes are produced. It is normal to print cheques immediately after Remittance Advice Notes, however, details may be stored and cheques printed as required.
- 3.1.7** The normal procedure is to list off the Cheques File before printing cheques. It is not possible to remove a payment at this stage, but if necessary, a payment may be monitored and any resultant cheque required, destroyed.
- 3.1.8** Cheque production is fully covered in section (8.4) of this manual. Once Cheques have been printed, a Cheques List should again be produced which will now indicate the Cheque numbers used, and also indicate where any reprinting (Restarts) of Cheques took place. At the end of this report, and providing all Cheques have been printed, the Cheques File is cleared. (There is an Escape function to terminate a Cheque print run if necessary, and a Restart option to reprint Cheques from a particular point. It is also possible for the operator to enter Escape at the end of the Cheques List so that the Cheque File is not cleared, however, this is not normal).

4 Systems outline of A.P.L.S

The object of the system is to produce a complete and accurate Open-Item Purchase Ledger, for up to 200 Accounts and 1000 Transactions per month. Meaningful reports are available on demand for current Creditor Analysis, yet the system is flexible enough to give the user control over when and how to process the information.

The Purchase Ledger program is 'loaded in' from one diskette and the data files are kept on a separate disc.

Postings from source documents e.g. Invoices, Credit Notes, Journals etc., are posted to the appropriate Accounts and are updated immediately. This means that any enquiries on an Account either through the display shown on the Monitor or through the printer are set up to date. Postings can be made at any time.

The Balance Outstanding on an Account is broken down over current month, and months, 1,2, and 3. Whereas individual transaction analysis is up to ten months, payments can be allocated both on a monthly basis or across selected items in each Account. The system is also capable of making payments automatically from nominated Invoice postings and to calculate discount accordingly.

Accurate overall control of the ledger is maintained via Control Accounts.

- a) Creditors Control has a total of all Balances Outstanding from every Credit Supplier Account. It is therefore the total amount of money owing.
- b) Purchase Total is the total value of goods bought excluding tax.
- c) V.A.T. Input is the total value of tax charged on goods bought.
- d) Bank Account is the total value of money paid out to debit Supplier Accounts.
- e) Discount Received is the total value of Settlement Discount received on money paid out to debit Supplier Accounts.

Proof of overall control is shown when the value for Creditors Control is equal to Purchases less Money paid.

$$\text{i.e. } a = (b + c) - (d + e)$$

It is normal to post the Control Totals at the end of each month to a Nominal/General Ledger, and re-set them back to zero for the start of next month's trading.

i.e. Overall control of Debtors, Creditors, Bank Accounts, etc., is normally maintained in the Nominal/General Ledger.

N.B. The Purchases Total figure above (item b) can be broken down over Control Accounts in the range 1-94. Again proof of accuracy of overall control is maintained because the total of all the values for Control Accounts 1-94 will agree with the value in Purchases Total. When updating to the Nominal/General Ledger either post the values from Control Accounts 1-94 to Nominal/General Ledger Accounts or post the value for Purchases Total i.e. Code 96. Do not post both because you will be duplicating the same values.

Automatic updating to the Nominal/General Ledger is available using the Amsoft Nominal Ledger System or if you have some other system these Control Account values can be displayed or printed at any time (see Section 7.8 and 7.9). After updating the Nominal/General Ledger the values in the Control Accounts will need to be set back to zero by taking the Month End Routine Option (see Section 7.3).

The V.A.T. summary is primarily an aid to support and agree with the Daybook Listing and control totals produced in the Summary to Nominal reports. It is not essential but with the facility for analysis over 10 V.A.T. Codes the system is capable of handling multiple V.A.T. rates.

The user decides when to produce Remittance Advice Notes and if the user does not want pre-printed stationery then the user's name/address etc., together with a message can be input to the system and printed at the top right hand side of each Remittance Advice (see Amend Tables Section 7.10 Pre-printed Remittance Advices are available and can be used with this program (see Amend System Parameters Section 7.11 STAT).

Single sheet feeding printers can also be used, and paused between pages to insert letterheads etc. (see Amend Systems Parameters Section 7.11 PAUSE).

All reports are carefully formatted so that they do not overflow in an uncontrolled manner from one page to the next and stationery length can be set to any length from 9" to 60" (see Amend System Parameters Section 7.11 item LINES).

As well as Name/Address, Telephone etc., details of each Account can be displayed on the monitor at any time, and will give the up to date position on Balances, Transactions, Purchases and Last Payment Date. Accounts can be created, amended, and deleted (only if zero balance and no transactions) as required.

Comprehensive error trapping, checking, reconciliation routines are used, which together with informative screen displays and error messages ensure that the operator does not make a mistake.

The system is extremely easy to use, but to give some overall idea of what happens when a posting is made, the following details show the normal flow of events.

Posting an Invoice/Credit Note/Journal Debit or Credit/Cash Sale to an Account

Operator enters Account No., Reference No(s), Value, Month, and Nominal Ledger Control Account (in range 1-94).

A facility is then available for splitting the posting value over more than one Nominal Ledger Code, whilst identifying the Value Added Tax Rate and separating Goods and Tax values used for Month, Nominal Ledger Control Account and Tax Codes, i.e. Current Month, Code 94, and 0.

Posting a Manual Payment Out/Payment Refund to an Account

Operator enters Account No., Reference No(s), Total Value to be posted and Settlement Discount, if any, already included in Total Value. The operator can then allocate the Total Value (i.e. Cash and Settlement Discount) to specific months thus accurately ageing the debt, or to specific transactions matching off each independently.

Files that are updated when Operator enters postings

Supplier File

- a) Update Balance Owing.
- b) Update Individual Month's Balance Owing.
- c) Update Date of Last Payment.
- d) Update Purchases field.

Purchase Ledger Control Summary

Overall accumulation and control of Monies Owed, Purchases Total, Tax Input Bank/Cash and Discount.

Control Accounts File

Goods value only accumulated for Control Accounts in the range 1-94.

OPERATOR ENTERS POSTINGS

Transactions File

Add Posting record to the file. Match off individual postings.

Value Added/Purchase Tax File

Goods and Tax Values accumulated for various Tax Rates.

Audit File

Add breakdown of Posting by Tax Code and Nominal/ General Ledger Code to the File, and by amounts allocated and matched off.

Reports Produced

Input Files

- 1) SUPPLIER FILE
- 2) SUPPLIER FILE

Reports Out

- PURCHASE/CREDITORS REPORT
- AGED CREDITORS REPORT

Brief Report Description

A listing of the Supplier File
Total Amount Owed
Analysed over 0,1,2,3
Months and for Each
Individual Customer.

| | | |
|---|---|---|
| 3) SUPPLIER FILE TRANSACTIONS FILE | TRANSACTIONS LISTING | Supplier Account Posting Details. |
| 4) SUPPLIER FILE TRANSACTIONS FILE *(TABLES FILE) | REMITTANCE ADVICE NOTES | Details of Invoices Paid on Auto-Payments Posting. |
| 5) VALUE ADDED TAX FILE | VALUE ADDED TAX SUMMARY | Up to 10 Value Added Tax Rates with Accumulation of Goods and Tax Values. |
| 6) TRANSACTIONS FILE | DAYBOOK LISTING | Listing of Transactions posted to accounts from the Last Daybook Listing. |
| 7) AUDIT FILE | PURCHASE LEDGER CONTROL/V.A.T. AUDIT REPORT | Complete detailed Audit Trail of all postings including Cash Payments and Auto Payment Selections. |
| 8) VAT AND PURCHASE CONTROL FILE | NOMINAL SUMMARY | Purchases Analysed to Control Accounts in the range 1-94. Overall Control Totals for monies owed, Creditors Control, Tax Input, Bank/Cash and Discount. |
| 9) SUPPLIER FILE | ALPHABETIC LISTING | Names/Addresses and Account Nos. in ascending Alphabetic sequence used for cross ref. to Account No. if required. |

All reports are on demand and where necessary are range selectable e.g. from Account No., to Account No. Reports can be prematurely terminated by pressing the **[ESC]** key.

* TABLES FILE is used for plain stationery where the user wants to put his company's details onto the Remittance Advice.

* SYSTEMS PARAMETERS FILE is used for specifying page length, continuous forms printing or sheet fed printing, special print characters etc.

Month End Procedure - Option 3 on Master Menu, see section 7.3.

Input Files

SUPPLIER FILE

- a) Automatic Ageing of Months Balances owing.
- b) Update Last Remittance Advice Value.
- c) Option to zeroise Purchases on each Supplier Account if required.

TRANSACTION FILE AND AUDIT FILE

Clear all matched transactions from file leaving only those postings with Outstanding Balances.

V.A.T. FILE

Option to set to zero the values for Goods and Purchase Tax.

PURCHASE LEDGER FILE

Option to set to zero the values for Control Accounts in the range 1-94 and the overall Open Item Purchase Ledger Control Accounts in range 95-99.

Bridging to Nominal Ledger

Control Accounts in the Open Item Purchase Ledger File 1-99 can have a three digit Nominal Ledger Code associated with each one so that the Nominal/General Ledger can be updated directly.

The actual update of these amounts is via the Amsoft Nominal Ledger System.

Nominal/General Ledger Codes in the range 100-299 relate to Trading and Profit/Loss Accounts whereas code numbers in the range 300-499 relate to Balance Sheet.

These values apply, however where the full range of Accounts of possible 100-499 is specified, although they will be different on smaller Account code ranges.

Posting an Auto-payment to an account

Operator enters Account No., Reference No(s) etc as per manual payment posting above. Operator then selects individual transactions for payment and follows with the Discount Received calculation.

Files are updated as above and individually selected items on the transactions file are set, ready for the printing of Remittance Advice Notes.

5 Disk files used in A.P.L.S.

5.1 Supplier Account File

| Field Name | Field Characteristics | How Created |
|---|----------------------------|---|
| Account No. | Min = 1 max = 200 | Option 2 of Master Menu. |
| Name & Address | 5 lines Max = 85 | Amend Supplier Details, see 7.2. |
| Telephone No. | 12 characters | Option 2 of Master Menu. |
| Classification Code | 1 character | Amend Supplier Details, |
| Alpha Code | 1 character | see 7.2 |
| Credit Limit Entered in multiples of £100. Value 0 is no credit limit. Maximum stored value is 999, i.e. £99,900. | | |
| Last Payment Date | DD.MM.YY. | Date of Last Payment, see Option 1 - Enter Postings, see 7.1. |
| Current Month Balance | Min = 0 Max = 99999999.99± | |
| Past Month 1 Balance | Min = 0 Max = 99999999.99± | Update immediately posting is made. Option 1 - Enter Postings, see 7.1. |
| Past Month 2 Balance | Min = 0 Max = 99999999.99± | |
| Past Month 3 + Balance | Min = 0 Max = 99999999.99± | Aged by 1 Month in Option 3. Run Month End Routine. Up to 10 months by allocation. |
| Last Remittance Value. (also provides opening balance on remittance advice). | | Total Balance owing Automatically Updated to this field in Option 3 - Run Month End Routine, see 7.3. |
| Auto-Payment indicator 0=No auto-payment for supplier on file 1=Auto-Payment exists for supplier, and yet to be printed on Payments List. | | |

2= Auto-Payment exists for supplier, and has been printed on payments list. May now be printed on Remittance Advice. (Set back to 0 when Remittance Advice printed).

5.2 Transactions File - Created when Entering Postings

| | |
|--|--------------------|
| Supplier Account number. | In range 1-200 |
| Posting type - 1-8 | 1 character |
| 1 = Invoice | |
| 2 = Credit Note | |
| 3 = Payment | |
| 4 = Cash Sale, i.e. invoice and payment combined | |
| 5 = Debit Adjustment | |
| 6 = Credit Adjustment | |
| 7 = Payment Reversal | |
| 8 = Cash Re-allocation | |
| 9 = Auto-Payment | |
| 10 = Cancelled Auto-Payment...transparent | |
| Reference 1 | 6 Alpha Characters |
| Gross Amount | 99999999.99 |
| VAT/Discount | 99999999.99 |
| Date | DD.MM.YY. |
| Reference 2 | 6 Alpha Characters |
| Unmatched/Unallocated Amount | |
| Month number of posting, | 0-9 |
| Amount to be paid against this transaction when next printing a Remittance Advice. The amount was generated when making an Auto-Payment. | |

5.3 Audit File - Created when Entering Postings

| | |
|-------------------------|----------------|
| Supplier Account number | In range 1-200 |
| Posting type | 1 character |

* Posting types 1, 2 and 4 show normal break down of invoice, credit note, etc. on Audit Report.

- * Posting type 3 - set of three records to show breakdown of cash allocation against specific months.
- * Posting type 8 - print cash allocation showing, cash allocated to specific invoice, credit note etc. or cash allocated across specific months.

| | |
|---|--------------------|
| Reference 1 | 6 Alpha characters |
| VAT Code | In range 0-9 |
| Gross Amount | 99999999.99 |
| VAT/Discount | 99999999.99 |
| Purchase Analysis Account, 1-94 | 2 characters |
| Cash amount allocated to the invoice, credit note, etc. | 99999999.99 |

5.4 Value Added Tax File - Set up in Option 10, see 7.10

| Field Name | Field Characteristics |
|---------------|--|
| Tax Code | In range 0-9 |
| Rate % | In range 00.00% to 99.99% |
| Goods Value | Min = 0, Max = 99999999.99 |
| Tax Value | Min = 0, Max = 99999999.99 |
| Tax Precision | Min = 0, Max = 9.99 (this allows for any rounding problems associated with Tax breakdowns over multiple rates). |

5.5 Control Accounts File - Set up in Option 10, see 7.10

| Field Name | Field Characteristics |
|------------------------------------|--|
| Control Account No. | In range 1-94 |
| Nominal/General Ledger Account No. | In range 1-299 that refer to Trading and Profit/Loss Accounts, 300-499 for Balance Sheet Accounts. This means each Control Account can be associated with a Nominal/General Account. |
| Description | 21 Alphanumeric characters for describing the Control Account. |
| Value | Min. 0, Max. 99999999.99 + or -. Updated when entering Postings - Option 1, see 7.1. |

5.6 Summary Nominal/General Control file -

Set up in Option 10, see 7.10

| Field Name | Field Characteristics |
|-----------------------------|--|
| Control Account No. | In range 95-99 95 = Purchase/Creditors Ledger Control, i.e. monies owed. 96 = Purchase Total, i.e. total Goods value bought. 97 = Value Added Tax Input for all goods purchased. 98 = Bank/Cash Account i.e. monies paid out or refunded. 99 = Settlement Discount Received on monies paid out. |
| Nominal/General Ledger Code | In range 100-499 These have been pre-set according to the code numbers used in Amsoft's Nominal Ledger System (A.N.L.S.) but can be changed to suit the end user. |
| Description | 21 Alphanumeric Characters used to describe the Control Account. |
| Value | Min. 0, Max. 99999999.99 + or - . Updated when Entering Postings - Option 1, see Section 7.1. |

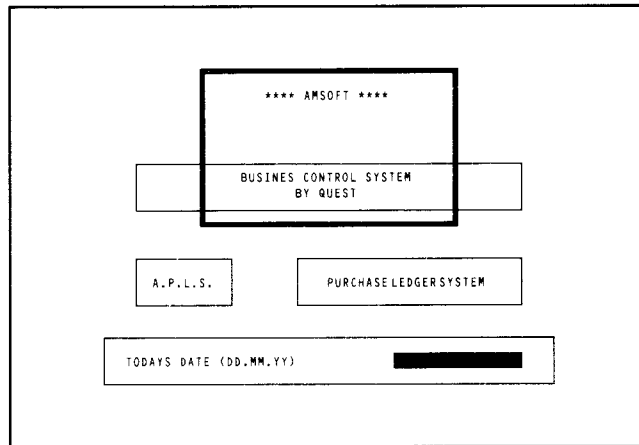
5.7 Cheque File (CHEQUE-DTA)

| | |
|--------------------------------|-----------------------|
| Account number | 4 numeric characters |
| Payee name | 30 characters |
| Date of Remittance Advice note | 8 characters |
| Cheque value | 11 numeric characters |
| Cheque number | 6 numeric characters |
| Restart Indicator | |

6 Normal running

Load the Program disc in drive A and the data disc in drive B. Type in ABC followed by [ENTER]

The screen for APLS or APPS will be displayed. on the screen:



Enter the date and, if valid, the Master Menu will be displayed (see Section 7.)

6.1 First Time User Registration

The program discs supplied are in UNREGISTERED form. This means that the user will be reminded via screen displays that the purchase of the programs have not been registered at Quest. We would like to know who has purchased our systems so that 'hot line' support can be provided if required, and users can be told of new releases or upgrades.

Warning If you do not register your purchase and you continue using an unregistered program disk, after a period of time the program will simply stop running and you will not be able to continue. Plenty of time is allowed, however, for you to contact Quest and obtain you CHECKSUM (PASS NUMBER) see below.

To become registered, follow the procedure to get the Master Menu (see Section 7), take option 11 - AMEND SYSTEM PARAMETERS.

Enter the TITLE, NAME and serial No. (TITLE will be displayed on all screen displays, and NAME will be printed at the top of all reports).

The screen will then show:

CHECKSUM INCONSISTENCY

PLEASE PHONE QUEST, QUOTING THE NUMBER nnnn TO
OBTAIN YOUR PASS NUMBER IN ORDER TO PROCEED
PASS NUMBER ----

You tell us the number on the screen and your program serial number and will give you the CHECKSUM (PASS NUMBER). You enter the PASS Number followed by **[ENTER]**, and you are now registered and the system will run smoothly.

Just in case you need to repeat the exercise at any time in the future, keep an exact record of your TITLE, NAME and PASS NUMBER.

The first time user should also read sections 11 and 12.

7 Purchase Ledger Detailed Operating Instructions

| | |
|----------|-------------------------|
| A.P.L.S. | CAMBERLEY GARDEN CENTRE |
|----------|-------------------------|

1. ENTER POSTINGS
2. AMEND SUPPLIER DETAILS
3. RUN MONTH END ROUTINE
4. DISPLAY SUPPLIER DETAILS
5. PRINT PURCHASE LEDGER REPORT
6. PRINT TRANSACTION LISTING
7. PRINT ALPHABETIC LISTING
8. PRINT DAYBOOK, AUDIT, NOMINAL, VAT
9. PRINT AGED CREDITORS REPORT
10. AMEND TABLES, NOM. CLASS, VAT RATES
11. AMEND SYSTEM PARAMETERS
12. END PROGRAM

[?] PLEASE SELECT THE OPTION REQUIRED ■

From this point on select the option required by entering the number followed by **[ENTER]** and refer to the following sections of the manual for instruction in their use.

7.1 Select Option 1 - Enter Postings

| | | | |
|-------------------|--|-------------------------|--|
| 1. ENTER POSTINGS | | CAMBERLEY GARDEN CENTRE | |
|-------------------|--|-------------------------|--|

| A/C | [POSTING] | [REF1] | [REF2] | [DATE] | [AMOUNT] | M | CL |
|-----|-------------|----------|----------|----------|------------|---|----|
| 1 | 1 INVOICE | IN\713 | AC\231 | 02.11.84 | 230.00 | 0 | 65 |

| ACCOUNT NAME AND ADDRESS | 1 | 0 15.00% | 20.00 | 30.00 | 65 |
|--------------------------|----|----------|-------|-------|----|
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| | 5 | | | | |
| | 6 | | | | |
| | 7 | | | | |
| | 8 | | | | |
| | 9 | | | | |
| | 10 | | | | |

[?] '1' - '10' TO AMEND, 'ENTER' TO UPDATE ■

1.1 Enter the ACCOUNT NUMBER (This may be in the range 1-200 maximum). If the ACCOUNT is not in use or the code you input is invalid, an error message will be displayed and the Account asked for again.

Press **[ESC]** to return to the MENU.

1.2 The Name and Address will be displayed together with the Account Balance and the description associated with the Classification Code set up for the chosen Account e.g. 5% Prompt Payment, (See Section 7.10 Classification Section for setting up Code Description). The CREDIT LIMIT is also displayed.

1.3 Enter the POSTING TYPE (This may be in the range 1-8) 1 = INVOICE, 2 = CREDIT NOTE, 3 = CASH SALE, 4 = CASH TRANSACTION, 5 = JOURNAL DEBIT, 6 = JOURNAL CREDIT, 7 = CASH REFUND, 8 = CASH RE-ALLOCATION.

The description of the TYPE selected is displayed and on the right of the screen a display corresponding to the TYPE is shown.

Press **[ESC]** to return to Step 1.1.

1.4 Enter REFERENCE 1 (typically Invoice Number, Cash Book Reference, etc).

Press **[ESC]** to return to Step 1.3.

1.5 Enter REFERENCE 2.

Press **[ESC]** to return to Step 1.4.

1.6 Enter the DATE in the format DD.MM.YY.

If **[ENTER]** is pressed by itself the DATE will be made to TODAY'S DATE that was entered at the start of the system.

1.7 Enter the AMOUNT (max. 99999999.99). This is the Gross Amount, i.e. for Invoices, Credit Notes, etc. It includes V.A.T., whereas for Payment or Cash Reversal transactions it includes Settlement Discount value as shown further down the screen.

1.8 If the POSTING TYPE is 3 (PAYMENT) or 7 (CASH REVERSAL), 8 (RE-ALLOCATE). Continue from STEP 1.17.

1.9 Enter the Month Number (0-9), that the posting relates to. If **[ENTER]** is pressed it by itself the MONTH will be made equal to 0 (Current).

Press **[ESC]** to return to 1.7.

1.10 Enter the CONTROL A/C (for Purchase Analysis).

This may be in the range 1-94. By pressing **[ENTER]** the default is automatically Control Account 94.

press **[ESC]** to return to Step 1.9

ENTRY OF BASIC INFORMATION PLUS THE GROSS AMOUNT IS NOW COMPLETE. ALL THAT REMAINS IS TO BREAK DOWN THIS GROSS AMOUNT BY V.A.T. CODE AND FOR CONTROL A/C.

1.11 The Box headed:

? RATE GOODS VAT CL

is displayed at the right hand side of the screen, the cursor being positioned at the top left of the box against '1'.

At the bottom of the screen is the prompt, 'Press **[ESC]** now for AUT.VAT'. If escape is pressed now, a single line of V.A.T. will automatically be calculated utilising V.A.T. Code 0. The % V.A.T. depends upon the value given to Code 0 in the set up procedure (see Section 7.11).

1.12 Enter the V.A.T. CODE followed by **[ENTER]** (the rate is displayed). Enter the GOODS VALUE followed by **[ENTER]**.

Press **[ESC]** to return to Step 1.11 (for that line!).

1.13 Press **[ENTER]** and the V.A.T. Amount will be automatically calculated and displayed, otherwise enter the V.A.T. Amount. If this is at variance with the computer calculated amount (see V.A.T. PRECISION Section 7.11), the difference will be displayed at the bottom of the screen and the cursor will be positioned alongside the Tax Value. Press **[ENTER]** to accept any variance and continue, otherwise press **[ESC]** to re-enter the V.A.T. Amount.

1.14 Enter the CONTROL ACCOUNT **[ENTER]** will set the Control Account for this line equal to the Control Account at Step 1.10).

1.15 Continue entering the Invoice Breakdown as required. PRESS **[ESC]** IN RESPONSE TO THE PROMPT FOR THE V.A.T. CODE TO GET TO THE NEXT STEP, otherwise continue from Step 1.12.

1.16 '1' - '10' - AMEND/'ENTER' - UPDATE

Press **[ENTER]** to accept the posting or 1-10 to correspond to a breakdown line, allowing you to change the detail on that line. Processing then continues again at 1.1.

Press **[ESC]** to ignore the posting and return to Step 1.1.

1.17 Continued from 1.8 of this section, where postings only relate to Payments, Cash Reversals or Cash Re-allocations (i.e. Posting type 3,7 or 8).

| 1. ENTER POSTINGS | | CAMBERLEY GARDEN CENTRE | | | | | |
|-------------------|-------------|-------------------------|----------|----------|------------|---|----|
| A/C | [POSTING] | [REF1] | [REF2] | [DATE] | [AMOUNT] | M | CL |
| 1 | 3 PAYMENT | 017269 | | 02.11.84 | 501.24 | | █ |

| ACCOUNT NAME AND ADDRESS | | SETTLEMENT DISCOUNT | |
|---|--------------|--------------------------|--|
| T. J. ROBERTSON LTD 2315 OLD LONDON ROAD WOKING SURREY W023 8SP CREDIT LIMIT 10,000.00 PAY IN 3 MONTHS BALANCE -> 501.24 | | SETTLEMENT DISCOUNT 0.00 | |
| MTH | [--AMOUNT--] | [--BALANCE--] | |
| C | | 230.00 | |
| 1 | | -233.91 | |
| 2 | | 505.15 | |
| 3 | | 0.00 | |

'D' - DISPLAY DETAILS / 'M' - ALLOCATE BY MONTH / 'REF' TO UPDATE █

1.18 The Box headed: SETTLEMENT DISCOUNT is displayed on the right hand side of the screen.

1.19 Enter the Settlement Discount (if any).

Press **[ESC]** to return to Step 1.7.

1.20 Open-Item Cash Allocation

Cash can be allocated either to clear outstanding months balances or to match-off individual account items. Both type 3 - Cash, and type 7 - Cash Reversal postings can be allocated immediately, in the 'Enter Postings' routine, or cash can be stored as unallocated and allocated at a later date using a type 8 posting. Type 8 posting may also be used to correct previous allocations and to match-off non-cash items such as credit-notes and credit adjustments.

| 1. ENTER POSTINGS | | CAMBERLEY GARDEN CENTRE | | | | | |
|--|-------------|-------------------------|----------|----------|---|---|----|
| A/C | [POSTING] | [REF1] | [REF2] | [DATE] | [AMOUNT] | M | CL |
| 1 | 3 PAYMENT | 017269 | | 02.11.84 | 501.24 | | |
| ACCOUNT NAME AND ADDRESS | | | | | BALANCE -> | | |
| T J ROBERTSON LTD 2315 OLD LONDON ROAD WOKING SURREY W023 0SPL CREDIT LIMIT 10,000.00 PAY IN 3 MONTHS BALANCE -> 501.24 | | | | | SETTLEMENT DISCOUNT 0.00 MTH [--AMOUNT--] [--BALANCE--] C 230.00 1 -233.91 2 505.15 3 0.00 | | |
| ENTER MONTH TO ALLOCATE (C, 1, 2 OR 3; 'T' FOR TOTAL) / 'REF' TO UPDATE ■ | | | | | | | |

The value entered in the Amount field is the total amount to be allocated, i.e. the cash receipt amount plus settlement discount amount. The amount of Settlement Discount is also entered, as shown, so as to appear on the Suppliers next Remittance Advice.

'D' - DISPLAY DETAILS :

This prompt enables Account details to be displayed and cash to be allocated against specific account items. Enter D, press **[ENTER]**.

'M' - ALLOCATE BY MONTH:

Enter M, press **[ENTER]** to allocate the cash automatically to specific months. Select the month to be allocated, either 0, 1, 2 or 3, press **[ENTER]** the balance allocated against the month will then be displayed, and the balance left still unallocated will be displayed at the top of the screen. (NOTE: C may be used instead of 0 for current month; T may be used to allocate across all outstanding months shown. To cancel an entry, just enter the month number again).

'ENT' - to Update

Press **[ENTER]** on its own to update the Supplier's Account, matching-off all transactions in the months specified. As each transaction is processed, a count is displayed at the bottom of the screen.

The value of the cash posting to be allocated and the balance remaining after each allocation are shown at the top of the screen. The value of each transaction in the account and the balance still outstanding are displayed on the left of the screen; the balance after the current cash is posted and the amount allocated are displayed on the right of the screen.

The following options are available on Screen 2 for allocating the cash:

| ALLOCATE CASH | | | | | | | |
|---------------|--------|---------------------|----------|---------|---------|------------------|---------|
| [REF1-017269] | | [AMOUNT TO ALLOCATE | | 501.24] | | [BALANCE 501.24] | |
| (C) | 230.00 | (1) | -233.91 | (2) | 505.15 | (3) | 0.00 |
| TYPE | M | REF.1. | DATE | AMOUNT | BALANCE | ALLOCATED | BALANCE |
| 1 | S-J-D | 2 B.FWD | 30.10.84 | 505.15 | 505.15 | | 505.15 |
| 2 | 6-J-C | 1 B.FWD | 30.10.84 | -233.91 | -233.91 | | -233.91 |
| 3 | 1-INV | 0 IN/T13 | 02.11.84 | 230.00 | 230.00 | | 230.00 |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |

11-12* AMEND/'R'-REF/'M'-MTH/'F'OR'B'-PAGE/'1'-IGNORE/'ENTER'-UPDATE ■

ALLOCS = 0/AUDIT SPACE AVAIL = 398/D/FF = 398

Enter a value 1 to 12 to select the appropriate item on the screen. The prompt 'Allocate Amount --' is then displayed (see below).

'ALLOCATE AMOUNT'

Enter the amount to be allocated against the selected item. If allocating cash (posting type 3), the amount entered cannot exceed the balance outstanding on the transaction, shown on the right of the screen. If reversing cash (posting type 7), then the amount entered cannot exceed the matched amount of this transaction, i.e. Amount less the balance shown on the right of the screen. (NOTE: Minus values may be entered to adjust allocations previously made, i.e. they may not exceed the amount showing under Allocated). If **[ENTER]** is pressed on its own, instead of entering the amount, then the selected item is automatically cleared in full.

'R' - REF

This option allows a Transaction Reference to be entered and located automatically in the Supplier's Account. It is displayed, when found, as the first item shown on the screen. To select a particular posting, first enter 'R', press **[ENTER]** then, when requested, enter the Reference Number. You may enter the amount to be allocated. (NOTE: At the START pressing **[ENTER]** will take you back to the first transaction in the Supplier's Account).

'M'-MTH

Enter **M**, press **[ENTER]** to select a month to be allocated on the screen. Then enter a month 0 to 9 ('A' for all months), press **[ENTER]**. The system will automatically match-off every item on the current screen display in the month selected.

'F' or 'B' - PAGE

Enter **F** to display further transactions from the Supplier's Account on the screen. Enter **B** to go back to the previous display. (NOTE: B is limited to ten backward displays).

'I' - Ignore

Enter **I**, press **[ENTER]** to ignore all allocations just made, and return to Screen 1.

'ENTER' - Update

Press **[ENTER]** on its own, to update the files with the allocations just made. If any part of the cash posting is still unallocated then the operator is informed and asked to confirm. If cash is over-allocated, then processing may not continue and allocations must be corrected.

Before the Supplier's Account is updated, a check is performed to make sure there is enough room on the Audit File for each of the allocations made. If there is not, an error message is displayed; the operator should either reject the cash posting (I-Ignore above) or adjust the number of allocations made. (NOTE: At any time a count of the number of allocations made and the amount of audit file space available can be seen at the bottom left of the screen).

POINTS

1. Posting type 8 is useful for making allocations at any time either of cash already stored in the system or non-cash items, e.g. Credit Notes and Credit Adjustments. Use a type 8 posting, also, to make adjustments to allocations, for example, to correct wrongly matched items.
2. Up to one hundred individual allocations can be entered on a single cash posting on Screen 2. The operator is informed if this value is exceeded and he has the choice of either abandoning the cash posting altogether or accepting the allocations as they stand and retaining the cash balance as unallocated.
3. In order to complete a posting, sufficient space must be available on the Audit File to print an Audit Trail. At least ten available records are required on the Audit File to print an Audit Trail (to cater for the maximum size invoice posting possible), before posting can begin. Three records are used for a cash allocation by month on Screen 1; one record is required for each individual allocation made on Screen 2 plus one extra record at the end for control purposes. Record availability is given as follows:
Screen 1 - enter * instead of Account number.
FILES TRANS: Used(nnnnn); Free (nnnnn); AUDIT: Used (nnnn); Free (nnnnn).
Screen 2 - bottom left of screen.
$$\text{ALLOCS} = \text{nnn} / \text{AUDITSPACE AVAIL} = \text{nnnnn} / \text{DIFF} = \text{nnnnn}.$$
'DIFFS' is the number of further allocations that can be made before the Audit File is full.
4. 'Aged Balances(Y/N)' - The Month-End routine (see section 7.3) has the extra option, in open-item, to consolidate transactions at any time without ageing any balances. This is a useful facility should the transaction file become full and additional space is required for further postings. Select this option at any time - all matched transactions will be removed from file.
5. Supplier Credit Limit is setup in the Amend Supplier Details routine and shown printed on the Transactions and Aged Creditor's reports. It is also checked when entering postings. Enter Supplier Credit Limit in multiples of £100 (maximum value allowed £99,900.00).

6. Invoices and Credit Notes can be aged up to ten months old, in the open-item system, when entering postings. Enter a value in the range 0-9.

Explanation of Posting Type

| | | |
|---|-------------------|--|
| 1 | INVOICE | Purchase Invoice. |
| 2 | CREDIT NOTE | Credit Note defective/return goods. |
| 3 | PAYMENTS | Cash/Cheque to a Credit. |
| 4 | CASH | Cash transactions to a Credit Account i.e. Cash Purchase. This will generate the invoice and the corresponding cash entry on the credit account as well as updating Purchases etc. |
| 5 | JOURNAL DR | Debit adjustment misposting correction or constructing opening balances. |
| 6 | JOURNAL CR | Credit adjustment - as above. |
| 7 | CREDIT CASH | Cash reversal/Contra Cash used to correct misposted cash entries (type 3's) or enter a cash refund. |
| 8 | CASH RE-ALLOCTION | Used to make adjustments to previously allocated or matched Items and to allocate any cash that is stored and as yet unallocated in the system. No value is entered for the posting as all allocation entries made must balance to zero. |

7.2 Amend Supplier Details

This option allows Accounts to be added to the Purchase Ledger, existing Accounts details to be changed and/or closed Accounts deleted.

| 2. AMEND SUPPLIER DETAILS | | CAMBERLEY GARDEN CENTRE | |
|--|---|--|--|
| ACCOUNT ? | 1 | NAME AND ADDRESS | |
| | | 1-> T J ROBERTSON LTD 2-> 2315 OLD LONDON ROAD 3-> WOKING4-> SURREY 5-> W023 85PL | |
| 6-> TELEPHONE | | 02136521082 | |
| LAST PAYMENT DATE | | 02.11.84 | |
| 7-> CLASSIFICATION | | 2 | |
| 8-> ALPHACODE | | 4 | |
| 9-> CREDIT LIMIT (100'S) | | 100 | |
| 10-> OPEN ITEM (Y/N) | | N | |
| [?] '1' - '10' TO AMEND 'ENTER' TO UPDATE, 'D' TO DELETE ■ | | | |

The above screen format is used for all three following functions.

to ADD an Account.

Select the Account Number to be allocated to the Supplier and enter it in response to the prompt ACCOUNT? followed by **[ENTER]**.

If the Account is currently unused only N/A will appear as the LAST PAYMENT DATE. If the account is already used, details will be displayed on the screen.

Fill in Account details as required by selecting the number against the field you wish to create, i.e. 8 for ALPHACODE. For a new account it is recommended you start at line 1 and at the end of each line press **[ENTER]** and the prompt will automatically move down to the next line. If there are less than 5 lines on the name and address, to skip to line 6 simply press **[ESC]** at the start of the first blank line. If the cursor is at lines, 6, 7 or 8 then pressing **[ESC]** will move the cursor to the line at the bottom of the screen where you can press **[ENTER]** to update or press **[ESC]** to cancel the previous entries.

To CHANGE an Account.

Enter the Account Number, details of which you wish to change, and current data held against the Account will be displayed. Change each field as required by selecting the number shown against that field description as described above when adding an Account.

7.3 Run Month End Routine

Displayed on the screen will be the following prompts:

```
3. RUN MONTH END ROUTINE          CAMBERLEY GARDEN CENTRE

AGE BALANCE (Y/N) ?      ■
ZEROISE TURNOVER (Y/N) ?
ZEROISE VAT SUMMARY (Y/N) ?
CLEAR SUMMARY TO NOMINAL (Y/N) ?
```

This routine cannot be run if the Daybook Listing and Audit Trail have not been taken (See Section 7.8).

This routine will allow all outstanding balances on Supplier Accounts to be aged and clear all matched transactions from file in preparation for the next period's processing. It will enable the VAT Summary to be zeroised (normally on Quarterly Basis), the Nominal Summary to be cleared (normally monthly) and the Purchases Value maintained against each Account to be cleared (normally annually). Enter Y or N for your choice followed by **[ENTER]**.

Whilst this routine is being run the following message is also displayed on the screen, where 'nnnn' (max. no. of accounts) is the actual Account being processed at that time:

ACCOUNT BEING PROCESSED 'nnnn'.

For Balance Brought Forward accounts all transactions will be cleared and the period balances will be brought forward to the new period as Journal Transactions. These will then be aged if appropriate.

7.4 Display Supplier Details

Select the Account you wish to view and enter the Account Number. The System will display general details of the Account and balances on the screen.

| 4. DISPLAY SUPPLIER DETAILS | | CAMBERLEY GARDEN CENTRE | |
|--|--------------|-------------------------|------|
| ACCOUNT? | 1 | NAME AND ADDRESS | |
| TRANSACTIONS | 271.24 | T. J. ROBERTSON LTD | |
| LAST REM.N-> | 435.86 | 2315 OLD LONDON ROAD | |
| PURCHASES | | WOKING | |
| | | SURREY | |
| | | W023 85PL | |
| TELEPHONE | 021365 21082 | CURRENT MONTH-> | 0.00 |
| LAST PAYMENT | 02.11.84 | MONTH 1 | 0.00 |
| CLASSIFICATION | 2 | MONTH 2 | 0.00 |
| ALPHACODE | R | MONTH 3 | 0.00 |
| CREDIT LIMIT | 10,000.00 | TOTAL BALANCE | 0.00 |
| OPEN ITEM (Y/N) | N | | |
| [?] 'ESC' - BACK, 'ENTER' FOR TRANSACTIONS ■ | | | |

Explanation of Fields on the Supplier Record

- Name and Address** -Maximum of 85 characters split over 5 lines (max 30 characters on any one line).
- Telephone** -Telephone Number (or as required) 12 characters maximum.
- Last Payment** -The date of the last Payment posting made to the Account (automatically updated) within the program when Entering Postings (see Option 1 Section 7.1.6).
- Classification** -Account Classification (0-9). May be used as required, (see Classification Table - Section 7.10).
- Alphacode** -First character of Surname of Account Trading Name i.e. TESCO = T, Jr J. Thomas = T, this is used for controlling the PRINT ALPHABETIC LISTING (see Section 7.7).
- Credit Limit** Amount of credit limit with Supplier. When exceeded operator is informed.

To display the Postings attached to the Account press **[ENTER]** in response to the prompt at the base of the screen. Maximum number of transactions per screenful is 13, and there can be 'n' number of screens for an Account. To get the next screenful of transactions for the chosen Account simply press **[ENTER]**.

| 4. DISPLAY SUPPLIER DETAILS | | CAMBERLEY GARDEN CENTRE | | | |
|-----------------------------|----------|-------------------------|------------|--------------|-------------------|
| T J ROBERTSON LTD | | | | | |
| (C) | 0.00(1) | 0.00(2) | 0.00(3) | 0.00 | |
| [TYPE] | REF.1. M | [DATE] | [AMOUNT] | [VAT/DISC] | [UNALLOC] REF.2 |
| 5-J/L DR | B.FWD | 2 | 30.10.84 | 505.15 | 0.00 0.00 (1) |
| 6-J/L CR | B.FWD | 1 | 30.10.84 | -233.91 | 0.00 0.00 (0) |
| 1-INVOICE | IN1773 | 0 | 02.11.84 | 230.00 | 30.00 0.00 AC\231 |
| 3-PAYMENT | 017269 | 0 | 02.11.84 | -501.24 | 0.00 0.00 |

[?] END OF POSTINGS, 'ENTER' - BALANCES ■

You may alternate between screen displays by pressing **[ESC]** at the conclusion of each screen page.

N.B. The value in the AMOUNT column is the gross value of the transaction and therefore includes TAX and Settlement Discount Values...

7.5 Print Purchase Ledger

Select the Account Range to be printed, pressing **[ENTER]** twice will print all Accounts. Press **[ESC]** at any time to return to the MAIN MENU.

Displayed on the screen will be the following prompts.

| 5. PRINT PURCHASE LEDGER REPORT | | CAMBERLEY GARDEN CENTRE | |
|---------------------------------|--|-------------------------------|--|
| START ACCOUNT ? | | ['ENTER' TWICE WILL LIST ALL] | |
| END ACCOUNT ? | | | |

7.6 Print Transactions Listing

Select the Account Range to be printed and whether or not FULL ACCOUNT DETAILS are required. Pressing **[ENTER]** twice will print all Accounts.

Press **[ESC]** at any time to return to the MAIN MENU.

Displayed on the screen will be the following prompts.

```
6. PRINT TRANSACTION LISTING          CAMBERLEY GARDEN CENTRE

START ACCOUNT ?  □                    ['ENTER' TWICE WILL LIST ALL]
END ACCOUNT ?
```

'N' followed by **[ENTER]** will print limited Supplier Account details like Account No., first line of Name/Address, Total Balance owing, Current Month's Balance owing only, together with all transaction details.

'Y' followed by **[ENTER]** will print all Supplier Account details together with all transaction details.

7.7 Print Alphabetic Listing

All Accounts are sorted by Alpha Code and printed. "N" followed by **[ENTER]** will take you to the Main Menu.

Press **[ESC]** at any time to return to the MAIN MENU.

Displayed on the screen will be the following prompt.

| | |
|-------------------------------|-------------------------|
| 7. PRINT ALPHABETIC LISTING | CAMBERLEY GARDEN CENTRE |
| <p>ARE YOU SURE (Y/N) ? ■</p> | |

NOTE: This selection may take some time to run because to the alpha sorting process.

7.8 Print Daybook, Nominal, VAT Audit

These reports are collected under this heading as they provide the fundamental information to control and substantiate the system totals.

Displayed on the screen will be the following prompts.

| | |
|--|-------------------------|
| 8. PRINT DAYBOOK, AUDIT, NOMINAL, VAT | CAMBERLEY GARDEN CENTRE |
| <p>VAT SUMMARY (Y/N) ? ■</p> <p>DAYBOOK LISTING (Y/N) ?</p> <p>NOMINAL (CL) SUMMARY (Y/N) ? FULL (Y/N) ?</p> <p>CONTROL AUDIT (Y/N) ?</p> | |

Daybook Listing

This will list postings to the Ledger, and provides totals to aid the control of input if you choose to batch postings. Once a posting has appeared on the listing it will be excluded from the subsequent Daybook Reports.

At the end of the Daybook Listing, displayed on the screen will be the message `IS DAYBOOK LISTING O.K. (Y/N)?` `N` followed by **[ENTER]** will cause the Daybook Listing to be re-printed, `Y` followed by **[ENTER]** will enable the program to continue.

Nominal

The Control Accounts maintained by the system (95-99) are printed together with the Purchase Accounts 1-94. A full listing may be produced, enter 'Y', or only those Accounts with non-zero balances, enter 'N'.

Control Account 96, i.e. Purchases Total must be equal to the total of Accounts 1-94.

V.A.T.

The ten V.A.T. Rates are printed showing the Goods Value and V.A.T. value against each code (0-9). These values are held by the system until cleared during the Month End routine (optional). Normally this report would be printed every quarter as the V.A.T. Return from the Purchase Ledger.

Audit

The breakdown of all postings i.e. V.A.T. values, Nominal Control Accounts, Cash and Auto-Payment Allocations are shown on the report thus enabling these totals to be proved if required.

At the end of the Audit List, displayed on the Screen will be the message is `AUDIT LIST O.K. (Y/N)?` By pressing 'N' followed by **[ENTER]** the Audit List will be re-printed.

On pressing 'Y' followed by **[ENTER]** will enable the program to continue.

7.9 Aged Creditors

This option will print the Aged Balance details of the accounts selected in a choice of formats.

Another very useful feature is that should any credit limits for any Supplier be exceeded then it is stated on this report.

Displayed on the screen will be the following prompts.

| | |
|--------------------------------|-------------------------------|
| 9. PRINT AGED CREDITORS REPORT | CAMBERLEY GARDEN CENTRE |
| START ACCOUNT ? ■ | ['ENTER' TWICE WILL LIST ALL< |
| END ACCOUNT ? | |

'Y' to Summarise will have one print line per Supplier Account and only 20 characters of the first line of the Name/Address.

'N' to Summarise will have two print lines per Supplier Account with a fuller Name/Address as well as the Telephone Number of the Account.

7.10 Amend Tables, Nominal, VAT

Select the option required. These are semi-permanent pieces of data and it is not anticipated that they will alter very frequently. **[ESC]** will return you to the Main Menu.

| | |
|--|-------------------------|
| 10. AMEND TABLES, NOM. CLASS, VAT RATES | CAMBERLEY GARDEN CENTRE |
| TABLES [T] NOMINAL [N] VAT RATES [V] CLASSIFICATIONS [C] ■ | |

Classification

Classification entries 0-9 are displayed on the screen and the contents or code description may be changed as required. (These correspond to the Classification Code for the Supplier). Simply enter the line number to be altered followed by **[ENTER]** Now enter the Classification Description for the chosen code followed by **[ENTER]** The cursor will go back to the prompt at the bottom of the screen, where a further **[ENTER]** will update the information displayed on the screen to the disc.

| 10. AMEND TABLES, NOM. CLASS, VAT RATES CAMBERLEY GARDEN CENTRE | | |
|--|----|-------------------------------|
| TABLE | CL | CONTENTS |
| 1-> | 0 | PAY IN 30 DAYS |
| 2-> | 1 | PAY IN 2 MONTHS |
| 3-> | 2 | PAY IN 3 MONTHS |
| 4-> | 3 | PAY CASH ON DELIVERY |
| 5-> | 4 | PAY BY END OF FOLLOWING MONTH |
| 6-> | 5 | |
| 7-> | 6 | |
| 8-> | 7 | |
| 9-> | 8 | |
| 10-> | 9 | |

[?] '1' - '10' TO AMEND, 'ENTER' TO UPDATE ■

Tables

Table entries 1-14 are displayed on the screen and the contents of each line may be changed as required. (These entries correspond to the 'Logo' on Remittance Advice Notes). Simply enter the line number to be changed followed by **[ENTER]** and the contents on the line can be entered. **[ENTER]** again will move the cursor to the prompt at the bottom of the screen. **[ENTER]** will then update the information on the screen to the disc.

| 10. AMEND TABLES, NOM. CLASS, VAT RATES CAMBERLEY GARDEN CENTRE | |
|--|-------------------------------|
| TABLE | CONTENTS |
| 1-> | CAMBERLEY GARDEN CENTRE |
| 2-> | 710 GROVE RD |
| 3-> | CAMBERLEY |
| 4-> | SURREY |
| 5-> | GU10 49L |
| 6-> | ===== |
| 7-> | VAT REGISTRATION NUMBER |
| 8-> | 529 5237 86 |
| 9-> | ===== |
| 10-> | OPENING HOURS:- |
| 11-> | MONDAY TO FRIDAY 8.30 TO 6.00 |
| 12-> | WEEKEND 8.30 TO 7.30 |
| 13-> | ===== |
| 14-> | TEL CAMBERLEY (0276) 502134 |
| [?] '1' - '14' TO AMEND, 'ENTER' TO UPDATE ■ | |

V.A.T. Input

V.A.T. Input Rates may be altered as required (10 rates are available).

Simply enter the line numbers to be changed followed by **[ENTER]** and the contents of the V.A.T. Code field may be entered in the range 00.01% to 99.99%. **[ENTER]** again will sent the cursor to the prompt at the bottom of the screen. **[ENTER]** will then update the information on the screen to a disc.

VAT PRECISION is used in the system to control the accuracy of the split of Goods and V.A.T. on a posting.

When set to, say, 0.09 the V.A.T. amount on an Invoice Line may be within plus or minus 0.08 of the Computer calculated amount, otherwise a warning will be displayed (while posting).

V.A.T. Rates may not be altered if GOODS and V.A.T. entries are outstanding for that code.

| 10. AMEND TABLES, NOM. CLASS, VAT RATES | | | | CAMBERLEY GARDEN CENTRE | |
|--|-----------------|-----------------|-----------------|-------------------------|-------|
| TABLE CODE | [%] | [-- GOODS --] | [--- VAT ---] | | |
| 1-> 0 | 15.00 | 200.00 | | | 30.00 |
| 2-> 1 | 0.00 | 0.00 | | | 0.00 |
| 3-> 2 | 0.00 | 0.00 | | | 0.00 |
| 4-> 3 | 0.00 | 0.00 | | | 0.00 |
| 5-> 4 | 0.00 | 0.00 | | | 0.00 |
| 6-> 5 | 0.00 | 0.00 | | | 0.00 |
| 7-> 6 | 0.00 | 0.00 | | | 0.00 |
| 8-> 7 | 0.00 | 0.00 | | | 0.00 |
| 9-> 8 | 0.00 | 0.00 | | | 0.00 |
| 10-> 9 | 0.00 | 0.00 | | | 0.00 |
| 11-> | VAT PRECISION ? | 0.01 | | | |
| [?] '1' - '11' TO AMEND, 'ENTER' TO UPDATE ■ | | | | | |

N.B. The value in the GOODS column does not include V.A.T. Values.

Nominal

Two digit Control Accounts (CL) can be specifically allocated to three digit Nominal (General) Ledger Accounts, bridging and updating to the Nominal (General) Ledger. The overall Control Accounts are shown (95-99) and their Nominal Codes may be amended to your coding structure. Purchases Control A/Cs (1-94) and Nominal Codes may also be changed together with their descriptions. Simply enter the Control Account in range 1-94 followed by **[ENTER]** enter the three digit Nominal (General) Ledger Account associated with the Control Account followed by **[ENTER]** and enter the Description followed by **[ENTER]** More than once Control Account (CL) can be allocated to one Nominal (General) Ledger Account and vice versa.

| 18. AMEND TABLES, NOM. CLASS, VAT RATES | | | | CAMBERLEY GARDEN CENTRE | |
|---|-----|-----------------------|------------------|-------------------------|--|
| CL | N/C | [-- DESCRIPTION --] | [-- AMOUNT --] | | |
| 95 | 480 | PURCHASE CONTROL | 1,753.90 | | |
| 96 | 140 | PURCHASE TOTAL | 2,036.94 | | |
| 97 | 421 | VAT INPUT | 385.54 | | |
| 98 | 381 | BANK / CASH ACCOUNT | -588.58 | | |
| 99 | 165 | DISCOUNT RECEIVABLE | 0.00 | | |

[?] '1' - '99' TO AMEND, 'ENTER' TO UPDATE ■

Individual Nominal Code settings and totals can be reviewed and displayed on the screen with this feature entering the Control Account Number followed by **[ENTER]** and then exiting (using **[ESC]** without altering the Nominal Code).

Summary of Controls

The Summary to Nominal Control Report has 5 overall Control Accounts (95-99) into which postings are accumulated. To help you understand these controls, below are details of where they are accumulated.

Debit or Credit values are taken from the posting type.

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------------|------|-------------|----------------|--------------|------------|------------|----------------|
| | Inv. | Cr. Note | P'ment Disc | Cash Tran | Jnl Dr. | Jnl Cr. | P'ment Rev. |
| Creditors Control | - | + | + | | - | + | - |
| Purchases Total | + | - | | + | + | - | |
| V.A.T. Input | + | - | | + | + | - | |
| Bank Account | | | - | - | | | + |
| Discount Receivable | | | - | | | | + |

- Creditors Control figures will include V.A.T.
- On the Summary to Nominal Report, Creditors Control Amount less the Purchases Total, V.A.T. Input, plus Bank Account and Discount Receivable should equal zero.

- c) You have an option of breaking down Purchases Total over 94 Analysis Headings. Your individual postings can be made to these user selectable Purchases Expenditure Codes.

Complete control over the system is maintained via the Nominal Ledger, at the end of each month.

The Creditors Control value is posted to the Current Liabilities section of the Nominal Ledger. The Nominal Ledger Code selected will show the total sum outstanding at any one time.

The total Purchases Total may be posted to the Nominal Ledger or the breakdown of that Account (i.e. Analysis Heads 1-94).

The V.A.T. INPUT amount is posted to the V.A.T. Nominal Code.

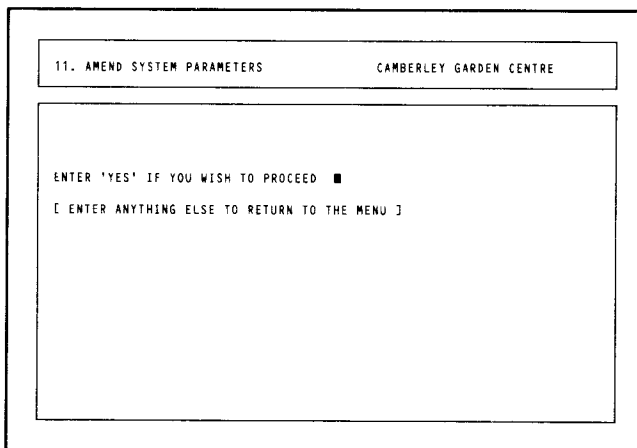
The BANK ACCOUNT amount is posted to the Bank Current Account Nominal Code.

The DISCOUNT RECEIVABLE value can be posted to its own Nominal Code but it is more likely to be shown as a positive value to Purchases Nominal Code.

7.11 Amend System Parameters

The screen shows you a warning, please do not take this option unless you are one hundred per cent certain of the functions of the systems parameters.

Displayed on the screen is:



N.B. YES must be in upper case characters.

| 11. AMEND SYSTEM PARAMETERS | | CAMBERLEY GARDEN CENTRE | |
|--|---|-------------------------|-----------------------|
| TYPE | [| ----- OLD ----- |] [----- NEW -----] |
| 1.NAME | | CAMBERLEY GARDEN CENTRE | |
| 2.PRNT | | 45 | |
| 3.STAT | | | |
| 4.CHR 1 | | 45 | |
| 5.CHR 2 | | 45 | |
| 6.LINES | | 66 | |
| 7.PAUSE | | N | |
| 8.TITLE | | CAMBERLEY GARDEN CENTRE | |
| 9.REF.? | | REF.1. REF.2. | |
| 10.REG . | | 10000009 | |
| [?] '1' - '10' TO AMEND, 'ENTER' TO UPDATE ■ | | | |

The screen shows all the parameters which the system requires to run successfully. Enter these parameters as required on instruction from the user and note carefully the following instructions.

- NAME** -30 Characters: User Name. This will print at the top of all reports.
- PRNT** -Graphic character on Remittance Advice Note set to 45 by default, set to – character if possible.
- STAT** -Set to 'P' for preprinted stationery.
- CHR 1** -Format Character 1 (1-255 only), Set to 45 by default. Set to – character if possible.
- CHR 2** -Format Character 2 (1-255 only), Set to 45 default. Set to – character if possible.
- LINES** -Lines per page. Normally 66 but if your printer is adding 1 line to page overflows set this to 65. Do not set to less than 54 or statements will be ridiculous.
- PAUSE** -Y/N if printer is to be paused between pages (e.g. with single sheet fed printers).
- TITLE** -The screen title (30 characters).
- REF** -Title for Remittance Advice Headings line (13 characters).

CHQ FL Enter 'Y' if cheque file is required, 'N' if not required.

N.B. PRNT, CHR1 and CHR2 are graphic print characters used to improve the appearance of reports. These print characters can be identified where CHR1 and CHR2 are the horizontal print lines above and below the name and address on the Remittance Advice Note.

PRNT is the character printed at the end of CHR1 and CHR2. Different printers require different ASCII values for these characters therefore they are under the control of the end user.

7.12 End Program

This routine must be used before changing to the Purchase Payments Program Disk.

Select this option to End Program by entering 12 followed by **[ENTER]** and the program closes all files and terminates processing, the following screen is displayed.

We strongly advise you to take copies of data discs at this stage, see Sect 10.

Remove your data discs; if necessary replace the system disc and then type **[ENTER][ENTER]**.

Remember it is wise to BACKUP your data disks if postings or End of Month routines have been used.

8 Purchase payments detailed operating instructions

| | |
|----------|-------------------------|
| A.P.P.S. | CAMBERLEY GARDEN CENTRE |
|----------|-------------------------|

1. AUTO PAYMENT SELECTION
2. AUTO PAYMENT LIST
3. PRINT REMITTANCE ADVICES
4. PRINT CHEQUES
5. PRINT CHEQUE LIST
6. SETUP CHEQUE FORMAT
7. PRINT SAMPLE CHEQUE
8. END PROGRAM

[?] PLEASE SELECT THE OPTION REQUIRED

From this point on select the option required by entering the number followed by **[ENTER]** and refer to the following sections of the manual for instruction in their use.

8.1 Auto-Payment Selection

| | | | |
|---------------------------|--|-------------------------|--|
| 1. AUTO PAYMENT SELECTION | | CAMBERLEY GARDEN CENTRE | |
|---------------------------|--|-------------------------|--|

| ACCOUNT | [REF1] | [REF2] | [DATE] |
|---------|--------|--------|--------|
| 4 | | | |

| ACCOUNT NAME AND ADDRESS | |
|--------------------------|--------|
| QUICK MAINTENANCE LTD | |
| THE THAMES ESTATE | |
| BRACKNELL | |
| BERKS | |
| BJ31 4TZ | |
| CREDIT LIMIT 10,000.00 | |
| PAY IN 2 MONTHS | |
| BLANCE -> | 107.87 |

| MTH | [BALANCE] | [PAYMENT] | [DISCOUNT] |
|-----|-----------|-----------|------------|
| C | 0.00 | | |
| 1 | 11.66 | | |
| 2 | 96.21 | | |
| 3 | 0.00 | | |

- 1.1 Enter the Account Number - The Account details will be displayed. If the Account already has a payment on file the message - Payment already on file - will be displayed. Only 1 payment can be held for an Account. the payment details already on file are displayed and the operator has the option to cancel the existing payment or exiting the option. Cancellation of the payment reinstates all previously flagged transactions for payment and enables a new payment to be made. The alternative option is to print Remittance Advice Notes for the payment already made (Option 3), this would enable another payment to be actioned.
- 1.2 Enter REFERENCE 1.
- 1.3 Enter REFERENCE 2.
- 1.4 Enter DATE in the format DD . MM . YY . If [ENTER] is pressed the system default date will be used.
- 1.5 At this point the user has a number of options to select from:
S - Pay Selected Transactions.
M - Pay by Month.
T - Pay Total.
- 1.6 Pay Selected Transaction.

| 1 | | TYPE | | REF. 1. | DATE | AMOUNT | BALANCE | PAYMENT | BALANCE |
|----|-------|------|-------|---------|----------|--------|---------|---------|---------|
| 2 | 5-J.D | 2 | B.FWD | | 30.11.84 | 96.21 | 76.21 | | 96.21 |
| 3 | 5-J.D | 1 | B.FWD | | 30.11.84 | 11.66 | 11.66 | | 11.66 |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |

| | | | | | | | | | |
|------------------------------------|-----------|-----------------------|-------|------|-------|------|------|----------------|-------|
| PAY SELECTED TRANSACTIONS ACC 4 -> | | QUICK MAINTENANCE LTD | | | | | | | |
| [REF3- (C)= | J 0.00 | (1)= | 11.66 | (2)= | 96.21 | (3)= | 0.00 | [TOTAL PAYMENT | 0.00] |

'1-12' AMEND/'R'-REF/'M'-MNTH/'F' OR 'B'-PAGE/'I'-IGNORE/'ENTER'-UPDATE ■

PAYMENTS = 0 / AUDIT SPACE AVAIL = 385 / DIFF 385

1.7 The method of selecting and paying transactions is the same as that used to allocate cash (see Section 3.) The total payment is shown as it is accumulated at the top of the screen.

After entering all the payments required **[ENTER]** will advance to the discount entry screen.

1.8 DISCOUNT Entry

This enables Settlement Discount to be taken on payments made, either as a percentage or an amount for each month.

Enter the month number followed by **[ENTER]** The cursor is positioned on the required percentage field. Enter a number and the percentage discount will be calculated from the value for discount and placed in the amount field. Enter **[ENTER]** and the cursor will move to the amount field to enable a value to be entered. Having entered all discounts **[ENTER]** will indicate the total payment required (Cheque Value).

1.9 Pay by MONTH

| | | | | |
|---|----------------------------|--------------------------|--------------------------------|--|
| ACC -> QUICK MAINTENANCE LTD | | | | |
| [REF 1-] | | [TOTAL PAYMENT] | | |
| DISCOUNT ENTRY | | | | |
| MTH | [-ACCOUNT-] [-BALANCE-] | [-AMOUNT-] [--PAID--] | [-VALUE FOR-] [-DISCOUNT--] | [----DISCOUNT----] [-%-] [-AMOUNT-] |
| 6 | 0.00 | 0.00 | 0.00 | |
| 1 | 11.66 | 0.00 | 0.00 | |
| 2 | 96.21 | 0.00 | 0.00 | |
| 3 | 0.00 | 0.00 | 0.00 | |
| 4 | 107.87 | 0.00 | 0.00 | 0.00 |
| ENTER MONTH (C OR 0,1,2 OR 3) FOR DISCOUNT PRESS 'ENTER' TO UPDATE OR 'B' TO GO BACK | | | | |

On selecting this option the discount entry screen is displayed with the prompt allowing individual month values to be paid and the process continues as described in 1.8.

1.10 Pay TOTAL

On selecting this option the discount entry screen is displayed and the whole account is paid and the process continues as described in 1.8.

8.2 Print Auto-Payment List

This option gives an audit trail of all transactions carried out within the system showing auto-payment details.

8.3 Print Remittance Advice Notes

This option produces a Remittance Advice Note for each auto-payment made for the Supplier's selected and clears these payments off the file. This then enables further payments to be made.

At this time the payments are written to the Cheque File, if this option has been specified for use in the Cheque Writing program, or they are deemed paid and cleared from the auto-payment list of transactions.

8.4 Print Cheques

8.4.1 This option is used to print Cheques held on the Cheques File. The option contains a restart facility for reprinting Cheques, if necessary, and a setup procedure for aligning printer stationery and assigning Cheque numbers.

When the Cheque printing option is selected it first of all indicates the number of cheques on file that have already been printed and the number of cheques yet to be produced, and indicates the last cheque number used. At the bottom of the screen, if cheques have already been printed, it asks you if a reprint of cheques is required. If 'Y' (YES) is entered, the following prompt is displayed.

```
4. PRINT CHEQUES                                CAMBERLEY GARDEN CENTRE

ARE YOU SURE ? (Y/N)      Y
CHEQUES PRINTED 0, TO BE PRINTED 8
LAST CHEQUE NO. USED = 17272

ENTER FIRST CHEQUE NO. 17280
IS CHEQUE STATIONERY ALIGNED IN PRINTER CORRECTLY ? (Y/N)      Y
ENTER PAYMENT DATE 30.11.84

READY TO PRINT ? (PRESS 'ENTER' TO CONTINUE)  ■
```

8.4.2 'Restarting at item nnn [OK?, Enter 'Y' or 'N']

The above prompt indicates that item nnn on the file is the next Cheque to be printed. To continue printing Cheques at this point, enter Y (YES) and press **[ENTER]**. To restart printing at a point earlier on the file, then enter N, press **[ENTER]**. The prompt will then be given to enter a different item number from which to start printing.

8.4.3 Enter First Cheque No.

When this prompt is displayed, enter the first Cheque Number of the Cheque Stationery aligned in the printer. It does not matter if the first one or two Cheques that are produced are Dummy Cheques used to align the stationery in the printer, the first Cheque Number physically used should be entered so that the exact sequence of Cheque Numbers are recorded on the payments list.

8.4.4 'Is Cheque Stationery Aligned in Printer Correctly (Y/N)'

This prompt is displayed after the first Cheque Number to be used has been entered. If you are happy that the stationery is aligned in the printer correctly enter Y (YES) followed by **[ENTER]**. If you would like to print a Dummy Cheque to test the alignment, enter 'N' followed by **[ENTER]**. A record of all Dummy Cheques printed is kept by the system and printed on the Payments list.

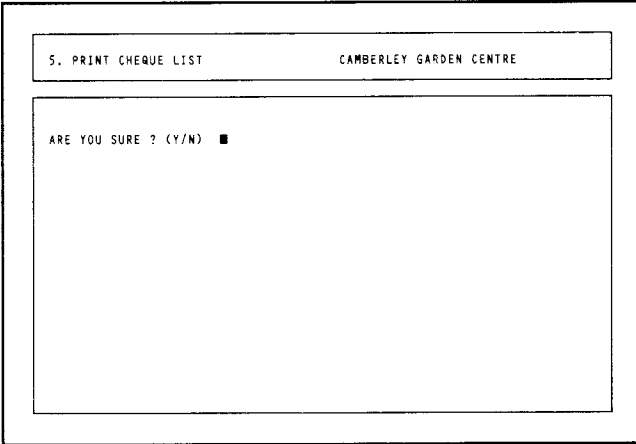
8.4.5 'Enter Payment Date'

At this prompt enter the payment date to be printed on the Cheques. Enter **[ENTER]** on its own to enter the system date.

8.4.6 'Ready to Print? (Press Enter to Continue)'

This is the last prompt to be given. To commence printing press **[ENTER]**. (**[ESC]** will clear screen and ignore). To interrupt Cheque printing at any time, press **[ESC]**; the run may be continued later on as a restart.

8.5 Print Cheque Payments List



The screenshot shows a terminal window with a title bar containing '5. PRINT CHEQUE LIST' on the left and 'CAMBERLEY GARDEN CENTRE' on the right. The main content area of the terminal displays the prompt 'ARE YOU SURE ? (Y/N) ■'.

8.5.1 This routine prints a list of cheque file details both for monitoring amounts to be paid before and after Cheques have been printed.

Once Cheques have been produced this report shows the Cheque Numbers used and the points at which the Cheques were reprinted.

At the end of this report when all Cheques have finally been produced the Cheques File can be cleared by answering 'Y' to:

```
' IS REPORT O/K (Y/N) ? '
```

followed by **[ENTER]**.

On answering 'N' followed by **[ENTER]** the report is re-printed.

[ESC] instead of 'Y' or 'N' will return to Main Menu without clearing cheques file thus enabling any cheques in file to be reprinted.

8.6 Set Up Cheque Format Option

8.6.1 This option is used to set up the Cheque format required. Once created, the format is saved by the system for use in subsequent Cheque printing runs.

The format may be set on demand by the user to any format he may need.

| 6. SETUP CHEQUE FORMAT | | CAMBERLEY GARDEN CENTRE | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------|-------------------------|---------|--|--|--------|-------|---------|-----------|---|----|---|------------|---|---|----|-------------------|---|---|----|---------------------|---|----|---|--------------------|----|--|--|
| <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">LINE #</th> <th style="width: 15%;">COL #</th> <th style="width: 15%;">CHARS #</th> </tr> </thead> <tbody> <tr> <td>1 -> DATE</td> <td>5</td> <td>60</td> <td>8</td> </tr> <tr> <td>2 -> PAYEE</td> <td>7</td> <td>5</td> <td>30</td> </tr> <tr> <td>3 -> AMOUNT WORDS</td> <td>9</td> <td>5</td> <td>45</td> </tr> <tr> <td>4 -> AMOUNT NUMERIC</td> <td>9</td> <td>60</td> <td>9</td> </tr> <tr> <td>5 -> DEPTH OF FORM</td> <td>12</td> <td></td> <td></td> </tr> </tbody> </table> | | | | | | LINE # | COL # | CHARS # | 1 -> DATE | 5 | 60 | 8 | 2 -> PAYEE | 7 | 5 | 30 | 3 -> AMOUNT WORDS | 9 | 5 | 45 | 4 -> AMOUNT NUMERIC | 9 | 60 | 9 | 5 -> DEPTH OF FORM | 12 | | |
| | LINE # | COL # | CHARS # | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 -> DATE | 5 | 60 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 -> PAYEE | 7 | 5 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 -> AMOUNT WORDS | 9 | 5 | 45 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 -> AMOUNT NUMERIC | 9 | 60 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 -> DEPTH OF FORM | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ENTER - 'G' FOR CHEQUE GRID '1-5' TO AMEND ABOVE 'U' TO UPDATE / 'ESC' TO IGNORE ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Date, Payee Name, Amount in Words and Numeric Amount fields to be positioned on the cheque; Depth is the total number of lines to be printed '1-5 to Amend Above Fields'.

8.6.2 Enter the above fields by selecting the appropriate number 1 to 5, and specifying the line and column number positions within the Cheque. 'Chars.' is the number of characters that will be printed for each field. (NOTE: **[ESC]** ignores any selection made and returns to the original prompt).

8.6.3 'G for Cheque Grid'.

Enter G followed by **[ENTER]** to print a Cheque Grid for aiding the formatting of the cheque.

8.6.4 'U' to Update (**[ESC]** to ignore).

Enter 'U' followed by **[ENTER]** to save the required cheque format to disc. The format saved will be used automatically each time a cheque run is produced.

8.7 Print Sample Cheque

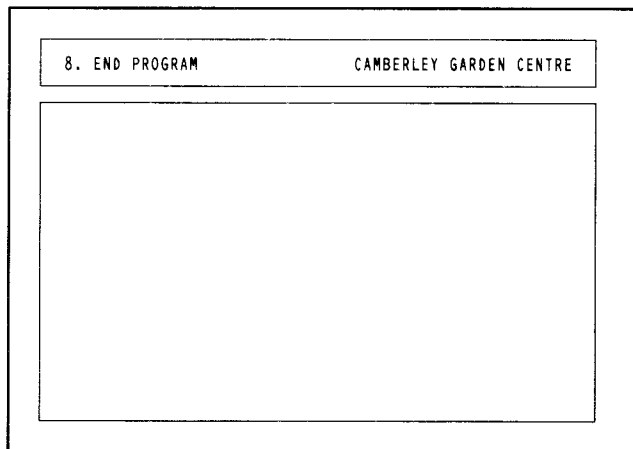
This option can be used to print a sample cheque at any time from the format previously entered and saved to disc. use the sample cheque to ensure that the format entered matches up with the cheque stationery to be used.

8.8 End Program

This option must be used before changing to the Purchase Ledger Program Disk.

Select this option to End Program by entering 8 followed by **[ENTER]** and the program closes all files and terminates processing, the following screen is displayed.

We strongly advise you to take copies of data disks at this stage, see Sect 11.



Remove your data disks; if necessary replace the system disk and then type **[ENTER][ENTER]**.

Remember it is wise to **BACKUP** your data disks if postings or End of Month routines have been used.

| ----- [CAMBERLEY GARDEN CENTRE] ----- | | | | | | |
|--|---|---------|--------|----------|----------------|-----------------------|
| ----- [P/L] [DAYBOOK LISTING / RUN 4] ----- | | | | | | |
| ----- [CP/M VERSION] ----- DATED 30.11.84 ----- PAGE 1] ----- | | | | | | |
| [CR/C] | [| TYPE] | REF.1. | [DATE] | [- AMOUNT -] | [VAT / DISC] REF.2. |
| 1 | 1 | INVOICE | IN\713 | 02.11.84 | 230.00 | 30.00 AC\231 |
| 1 | 3 | PAYMENT | 017269 | 02.11.84 | -505.15 | 0.00 |
| 1 | 1 | INVOICE | IN\714 | 02.11.84 | 65.23 | 8.51 623\MB |
| 2 | 5 | J/L DR. | 432 | 02.11.85 | 158.65 | 20.69 |
| 3 | 4 | CASH PL | RCE24 | 05.11.85 | 32.10 | 4.19 |
| | | | RCE24 | 05.11.85 | -32.10 | -4.19 |
| 4 | 6 | J/L CR. | JNL433 | 05.11.84 | -83.66 | -10.91 |
| 5 | 7 | CR/CASH | 521326 | 07.11.84 | 26.40 | 0.00 11.10 |
| 6 | 1 | INVOICE | IN\715 | 10.11.85 | 52.11 | 6.80 23\B |
| 7 | 2 | CR.NOTE | CR\281 | 10.11.84 | -86.20 | -11.24 IN\710 |
| 8 | 1 | INVOICE | IN\716 | 11.11.84 | 683.23 | 89.12 525\DS |
| 9 | 1 | INVOICE | IN\717 | 11.11.84 | 124.55 | 16.25 |
| 1 | 1 | INVOICE | IN\718 | 11.10.84 | 231.60 | 30.21 65231 |
| 2 | 1 | INVOICE | IN\719 | 15.11.85 | 329.47 | 42.97 512 |
| 3 | 1 | INVOICE | IN\720 | 15.11.85 | 234.66 | 30.61 5632 |
| 4 | 1 | INVOICE | IN\721 | 19.11.85 | 95.32 | 12.43 80\DKU |
| 1 | 5 | J/L DR. | IN\722 | 19.11.84 | 176.25 | 22.99 |
| 6 | 1 | INVOICE | IN\723 | 23.11.84 | 32.21 | 4.20 53\L |
| 7 | 1 | INVOICE | IN\724 | 23.11.84 | 55.24 | 7.21 |
| 8 | 1 | INVOICE | IN\725 | 26.11.84 | 352.61 | 45.99 |

| ----- [CAMBERLEY GARDEN CENTRE] ----- | | | | | | |
|--|-----|----------------|----------------|-----------|--|--|
| ----- [P/L] [DAYBOOK LISTING / RUN 4] ----- | | | | | | |
| ----- [CP/M VERSION] ----- DATED 30.11.84 ----- PAGE 2] ----- | | | | | | |
| [POSTING TYPE] | QTY | [- AMOUNT -] | [VAT / DISC] | | | |
| 1 INVOICE TOTAL -> | 13 | 2,838.89 | 370.30 | | | |
| 2 CR.NOTE TOTAL -> | 1 | -86.20 | -11.24 | | | |
| 3 PAYMENT TOTAL -> | 1 | -505.15 | 0.00 | | | |
| 4 CASH PL TOTAL -> | 1 | 32.10 | 4.19 | | | |
| | | -32.10 | -4.19 | | | |
| 5 J/L DR. TOTAL -> | 2 | 334.90 | 43.68 | | | |
| 6 J/L CR. TOTAL -> | 1 | -83.66 | -10.91 | | | |
| 7 CR/CASH TOTAL -> | 1 | 26.40 | 0.00 | | | |
| 9 AUT-PAY TOTAL -> | 0 | 0.00 | 0.00 | | | |
| 10 P-CANCL TOTAL -> | 0 | 0.00 | 0.00 | | | |
| TOTALS | | 2,525.18 | [PURCH | 2,640.01] | | |
| DAYBOOK PRINT COMPLETE | | | | | | |

```

----- [ CAMBERLEY GARDEN CENTRE ] -----
----- [P/L] CONTROL / VAT AUDIT -----
----- [ CP/M VERSION ----- DATED 30.11.84 ----- PAGE 1 ] -----
----- REF.1. [AC] T VC [RATE%] [--- GOODS ---] [--- VAT ---] [CL] [--- DESCRIPTION ---] -----

```

| | | | | | | | | |
|--------|-----|---|------|---------------------------|--------|----------|------|-----------------------|
| INN713 | 1 | 1 | 0 | 15.00 | 200.00 | 30.00 | 85 | PLANT TRAYS PURCHASES |
| 017269 | 1 | 3 | | PAYMENT | 505.15 | DISCOUNT | 0.00 | UNALLOCATED 505.15 |
| | | | | [CASH ALLOCATED AS BELOW] | | | | |
| | (0) | | 0.00 | (1) | 0.00 | (2) | 0.00 | (3) 0.00 |
| INN714 | 1 | 1 | 0 | 15.00 | 56.72 | 8.51 | 75 | PLANT POT PURCHASES |
| 432 | 2 | 5 | 0 | 15.00 | 137.96 | 20.69 | 35 | GDN IMPLEMENTS P/CHS |
| RCE24 | 3 | 4 | 0 | 15.00 | 27.91 | 4.19 | 35 | GDN IMPLEMENTS P/CHS |
| JNL433 | 4 | 6 | 0 | 15.00 | -72.75 | -10.91 | 94 | UNANALYSED PURCHASES |
| NN715 | 6 | 1 | 0 | 15.00 | 45.31 | 6.80 | 94 | UNANALYSED PURCHASES |
| CR\281 | 7 | 2 | 0 | 15.00 | -74.96 | -11.24 | 15 | PURCHASES OF FLOWERS |
| INN716 | 8 | 1 | 0 | 15.00 | 594.11 | 89.12 | 5 | PURCHASES OF SHRUBS |
| INN717 | 9 | 1 | 0 | 15.00 | 108.30 | 16.25 | 89 | FERTILISER PURCHASES |
| INN718 | 1 | 1 | 0 | 15.00 | 201.39 | 30.21 | 45 | WORKSHOP TOOLS P/CHS |
| INN719 | 2 | 1 | 0 | 15.00 | 286.50 | 42.97 | 35 | GDN IMPLEMENTS P/CHS |
| INN720 | 3 | 1 | 0 | 15.00 | 204.05 | 30.61 | 55 | GDN FURNITURE P/CHS |
| INN721 | 4 | 1 | 0 | 15.00 | 82.89 | 12.43 | 94 | UNANALYSED PURCHASES |
| INN722 | 1 | 5 | 0 | 15.00 | 153.26 | 22.99 | 75 | PLANT POT PURCHASES |

```

----- [ CAMBERLEY GARDEN CENTRE ] -----
----- [P/L] [ AGED CREDITORS REPORT ] -----
----- [ CP/M VERSION ----- DATED 30.11.84 ----- PAGE 1 ] -----
----- [CURRENT MONTH] [---MONTH 1---] [---MONTH 2---] [---MONTH 3---] [TOTAL BALANCE] -----

```

| | | | | | | | | |
|---|----|---|---------|----------|--------|--|----------|--|
| [| 1] | [NAME -> T J ROBERTSON LTD] [TEL:02136521082] | | | | | | |
| | | 197.93 | 505.15 | 0.00 | 0.00 | | 703.08 | |
| [| 2] | [NAME -> MILWARD GARDEN SUPPLIES] [TEL:02354 651942] | | | | | | |
| | | 840.78 | 311.78 | 0.00 | 0.00 | | 1,152.56 | |
| | | >>>> CREDIT EXCEEDED BY 152.56 <<<< | | | | | | |
| [| 3] | [NAME -> EVERYDAY GARDEN EQUIPMENT] [TEL:012 148 1254] | | | | | | |
| | | 234.66 | 568.68 | 0.00 | 0.00 | | 803.34 | |
| [| 4] | [NAME -> QUICK MAINTENANCE LTD] [TEL:09543 951952] | | | | | | |
| | | 11.66 | 96.21 | 0.00 | 0.00 | | 107.87 | |
| [| 5] | [NAME -> D I Y SUPPLIES LTD] [TEL:0276 051395] | | | | | | |
| | | 26.40 | 126.40 | 0.00 | 0.00 | | 152.80 | |
| [| 6] | [NAME -> B J PRINTING LTD] [TEL:0252 591846] | | | | | | |
| | | 84.32 | -233.91 | -59.79 | 133.24 | | -76.14 | |
| [| 7] | [NAME -> JOHN FULMAN CO LTD] [TEL:0252 654649] | | | | | | |
| | | -30.96 | 8.08 | 1,240.33 | 0.00 | | 1,217.45 | |
| [| 8] | [NAME -> PERRY PLANT AND SERVICIES] [TEL:0623 65463] | | | | | | |
| | | 1,035.84 | 173.50 | 0.00 | 292.34 | | 1,501.68 | |
| [| 9] | [NAME -> FERTILISING AND COMPOST CO] [TEL:032 841 6513] | | | | | | |
| | | 124.55 | 315.20 | 261.20 | 0.00 | | 700.95 | |

| ----- [CAMBERLEY GARDEN CENTRE] ----- | | | |
|---|-----------|----------------------------|-----------------|
| ----- [CP/L] [VAT SUMMARY] ----- | | | |
| [CP/M VERSION] | | ----- DATED 30.11.84 ----- | PAGE 1] |
| [CODE] | [RATE%] | [-- GOODS --] | [--- VAT ---] |
| 0 | 15.00 | 5,991.03 | 898.67 |
| 1 | 0.00 | 0.00 | 0.00 |
| 2 | 0.00 | 0.00 | 0.00 |
| 3 | 0.00 | 0.00 | 0.00 |
| 4 | 0.00 | 0.00 | 0.00 |
| 5 | 0.00 | 0.00 | 0.00 |
| 6 | 0.00 | 0.00 | 0.00 |
| 7 | 0.00 | 0.00 | 0.00 |
| 8 | 0.00 | 0.00 | 0.00 |
| 9 | 0.00 | 0.00 | 0.00 |
| VAT TOTALS -> | | 5,991.03 | 898.67 |

| ----- [CAMBERLEY GARDEN CENTRE] ----- | | | | | | | |
|---|-----------------------------|----------------|------------|-------------------|--------------|-------------|--------------|
| ----- [P/L] [TRANSACTION LISTING] ----- | | | | | | | |
| ----- [CP/M VERSION] ----- | | DATED 30.11.84 | | PAGE 1] ----- | | | |
| [A/C] | [TYPE] | REF.1. | M [DATE] | [-AMOUNT-] | [VAT/DISC] | [UNALLOC] | REF.2. |
| 1 | T J ROBERTSON LTD | | | 197.93 (C) | | | 19.11.84 |
| | 2315 OLD LONDON ROAD | | | 585.15 (1) | | | 02136521082 |
| | WOKING | | | 0.00 (2) | 2/R/ | | |
| | SURREY | | | 0.00 (3) | | | 585.15 |
| | W023 85PL | | | 783.08 (T) | | | 1.050.63 |
| | | | | 10,000.00 (C.LMT) | | | N (OI) |
| 1 5 | -J/L DR. B. FWD 1 | 30.10.85 | | 585.15 | 0.00 | 585.15 | (0) |
| 1 1 | -INVOICE IN\713 0 | 02.11.84 | | 230.00 | 30.00 | 230.00 | AC\231 |
| 1 3 | -PAYMENT 017269 0 | 02.11.84 | | -585.15 | 0.00 | -585.15 | |
| 1 1 | -INVOICE IN\714 0 | 02.11.84 | | 65.23 | 8.51 | 65.23 | 623\MB |
| 1 1 | -INVOICE IN\718 0 | 11.10.84 | | 231.60 | 30.21 | 231.60 | 65231 |
| 1 5 | -J/L DR. IN\722 0 | 19.11.84 | | 176.25 | 22.99 | 176.25 | |
| 2 | MILWARD GARDEN SUPPLIES | | | 840.78 (C) | | | 30.11.84 |
| | OAK CROFT GARDENS | | | 311.78 (1) | | | 02354 651942 |
| | WOKINGHAM | | | 0.00 (2) | 0/M/ | | |
| | SURREY | | | 0.00 (3) | | | 311.78 |
| | GUS2 1PO | | | 1,152.56 (T) | | | 1,002.23 |
| | | | | 1,000.00 (C.LMT) | | | N (OI) |
| | >>>CREDIT LIMIT EXCEEDED<<< | | | 152.56 (*) | | | |
| 2 5 | -J/L DR. B. FWD 1 | 30.10.85 | | 311.78 | 0.00 | 311.78 | (0) |
| 2 5 | -J/L DR. 432 0 | 02.11.85 | | 158.65 | 20.69 | 158.65 | |
| 2 1 | -INVOICE IN\719 0 | 15.11.85 | | 329.47 | 42.97 | 329.47 | 512 |
| 2 1 | -INVOICE IN\726 0 | 30.11.84 | | 352.66 | 46.00 | 352.66 | 52\NB |
| 3 | EVERYDAY GARDEN EQUIPMENT | | | 234.66 (C) | | | 15.11.85 |
| | SMITHFIELD WAY | | | 568.68 (1) | | | 012 148 1254 |
| | FLEET | | | 0.00 (2) | 4/E/ | | |
| | HANTS | | | 0.00 (3) | | | 568.68 |
| | GU12 5SS | | | 883.34 (T) | | | 726.46 |
| | | | | 10,000.00 (C.LMT) | | | N (OI) |
| 3 5 | -J/L DR. B. FWD 1 | 30.10.85 | | 568.68 | 0.00 | 568.68 | (0) |
| 3 4 | -CASH PL RCE24 0 | 05.11.85 | | 32.10 | 4.19 | 0.00 | |
| | RCE24 0 | 05.11.85 | | -32.10 | -4.19 | 0.00 | |
| 3 1 | -INVOICE IN\720 0 | 15.11.85 | | 234.66 | 30.61 | 234.66 | 5632 |
| 4 | QUICK MAINTENANCE LTD | | | 11.66 (C) | | | 19.11.85 |
| | THE THAMES ESTATE | | | 96.21 (1) | | | 09543 951952 |
| | BRACKNELL | | | 0.00 (2) | 1/O/ | | |
| | BERKS | | | 0.00 (3) | | | 96.21 |
| | BJ31 4TZ | | | 107.87 (T) | | | 93.80 |
| | | | | 10,000.00 (C.LMT) | | | N (OI) |
| 4 5 | -J/L DR. B. FWD 1 | 30.10.85 | | 96.21 | 0.00 | 96.21 | (0) |

| ----- [CAMBERLEY GARDEN CENTRE] ----- | | | | | | | |
|--|----------------------------|----------|---|----------|------------------|--------------|--------------------|
| ----- [P/L] [TRANSACTION LISTING] ----- | | | | | | | |
| ----- [CP/M VERSION] ----- DATED 30.11.84 ----- PAGE 3] ----- | | | | | | | |
| [CR/C] | [TYPE] | REF.1. | M | [DATE] | [-AMOUNT-] | [VAT/DISC] | [UNALLOC] REF.2. |
| 8 | PERRY PLANT AND SERVES | | | | 1,035.84 (C) | | 26.11.84 |
| | 21 ROMAN ROAD | | | | 173.50 (1) | | 0623 65463 |
| | GODALMING | | | | 0.00 (2) | 3/P/ | |
| | SURREY | | | | 292.34 (3) | | 465.84 |
| | GU11 9LG | | | | 1,501.68 (T) | | 1,305.81 |
| | | | | | 5,000.00 (C.LMT) | | Y (01) |
| 8 1 | -INVOICE IN\705 3 | 10.08.84 | | 292.34 | 38.13 | 292.34 | J12\64 |
| 8 1 | -INVOICE IN\711 1 | 30.10.85 | | 184.00 | 24.00 | 184.00 | KP\PL |
| 8 6 | -J/L CR. J\431 1 | 12.10.85 | | -10.50 | -1.37 | -10.50 | RCE12 |
| 8 1 | -INVOICE IN\716 0 | 11.11.84 | | 683.23 | 89.12 | 683.23 | 525\DS |
| 8 1 | -INVOICE IN\725 0 | 26.11.84 | | 352.61 | 45.99 | 352.61 | |
| 9 | FERTILISING AND COMPOST CO | | | | 124.55 (C) | | 11.11.84 |
| | FARM LANE | | | | 315.20 (1) | | 032 841 6513 |
| | ASH GREEN | | | | 261.20 (2) | 3/F/ | |
| | HANTS | | | | 0.00 (3) | | 576.40 |
| | GU23 6QR | | | | 700.95 (T) | | 609.52 |
| | | | | | 5,000.00 (C.LMT) | | Y (01) |
| 9 1 | -INVOICE IN\709 2 | 05.09.84 | | 261.20 | 34.07 | 261.20 | WD\523 |
| 9 1 | -INVOICE IN\712 1 | 12.10.84 | | 315.20 | 41.11 | 315.20 | 52184 |
| 9 1 | -INVOICE IN\717 0 | 11.11.84 | | 124.55 | 16.25 | 124.55 | |
| 10 | LONDON ROAD GARAGE LTD | | | | 0.00 (C) | | 10.08.84 |
| | LONDON ROAD | | | | 0.00 (1) | | 0276 139498 |
| | FRIMLEY | | | | 0.00 (2) | 1/L/ | |
| | SURREY | | | | 115.26 (3) | | 115.26 |
| | GU1 9QP | | | | 115.26 (T) | | 100.23 |
| | | | | | 5,000.00 (C.LMT) | | Y (01) |
| 10 1 | -INVOICE IN\706 3 | 10.08.84 | | 115.26 | 15.03 | 115.26 | 562\LB |
| ** GRAND TOTALS ** | | | | | 2,525.18 (C) | | |
| | | | | | 1,871.09 (1) | | |
| | | | | | 1,441.74 (2) | | |
| | | | | | 540.84 (3) | | |
| | | | | | 6,378.85 (T) | | |

| ----- [CAMBERLEY GARDEN CENTRE] ----- | | | |
|--|---|---|---|
| ----- [P/L] [PURCHASE LEDGER LISTING] ----- | | | |
| ----- [CP/M VERSION] ----- DATED 30.11.84 ----- PAGE 1] ----- | | | |
| A/C. | NAME AND ADDRESS | [-- AMOUNT --] | [ACCOUNT DETAILS] |
| 1 | T J ROBERTSON LTD 2315 OLD LONDON ROAD WOKING SURREY W023 85PL | 197.93 (C) 505.15 (1) 0.00 (2) 2/R/ 0.00 (3) 703.08 (T) 10,000.00 (C.LMT) | 19.11.84 02136521082 505.15 1,050.63 N (OI) |
| 2 | MILWARD GARDEN SUPPLIES OAK CROFT GARDENS WOKINGHAM SURREY GU52 1PO | 840.78 (C) 311.78 (1) 0.00 (2) 0/M/ 0.00 (3) 1,152.56 (T) 1,000.00 (C.LMT) | 30.11.84 02354 651942 311.78 1,002.23 N (OI) |
| | >>>CREDIT LIMIT EXCEEDED<<< | | |
| | | 152.56 (*) | |
| 3 | EVERYDAY GARDEN EQUIPMENT SMITHFIELD WAY FLEET HANTS GU12 5SS | 234.66 (C) 568.68 (1) 0.00 (2) 4/E/ 0.00 (3) 803.34 (T) 10,000.00 (C.LMT) | 15.11.85 012 148 1254 568.68 726.46 N (OI) |
| 4 | QUICK MAINTENANCE LTD THE THAMES ESTATE BRACKNELL BERKS BJ31 4TZ | 11.66 (C) 96.21 (1) 0.00 (2) 1/Q/ 0.00 (3) 107.87 (T) 10,000.00 (C.LMT) | 19.11.85 09543 951952 96.21 93.00 N (OI) |
| 5 | D I Y SUPPLIES LTD 131 TOWN ROAD CAMBERLEY SURREY GU55 1LM | 26.40 (C) 126.40 (1) 0.00 (2) 3/D/ 0.00 (3) 152.80 (T) 5,000.00 (C.LMT) | 30.10.85 0276 051395 126.40 109.91 N (OI) |
| 6 | B J PRINTING LTD PRINT HOUSE STATION ROAD FARNBOROUGH HANTS | 84.32 (C) -233.91 (1) -59.79 (2) 2/B/ 133.24 (3) -76.14 (T) 5,000.00 (C.LMT) | 23.11.84 0252 591846 -160.46 -66.21 Y (OI) |
| 7 | JOHN FULMAN CO LTD 1 NEW PARADE SHOPPING CENTRE ALDERSHOT HANTS | -30.96 (C) 8.08 (1) 1,240.33 (2) 4/F/ 0.00 (3) 1,217.45 (T) 5,000.00 (C.LMT) | 23.11.84 0252 654649 1,248.41 1,058.65 Y (OI) |

----- [CAMBERLEY GARDEN CENTRE] -----

----- [P/L] [PURCHASE LEDGER LISTING] -----

----- [CP/M VERSION] ----- DATED 30.11.84 ----- PAGE 2] -----

----- A/C. NAME AND ADDRESS [-- AMOUNT --] [ACCOUNT DETAILS] -----

| | | | | |
|--------------------|----------------------------|------------------|------|--------------|
| 8 | PERRY PLANT AND SERVIES | 1,035.84 (C) | | 26.11.84 |
| | 21 ROMAN ROAD | 173.50 (1) | | 0623 65463 |
| | GODALMING | 0.00 (2) | 3/P/ | |
| | SURREY | 292.34 (3) | | 465.84 |
| | GU11 9LG | 1,501.68 (T) | | 1,305.81 |
| | | 5,000.00 (C.LMT) | | Y (OI) |
| 9 | FERTILISING AND COMPOST CO | 124.55 (C) | | 11.11.84 |
| | FARM LANE | 315.20 (1) | | 032 841 6513 |
| | ASH GREEN | 261.20 (2) | 3/F/ | |
| | HANTS | 0.00 (3) | | 576.40 |
| | GU23 60R | 700.95 (T) | | 609.52 |
| | | 5,000.00 (C.LMT) | | Y (OI) |
| 10 | LONDON ROAD GARAGE LTD | 0.00 (C) | | 10.08.84 |
| | LONDON ROAD | 0.00 (1) | | 0276 139498 |
| | FRIMLEY | 0.00 (2) | 1/L/ | |
| | SURREY | 115.26 (3) | | 115.26 |
| | GU1 9QP | 115.26 (T) | | 100.23 |
| | | 5,000.00 (C.LMT) | | Y (OI) |
| ** GRAND TOTALS ** | | 2,525.18 (C) | | |
| | | 1,871.09 (1) | | |
| | | 1,441.74 (2) | | |
| | | 540.84 (3) | | |
| | | 6,378.85 (T) | | |

-----REMITTANCE ADVICE -----

CAMBERLEY GARDEN CENTRE
710 GROVE ROAD
CAMBERLEY
SURREY
GU10 40L
=====

VAT REGISTRATION NUMBER
529 5237 86
=====

OPENING HOURS :-
MONDAY TO FRIDAY 8.30 TO 6.00
WEEKENDS 8.30 TO 7.30
=====

TEL CAMBERLEY (0276) 502134

T J ROBERTSON LTD
2315 OLD LONDON ROAD
WOKING
SURREY
W023 85PL

----- ACCOUNT 1 ----- DATED 30.11.84 ----- PAGE 1 -----

| DATE | REF.1. | REF.2. | AGE | DESCRIPTION | AMOUNT | BALANCE | O/S | PAYMENT |
|----------|--------------|--------|----------|-------------|--------|---------|-----|---------|
| 30.10.85 | B. FWD (0) | 1 | XXXXXJ/L | DR. XXXX | 505.15 | 0.00 | | 505.15 |

LESS DISCOUNT -> 0.00
PAYMENT VALUE -> 505.15
CHEQUE VALUE -> 505.15

-----REMITTANCE ADVICE -----

CAMBERLEY GARDEN CENTRE
 710 GROVE ROAD
 CAMBERLEY
 SURREY
 GU10 4QL

=====

VAT REGISTRATION NUMBER
 529 5237 86

=====

OPENING HOURS :-
 MONDAY TO FRIDAY 8.30 TO 6.00
 WEEKENDS 8.30 TO 7.30

=====

TEL CAMBERLEY (0276) 502134

MILWARD GARDEN SUPPLIES
 OAK CROFT GARDENS
 WOKINGHAM
 SURREY
 GU52 1PO

---- ACCOUNT 2 ----- DATED 30.11.84 ----- PAGE 1 ----

| DATE | REF.1. | REF.2. | AGE DESCRIPTION | AMOUNT | BALANCE O/S | PAYMENT |
|----------|--------------|--------|-------------------|--------|-------------|---------|
| 30.10.85 | B. FWD (0) | 1 | XXXXXJ/L DR. XXXX | 311.78 | 0.00 | 311.78 |
| 02.11.85 | 432 | 0 | XXXXXJ/L DR. XXXX | 158.65 | 108.65 | 50.00 |

| | | | |
|------------------|------|------------------|--------|
| LESS DISCOUNT -> | 0.00 | PAYMENT VALUE -> | 361.78 |
| | | CHEQUE VALUE -> | 361.78 |

| ----- [CAMBERLEY GARDEN CENTRE] ----- | | | |
|--|-------|-----------------------|------------------|
| ----- [P/L] [NOMINAL (CONTROL) SUMMARY] ----- | | | |
| ----- [CP/M VERSION] ----- DATED 30.11.84 ----- PAGE 1] ----- | | | |
| [C/L] | [N/L] | [-- DESCRIPTION --] | [-- AMOUNT --] |
| 1 | 140 | | 0.00 |
| 2 | 140 | | 0.00 |
| 3 | 140 | | 0.00 |
| 4 | 140 | | 0.00 |
| 5 | 142 | PURCHASES OF SHRUBS | 900.73 |
| 6 | 140 | | 0.00 |
| 7 | 140 | | 0.00 |
| 8 | 140 | | 0.00 |
| 9 | 140 | | 0.00 |
| 10 | 140 | | 0.00 |
| 11 | 140 | | 0.00 |
| 12 | 140 | | 0.00 |
| 13 | 140 | | 0.00 |
| 14 | 140 | | 0.00 |
| 15 | 142 | PURCHASES OF FLOWERS | -74.96 |
| 16 | 140 | | 0.00 |
| 17 | 140 | | 0.00 |
| 18 | 140 | | 0.00 |
| 19 | 140 | | 0.00 |
| 20 | 140 | | 0.00 |
| 21 | 140 | | 0.00 |
| 22 | 140 | | 0.00 |
| 23 | 140 | | 0.00 |
| 24 | 140 | | 0.00 |
| 25 | 143 | PURCHASES OF SEEDS | 48.03 |
| 26 | 140 | | 0.00 |
| 27 | 140 | | 0.00 |
| 28 | 140 | | 0.00 |
| 29 | 140 | | 0.00 |
| 30 | 140 | | 0.00 |
| 31 | 140 | | 0.00 |
| 32 | 140 | | 0.00 |
| 33 | 140 | | 0.00 |
| 34 | 140 | | 0.00 |
| 35 | 144 | GDN IMPLEMENTS P/CHS | 452.37 |
| 36 | 140 | | 0.00 |
| 37 | 140 | | 0.00 |
| 38 | 140 | | 0.00 |
| 39 | 140 | | 0.00 |
| 40 | 140 | | 0.00 |
| 41 | 140 | | 0.00 |
| 42 | 140 | | 0.00 |
| 43 | 140 | | 0.00 |
| 44 | 140 | | 0.00 |
| 45 | 144 | WORKSHOP TOOLS P\CHS | 201.39 |
| 46 | 140 | | 0.00 |
| 47 | 140 | | 0.00 |
| 48 | 140 | | 0.00 |
| 49 | 140 | | 0.00 |
| 50 | 140 | | 0.00 |
| 51 | 140 | | 0.00 |
| 52 | 140 | | 0.00 |

| | | | |
|----|-----|-----------------------|--------|
| 71 | 140 | | 0.00 |
| 72 | 140 | | 0.00 |
| 73 | 140 | | 0.00 |
| 74 | 140 | | 0.00 |
| 75 | 148 | PLANT POT PURCHASES | 209.98 |
| 76 | 140 | | 0.00 |
| 77 | 140 | | 0.00 |
| 78 | 140 | | 0.00 |
| 79 | 140 | | 0.00 |
| 80 | 140 | | 0.00 |
| 81 | 140 | | 0.00 |
| 82 | 140 | | 0.00 |
| 83 | 140 | | 0.00 |
| 84 | 140 | | 0.00 |
| 85 | 148 | PLANT TRAYS PURCHASES | 200.00 |
| 86 | 140 | | 0.00 |
| 87 | 140 | | 0.00 |
| 88 | 140 | | 0.00 |
| 89 | 150 | FERTILISER PURCHASES | 108.30 |
| 90 | 140 | | 0.00 |
| 91 | 140 | | 0.00 |
| 92 | 140 | | 0.00 |
| 93 | 140 | | 0.00 |
| 94 | 140 | UNANALYSED PURCHASES | 83.46 |

PURCHASES TOTAL (MUST BALANCE TO ACCOUNT 96)--> 2,640.01

| | | | |
|----|-----|---------------------|-----------|
| 95 | 400 | PURCHASE CONTROL | -2,525.18 |
| 96 | 140 | PURCHASE TOTAL | 2,640.01 |
| 97 | 421 | VAT INPUT | 396.02 |
| 98 | 381 | BANK / CASH ACCOUNT | -510.85 |
| 99 | 165 | DISCOUNT RECEIVABLE | 0.00 |

----- [CAMBERLEY GARDEN CENTRE] -----

----- [P/L] [ALPHABETIC LIST OF ACCOUNTS] -----

----- [CP/M VERSION] ----- DATED 30.11.84 ----- PAGE 1] -----

----- [A/C] [NAME AND ADDRESS] -----

B 6 B J PRINTING LTD,PRINT HOUSE,STATION ROAD,FARNBOROUGH,HANTS
D 5 D I Y SUPPLIES LTD,131 TOWN ROAD,CAMBERLEY,SURREY,GU55 1LM
E 3 EVERYDAY GARDEN EQUIPMENT,SMITHFIELD WAY,FLEET,HANTS,GU12 5SS
F 7 JOHN FULMAN CO LTD,1 NEW PARADE,SHOPPING CENTRE,ALDERSHOT,HANTS
F 9 FERTILISING AND COMPOST CO,FARM LANE,ASH GREEN,HANTS,GU23 6QR
L 10 LONDON ROAD GARAGE LTD,LONDON ROAD,FRIMLEY,SURREY,GU1 9QP
M 2 MILWARD GARDEN SUPPLIES,OAK CROFT GARDENS,WOKINGHAM,SURREY,GU52 1PD
P 8 PERRY PLANT AND SERVICES,21 ROMAN ROAD,GODALMING,SURREY,GU11 9LG
Q 4 QUICK MAINTENANCE LTD,THE THAMES ESTATE,BRACKNELL,BERKS,BJ31 4TZ
R 1 T J ROBERTSON LTD,2315 OLD LONDON ROAD,WOKING,SURREY,W023 85PL

NUMBER OF ACTIVE ACCOUNTS ON FILE -> 10

| ----- [CAMBERLEY GARDEN CENTRE] ----- | | | | | | |
|--|-------------------------|----------|------------------------------|----------|-------------------|--------------------------------------|
| ----- [P/L] [AUTO-PAYMENT LISTING] ----- | | | | | | |
| ----- [CP/M VERSION] ----- DATED 30.11.84 ----- PAGE 1] ----- | | | | | | |
| [A/C] | [TYPE] | REF.1. | M | [DATE] | [-AMOUNT-] | [PREV BAL] [PAYMENT] [BALANCE] |
| 1 | T J ROBERTSON LTD | | | | 197.93 (C) | 30.11.84 |
| | 2315 OLD LONDON ROAD | | | | 0.00 (1) | 02136521002 |
| | WOKING | | | | 0.00 (2) | 2/R/ |
| | SURREY | | | | 0.00 (3) | 505.15 |
| | W023 85PL | | | | 197.93 (T) | 1.050.63 |
| | | | | | 10,000.00 (C.LMT) | |
| 1 5 | -J/L DR. B. FWD 1 | 30.10.85 | | | 505.15 | 505.15 505.15 0.00 |
| AUTO-PAYMENT DETAILS (A/C 1 T J ROBERTSON LTD):-- | | | | | | |
| | MONTH----> | C | 1 | 2 | 3 | TOTALS |
| | PAYMENT VALUE-> | 0.00 | 505.15 | 0.00 | 0.00 | 505.15 |
| | LESS DISCOUNT-> | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | CHEQUE VALUE (REF.1. 017281) | | | 505.15 |
| 2 | MILWARD GARDEN SUPPLIES | | | | 790.78 (C) | 30.11.84 |
| | OAK CROFT GARDENS | | | | 0.00 (1) | 02354 651942 |
| | WOKINGHAM | | | | 0.00 (2) | 0/M/ |
| | SURREY | | | | 0.00 (3) | 311.78 |
| | GUS2 1PO | | | | 790.78 (T) | 1.002.23 |
| | | | | | 1,000.00 (C.LMT) | |
| 2 5 | -J/L DR. B. FWD 1 | 30.10.85 | | | 311.78 | 311.78 311.78 0.00 |
| 2 5 | -J/L DR. 432 0 | 02.11.85 | | | 158.65 | 158.65 50.00 108.65 |
| AUTO-PAYMENT DETAILS (A/C 2 MILWARD GARDEN SUPPLIES):-- | | | | | | |
| | MONTH----> | C | 1 | 2 | 3 | TOTALS |
| | PAYMENT VALUE-> | 50.00 | 311.78 | 0.00 | 0.00 | 361.78 |
| | LESS DISCOUNT-> | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | CHEQUE VALUE (REF.1. 017282) | | | 361.78 |
| 4 | QUICK MAINTENANCE LTD | | | | 11.66 (C) | 30.11.84 |
| | THE THAMES ESTATE | | | | 0.00 (1) | 09543 951952 |
| | BRACKNELL | | | | 0.00 (2) | 1/Q/ |
| | BERKS | | | | 0.00 (3) | 96.21 |
| | BJ31 4TZ | | | | 11.66 (T) | 93.80 |
| | | | | | 10,000.00 (C.LMT) | |
| 4 5 | -J/L DR. B. FWD 1 | 30.10.85 | | | 96.21 | 96.21 96.21 0.00 |
| AUTO-PAYMENT DETAILS (A/C 4 QUICK MAINTENANCE LTD):-- | | | | | | |
| | MONTH----> | C | 1 | 2 | 3 | TOTALS- |
| | PAYMENT VALUE-> | 0.00 | 96.21 | 0.00 | 0.00 | 96.21 |
| | LESS DISCOUNT-> | 0.00 | 4.81 | 0.00 | 0.00 | 4.81 |
| | | | CHEQUE VALUE (REF.1. 017283) | | | 91.40 |

```

----- [ CAMBERLEY GARDEN CENTRE ] -----
----- [P/L] [ AUTO-PAYMENT LISTING ] -----
----- [ CP/M VERSION ] ----- DATED 30.11.84 ----- PAGE 2 ] -----
----- [A/C] [ TYPE ] REF.1. M [ DATE ] [-AMOUNT-] [PREV BAL] [ PAYMENT ] [BALANCE]
-----

5 D I Y SUPPLIES LTD 0.00 (C) 30.11.84
131 TOWN ROAD 0.00 (1) 0276 051395
CAMBERLEY 0.00 (2) 3/D/
SURREY 0.00 (3) 126.40
GU55 1LM 0.00 (T) 109.91
5,000.00 (C.LMT)

5 5 -J/L DR. B. FWD 1 30.10.85 126.40 126.40 126.40 0.00
5 7 -CR/CASH 521326 0 07.11.84 26.40 26.40 26.40 0.00

AUTO-PAYMENT DETAILS (A/C 5 D I Y SUPPLIES LTD):--
MONTH----> C 1 2 3 TOTALS
PAYMENT VALUE-> 26.40 126.40 0.00 0.00 152.80
LESS DISCOUNT-> 0.00 6.32 0.00 0.00 6.32
CHEQUE VALUE (REF.1. 017284) 146.48

6 B J PRINTING LTD 84.32 (C) 30.11.84
PRINT HOUSE -233.91 (1) 0252 591846
STATION ROAD 0.00 (2) 2/B/
FARNBOROUGH 0.00 (3) -160.46
HANTS -149.59 (T) -66.21
5,000.00 (C.LMT)

```

```

----- [ CAMBERLEY GARDEN CENTRE ] -----
----- [P/L] [ AUTO-PAYMENT LISTING ] -----
----- [ CP/M VERSION ] ----- DATED 30.11.84 ----- PAGE 4 ] -----
----- [A/C] [ TYPE ] REF.1. M [ DATE ] [-AMOUNT-] [PREV BAL] [ PAYMENT ] [BALANCE]
-----

AUTO-PAYMENT DETAILS (A/C 10 LONDON ROAD GARAGE LTD):--
MONTH----> C 1 2 3 TOTALS
PAYMENT VALUE-> 0.00 0.00 0.00 76.23 76.23
LESS DISCOUNT-> 0.00 0.00 0.00 0.00 0.00
CHEQUE VALUE (REF.1. 017289) 76.23

** GRAND TOTALS ** 2,089.57 (C)
-52.33 (1)
0.00 (2)
39.03 (3)
2,076.27 (T)

TOTAL PAYMENT VALUE 3,499.24
LESS TOTAL DISCOUNTS 14.24
TOTAL CHEQUE VALUE 3,485.00

```

| | | |
|--------------------------|---------------|----------|
| Securities Ltd | | 30.11.84 |
| PAY | T.J.Robertson | OR ORDER |
| ***** FIVE ZERO FIVE .15 | | 505.15 |
| _____ | | |
| '438320 | 38-9332 : | 0878342' |

| | | |
|-------------------------|-------------------------|----------|
| Securities Ltd | | 30.11.84 |
| PAY | MILWARD GARDEN SUPPLIES | OR ORDER |
| ***** THREE SIX ONE .78 | | 361.78 |
| _____ | | |
| '438320 | 38-9332 : | 0878342' |

| | | |
|-----------------------|-------------------|----------|
| Securities Ltd | | 31.11.84 |
| PAY | QUICK MAINTENANCE | OR ORDER |
| ***** NINE ONE .40 | | 91.40 |
| _____ | | |
| '438320 | 38-9332 : | 0878342' |

```

----- [ CAMBERLEY GARDEN CENTRE ] -----
----- [P/L] CHEQUE PAYMENTS LIST -----
----- [ CP/M VERSION ] ----- DATED 30.11.84 ----- PAGE 1 ] -----

```

| ITEM | A/C NAME | REMIT DATE | AMOUNT | CHEQUE DATE | CHEQUE NUMBER |
|-----------------------------|------------------------------|------------|---------|-------------|---------------|
| LINE-UP CHEQUES PRINTED = 0 | | | | | |
| 1 | 1 T J ROBERTSON LTD | 30.11.84 | 505.15 | 30.11.85 | 17280 |
| 2 | 2 MILWARD GARDEN SUPPLIES | 30.11.84 | 361.78 | 30.11.85 | 17281 |
| 3 | 4 QUICK MAINTENANCE LTD | 30.11.84 | 91.40 | 30.11.85 | 17282 |
| 4 | 5 D I Y SUPPLIES LTD | 30.11.84 | 146.48 | 30.11.85 | 17283 |
| 5 | 6 B J PRINTING LTD | 30.11.84 | 73.45 | 30.11.85 | 17284 |
| 6 | 7 JOHN FULMAN CO LTD | 30.11.84 | 1240.33 | 30.11.85 | 17285 |
| 7 | 8 PERRY PLANT AND SERVIES | 30.11.84 | 292.34 | 30.11.85 | 17286 |
| 8 | 9 FERTILISING AND COMPOST CO | 30.11.84 | 697.84 | 30.11.85 | 17287 |
| 9 | 10 LONDON ROAD GARAGE LTD | 30.11.84 | 76.23 | 30.11.85 | 17288 |

```

----- [ CAMBERLEY GARDEN CENTRE ] -----
----- [P/L] CHEQUE PAYMENTS LIST -----
----- [ CP/M VERSION ] ----- DATED 30.11.84 ----- PAGE 2 ] -----

```

SUMMARY

| | |
|-------------------------|-------|
| FIRST CHEQUE NO. USED | 17280 |
| LAST CHEQUE NO. USED | 17288 |
| CHEQUES PRINTED | 9 |
| CHEQUES NOT YET PRINTED | 0 |
| NO. OF RESTARTS (R) | 0 |

***** Cheque File cleared *****

10 Error messages and their explanation

| Code | Message | What To Do |
|------|---|---|
| 50 | Unrecoverable Error | Contact QUEST immediately. Do not do anything else to the computer. |
| 900 | Account Number must be Between 1 and 200 | Re-select the account number you require. |
| 901 | Invalid Date | Re-enter date in the correct format, i.e. DD/MM/YY. |
| 902 | Control Account must be between 1 and 94 | Re-enter the Control Account (95-99 are inaccessible). |
| 903 | Account not currently in use | Customer Account not set-up, re-select or exit and set up the Account. |
| 904 | Posting Type must be between 1-8 | Only 8 Posting Types are available. Re-select. |
| 905 | Month Number Invalid | Month must be 0-9 to correspond to the Ageing periods. |
| 906 | VAT ⇄ calculated value ([ENTER] override) | The V.A.T. Amount entered is at variance with the M/C calculated amount (within the limits defined by V.A.T. Precision - see Amend V.A.T. Rates). [ENTER] will accept the difference. |
| 907 | Summary does not balance to gross | V.A.T. Breakdown does not Balance to the Gross Amount Correct and retry. |
| 908 | Discount exceeds total amount | Settlement Discount is greater than the Payment Value. Re-enter. |
| 909 | Monthly Balance now negative | This is permissible, and simply warns you that an Aged Period has gone into CREDIT. |
| 910 | Aged Amounts do not balance to Gross | Allocations of the Payment over Aged Period does not total back to the Payment Amount. Correct and retry. |
| 911 | Alphacode must be between A-Z | Re-enter. |

| | | |
|-----|--|---|
| 912 | Name and address exceeds maximum 85 characters | Name and Address may only be 1-85 characters long in total. (Depending on the number of Address lines used). Correct and retry. |
| 913 | Account may not be deleted | An account may only be deleted when all balances are zero and no transactions exist for it. |
| 915 | Table Number must be between '1' and '14' | Re-enter. |
| 916 | Code must be between 100 and 499 | Re-enter. |
| 917 | Account Range invalid | The range selected is incorrect. Retry. |
| 918 | (1000) transactions on file | You have reached the transactions limit and cannot post any more transactions. Run the Month End Routine. |
| 919 | Control-Audit File full-please print | Print the AUDIT File and re-enter the posting. |
| 920 | Rate may not be changed | You may not change the VAT % rate while the goods total remains non zero. If necessary to do so, then print V.A.T. report and run Month End Routine first for zero V.A.T. totals. |
| 921 | Table numbers must be between '1' and '10' | Re-enter. |
| 922 | Please take Daybook Listing first | You must print the Daybook Listing before running Month End Routine. Use Menu Option 8 (see 7.8). |
| 923 | Please print Audit Trail first | You must print the Audit Trail before running Month End Routine. Use Menu Option 8 (see 7.8). |
| 924 | 100 Payments Made - Press [ENTER] to continue | An attempt has been made to enter more than one hundred selections for auto-payment. Press [ENTER] , The operator should decide whether to cancel the auto-payment at this stage or to accept one hundred entries with a view to making a further auto-payment for the Supplier at a later date. |

| | | |
|-----|--|---|
| 925 | Payment too high, or negative payment too low | Amount entered either exceeds the unmatched amount of the transaction or, in the case of negative entry, exceeds the matched amount. |
| 926 | Insufficient room on Audit File for number of allocations made | Either reduce the number of allocation entered or reject the cash posting and print off the Audit File. |
| 927 | Cash over-allocated | Check allocations entered and correct. |
| 930 | Allocations do not balance to zero | Allocations entered on a type 8 posting do not balance to zero. Check and adjust. |
| 931 | Allocations completed for this page | All items on the current screen display, related to the selected month, have been processed. To continue processing in this way, page forward and reselect month option. |
| 933 | File Status (n) A previous failure occurred which was overridden | Message 933 or 934 is displayed by entering a * instead of an option number when the Menu is displayed. 933 is displayed if a previous security failure (see error 936) occurred and was overridden - (n) is the number of times a failure has occurred and been overridden. |
| 934 | File Status - no previously overridden failure recorded | Message 934 indicates that no security failure has ever previously occurred on these files. |
| 935 | Cash Posting (Type 4) Transaction Already Paid | Cash posting selected which by definition is already paid. |
| 936 | Security failure - previous update improperly ended | The 'Enter Postings' or 'Month-End' routine was not completed properly either through operator or hardware error and the system's files are not updated correctly. It is possible to override this error, however, by entering two full-stops (..) instead of an option number, but should this course of action be taken, QUEST cannot undertake to provide the same level of support on the discs as normally supplied. Your normal course of action should be to revert to back-up discs. |

| | | |
|------|--|--|
| 937 | Selection invalid on current files - please recreate from backup | Options 1 and 3 are invalid once error message 936 above has been displayed. All other options are valid. (Note: Provision to override error 936, see above). |
| 939 | No postings for Supplier on file | There are no postings in the Supplier's Account - unable to allocate cash. |
| 940 | Reference not on file | Required posting reference not present in Supplier's Account. |
| 941 | Allocs nnn has exceeded available audit space nnn | Insufficient room on the Audit File for the number of cash allocations entered. Either reduce the number of allocations or reject posting and print off Audit Trail. |
| 960 | Discount Exceeds Goods Value | Discount entered exceeds goods value. |
| 961 | Percentage Out of Range | Discount exceeds 100% |
| 962 | Auto-Payment Invalid - Negative Cheque Value | Cheque value must not be zero or negative. |
| 936 | Total Discount Exceeds Total Goods Value | Self explanatory. |
| 964 | No Payments to Print | No Auto-Payments have been entered. |
| 965 | Please Print PaymentsList First | The Cheque Payments List must be printed before Remittance Advices. |
| 966 | Set up printer, type [ENTER] to continue | The system parameter option has been set to make the printer pause in between each page. Check printer and paper are ready then type [ENTER]. |
| 996 | Invalid option | Re-enter valid option. |
| 997 | Minus Invalid | Minus value not allowed for this field. Re-enter the value. |
| 998 | Invalid Input | Retype the entry. |
| 999 | Warning! | Register this system immediately. |
| 1000 | Registration expired | Re-register within one month. |
| 1001 | Checksum inconsistency | Phone Quest. |
| 1002 | Checksum inconsistency | Phone Quest. |
| 1003 | Checksum inconsistency | Phone Quest. |

11 Backing Up/Taking Copies of Discs

The ABC master disc is supplied in vendor format, and should not be used as a work disc. A working copy should be made by copying the files onto a new blank disc, and then copying the system and boot sectors from your CP/M system disc to the newly copied disc. To create a working copy follow steps 1 to 5 below.

1. If you are not already in CP/M, load your CP/M system disc into drive A then type `l c p m [ENTER]`.
2. With your CP/M system disc in disc drive A and new blank disc in drive B, type `COPYDISC [ENTER]`.
3. When requested replace the CP/M system disc in drive A with the ABC master disc and follow the prompts on the screen.
4. Type `SYSGEN [ENTER]`, follow the screen prompts, and insert your CP/M system disc (Source) and newly copied disc (Destination) as requested.
5. Type `BOOTGEN [ENTER]`, follow the screen prompts, and insert your CP/M system disc (Source) and newly copied disc (Destination) as requested.

You should now have a working copy of the master disc. Keep the original in a safe place and only use the copy.

To make backup copies of your ABC data discs, follow steps 6 to 8 below.

6. If you are not already in CP/M, load your CP/M system disc into drive A then type `l c p m [ENTER]`.
7. With your CP/M system disc in disc drive A and new blank disc in drive B, type `COPYDISC [ENTER]`.
8. When requested replace the CP/M system disc in drive A with the ABC data disc and follow the prompts on the screen.

It is recommended that you make backup copies of your data discs regularly.

12 Notes and checklist for first time users

12.1 Use of ENTER and ESCAPE Key

As an operating standard throughout Amsoft Systems the operator uses the ENTER key on the keyboard to have an input entry accepted, or to continue processing.

ENTER will be signified by **[ENTER]** throughout this manual.

To go back a stage or to cancel an error on input use the ESCAPE key. The ESCAPE key can be freely and repeatedly used to 'back out' of any situation and return to the Master Menu.

ESCAPE will be signified by **[ESC]** throughout this manual.

12.2 Entering Values

Enter the whole number and press **[ENTER]**, the program will insert decimal places and zeros as required.

e.g. 99 **[ENTER]** for goods value will be displayed as 99.00, 99.9 **[ENTER]** will be displayed as 99.90.

12.3 Printer and Paper Wreck problems resolved

All reports are on demand, are range selectable and will not update the disc files. If something goes wrong with the printer or you run out of paper, correct the problem and simply re-print.

Where the printing of a report is important (i.e. Daybook Listing or Audit Trail), displayed on the screen at the end of the listing is the prompt IS DAYBOOK LIST O.K. (Y/N)? By replying 'N' followed by **[ENTER]** then a duplicate listing is produced. This is particularly useful when you have a 'paper wreck' or things go wrong with the printer.

12.4 Printing High Values on Reports

Printout of values normally allow for 99999999.99 + or - but where values are greater than this the correct value will be printed with a % in front. This may cause some misalignment of values in the rest of the print line, but this will be a very unusual occurrence.

12.5 Make sure you read Section 11 on Taking Copies of Discs. Remember to take regular copies of discs just in case things go wrong., like spilling coffee on discs or someone kicking the plug out of the wall in the middle of you making a posting.

You can always go back to your 'backup' discs and start again from the time you took the last copy.

12.6 Checklist for First Time user

Essential at start

- 1) Copy Program Discs and know how and when to take regular copies of discs (see Section 10).
- 3) Register as a user and get CHECKSUM (PASS NUMBER) from Quest to run system.
- 5) Transfer from your existing system and reconcile control accounts (see Section 12.7)

Set up Prior to Processing anything

- 2) AMEND SYSTEM PARAMETERS (see Section 7.11)
- 4) AMEND TABLES/SUMMARY/ TAX RATES/CLASSIFICATION CODES AND DESCRIPTIONS. (see Section 7.10)

12.7 Hints on transferring from your existing system

To ensure accuracy in transferring from an existing system to A.P.L.S., there must be a total for agreeing with Ledger Control. For each Account with an outstanding balance, list the total amount outstanding, and where ageing of the amount owed is also needed then ensure the balance outstanding is accurately aged over months 1, 2, and 3.

When allocating Account Numbers to Creditors and setting up names and addresses A.P.L.S., by pre-sorting into alphabetic sequence you can set up your Purchase Ledger in alphabetic as well as numeric sequence. By leaving range of blank Account Numbers between each letter, then allowance can be made for fitting in new ones. You can select a specific Account Number for an Account. Obviously after some time you may find that you did not leave enough space between certain letters but you may find it useful to start this way.

By posting each individual month's outstanding transactions and completing the Month End Routine, at the end of each month, the totals at the end from the Summary to Nominal can be agreed back to the overall control figure and each individual Account checked for each month. To age debts over four months this means four separate updates and month end routines.

A fast process is available in A.P.L.S. and this is to use the posting of a JOURNAL DEBIT or JOURNAL CREDIT to a specific month to set up your aged credits for each month.

13 COPYRIGHT CLAUSE

Amsoft Open-Item Purchase Ledger System

This Software product is copyrighted and all rights are reserved by Quest International Computer Technology Ltd. Lawful users of this program are hereby licensed only to read the program from this medium into memory of a computer solely for the purpose of executing the program. Lawful users must not use this program in any manner competitive with, or detrimental to, the commercial interests of Quest International Computer Technology Ltd, nor will they be allowed to copy or duplicate this product in any way other than a personal duplicate for backup purposes only..

Copyright in the whole and every part of this document is owned by Quest International Computer Technology Ltd. No reproduction of this document is to be made without the authority of Quest International Computer Technology Ltd.

© 1984 Quest International Computer Technology Ltd

Quest International Computer Technology Ltd

Quest House
Wilton Road
Camberley
Surrey
GU15 2QW

Tel: (0276) 681336 Telex: 47326