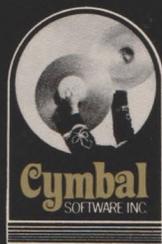


# Reference Library



for use with the Commodore 64

# Accounting Series

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## Accounts Payable

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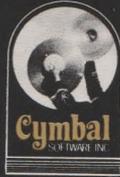
for use  
with the  
Commodore  
64



**Cymbal**  
SOFTWARE INC.

CY6412

MADE IN CANADA



Cymbal Software Inc.

# Accounting Series

for use with the Commodore 64

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## Accounts Payable

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User's Reference Guide

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## WHAT YOU NEED TO START

To operate the Accounts Payable System you need the following equipment:

- Commodore C-64 Computer
- TV or Monitor either Colour or Black and White
- 1 or 2 Disk Drives, Commodore Model 1541
- Printer
- Fan Fold Paper
- Box of Disks
- Accounts Payable Program Disk and Manual
- Back Up Utility Program (available from your Dealer)

You will also need the following accounting information:

- List of Payable's and the balances owing from your business.

If you have the payable balances as of the end of March then you should start this system in March, entering all your payable balances. Then after running the month end routine you can start entering all your day to day entries from the beginning of April with the correct balance forwards from March.

The Accounts Payable System is a true bookkeeping system designed to run on your Commodore 64 computer. In conjunction with the other accounting modules this system will provide all the functions normally found only on very expensive programs. Each month you will have room for up to 1500 journal entries and handle up to 500 payables.

## CREATING YOUR COMPANY ON THE SYSTEM

### LOADING THE PROGRAM

Place the program disk in the disk drive and type:

```
LOAD "START",8
press the RETURN key. When the cursor
appears on the screen type
RUN
press the RETURN key.
```

### SIGN ON

For your security there is a sign on routine which signs the computer on to a particular company, in a particular month. The first thing to enter is the date, year first e.g. 83, then month e.g. 07 (July) and then the day e.g. 23.

Then enter the Month of Record. This tells the computer to which month the entries are being made, (not necessarily the current month). For example on the 2nd of August you may still be entering July's data so you would enter 7 not 8.

Next enter your Company Code. To create a company for the first time enter "NEW" and press RETURN. Then enter your New Company Code. This code can consist of any FOUR keyboard characters and is used to identify your company. Make sure you remember the company code because every time you sign on, you will have to enter the company code.

Place a data disk in Disk Drive (A if more than one).

If the disk is an unformatted disk then enter Y to FORMAT DISK (Y/N)? Entering N will just add the data to an already formatted disk.

In formatting a disk you will have to enter a Disk Name and two digit ID. The disk will be formatted and all the files needed to run this system will be created automatically. After it has created all the files the Operation Menu will appear on the screen.

### GENERAL LEDGER ACCOUNTS

The next step in setting up your company is to create your G/L Accounts. Enter 16 (Edit G/L Accounts) and press RETURN.

General Ledger Accounts are the headings

under which bookkeeping entries are collected or posted, e.g. office supplies purchased would be posted to the G/L account for Office Supplies. If the A/P program module is to be integrated with a G/L program, the account numbers used must be the same as the corresponding accounts in the general ledger.

Simply enter the account number and press return. If this is a new account the computer will display "New Acct" alongside the number and let you enter the account name. If the account already exists the name will be redisplayed ready for editing. Type over the original to change the name. Blanking out the name will delete the account from your chart of accounts. Press RETURN to enter the account name. The cursor will return to the account number line ready for the next account number. There are two accounts that you must have, a Bank Account and an A/P Account.

When you have entered all your accounts press RETURN when the cursor appears at the account number window or press F1.

The message "Sorting and Saving" will now appear on the screen. The computer is sorting the accounts and saving them on the disk. When it has finished the Operation Menu will appear on the screen.

## CONFIGURATION

Next, the Configuration of your Company must be set. This tells the computer what it needs to know. Enter 17 (Configuration) and press RETURN.

The first entries are the Name and address of the Company.

Enter the G/L account numbers of the Bank account and A/P account.

You are then asked to enter the Printer Device Number. The number 4 that appears on the screen is the device number normally given to the printer however it can be set to whatever device number you are using. If you are not using a printer, leave it at device 4.

The lines per page are already set at 66 which is the normal number of lines. Some printers require that an extra line feed be inserted by the computer. Commodore printers do not. If your printer requires the command, change the 0 to 1 and press RETURN.

The program disk drive number is set at 8. If you are using two 1541 disk drives this number MUST be changed. The device number commonly used for another disk drive is 9. See your manual about setting the drive itself. If you are using two disk drives type in the appropriate device number and press RETURN.

The last item in the configuration tells the computer if you are integrating with a G/L program. (0=no,1=yes).

The computer will then store all the above information on the disk and return you to the Operation Menu. You will note that your company name now appears in the top left hand corner of the screen.

#### EDIT PAYABLES

To enter or change your payable list select option 21 from the operation menu.

Enter number 500 alongside "Payable Number", you will notice that the computer will assign the next available payable number and the message "New Payable" will appear on the bottom of the screen. Enter the payee's name and address in the spaces provided. The next line of entry is the Payee Code. This code is a six digit data base which enables you to sort the reports in this system by any combination of the Payee Code. For example you may want to keep track of discounts, due dates and expense account. This could be shown as follows:

515620 would show a discount of five percent, a due date of the fifteenth of the month and an expense account of 620. This is just an example and there are many other uses for the Payee Code. Enter in the Payee Code and press RETURN. To enter the next payable, simply enter the number 2 and repeat the above instructions. When you have finished simply press RETURN when the cursor returns to the Payable Number window or press F1. To edit a payable's name and address simply enter in the payable's number and edit the entry. Pressing ARROW UP will allow you to edit an entry already on the screen.

## PURCHASE ENTRY-BALANCES FORWARD

The next step in creating the company is entering the starting balances for all your payable accounts. These are the totals of what you owe each payee and are entered through the Purchase Entry.

Enter 12 (Purchase Entry) and press RETURN. The Purchase Entry screen will now appear. You will notice that the date displayed is the date you entered when you signed on to the system. Press RETURN to confirm. Enter any changes before confirming. If you wish to back up a window to correct an entry press the ARROW UP key, correct the number and confirm.

The "Entry Number #" is simply a record of how many entries have been made and cannot be changed.

The "Pur Ord #" is the reference number that appears on all the reports to enable you to identify each entry. If you want to set the Pur Ord # simply type in the correct number and press RETURN. This number will increment automatically with each Journal.

Enter the number of the first payable that has a balance and press RETURN. The computer will then bring up the payable's name as verification.

Enter the Expense account you wish the balance to be posted to and press RETURN.

Enter a REASON for the entry e.g. Balance Forward and press RETURN. Always enter a reason.

Enter the total amount that you owe in cents (e.g. ENTER \$500.00 AS 50000) and press RETURN, the computer will enter the decimal point and display the amount correctly. If a payable owes you money (because of an overpayment) enter the amount with a minus sign (-) in front of it.

You can breakdown a Purchase into nine lines of entry.

The Total is the total amount of the Purchase.

The Batch Total is the total of all Purchases entered in this batch.

To end an entry press RETURN on the next blank line. You will then be asked if you wish to save the entry on the disk. Press RETURN to save the entry. Pressing F1 will allow you to edit the entry. Pressing F1 during an entry will erase it from memory and return you to the

### Operation Menu.

After saving the entries, the screen will clear ready for the next entry. Continue entering your payable account balances until you have completed all the balances. When you have finished entering an E (Exit) in the first space of the year window or pressing F1 will take you back to the Operations Menu.

### POSTING

You now have entries which have been saved to the disk but which are not posted to the payable accounts. Enter 15 (Post Entries) and press RETURN. The number 15 will appear in the Reports Queue. Enter 1 (Run Reports) and press RETURN.

### REPORTS

See REPORTS Section under DAILY ENTRIES. You should run the A/P Statement Report and payable list before proceeding to the MONTH END.

### MONTH END

The month end routine wipes out all the current months entries on the disk, resets the balance forward in each payable account, and clears each G/L account. If you wish to keep a copy of this months data disk you must make a back-up copy using the utility program obtained from your Commodore dealer.

Enter 18 (Month End) and press RETURN. The messages "Make Sure You Have Run all Reports" and "Make Sure You Have Run A Back-Up Data Disk" will appear on the screen, if you have not done either press F1 to escape. Press RETURN and the computer will automatically do the month end routine. The message "Month End Routine, Please Be Patient" will appear on the screen.

When the routine is complete you will note that the Month of record on the screen has been changed to the new month.

DAILY ENTRIES

## PURCHASE ENTRY

To enter purchases select Option 12 (Purchase Entry) and press RETURN. The Purchase Entry screen will now appear.

The date is the sign on date. To change the date simply enter the correct date.

The "Entry Number" is simply a record of how many entries have been made and cannot be changed.

The "Pur Ord#" is the reference number that appears on all the reports to enable you to identify each entry. If you want to set the Pur Ord # simply type in the correct number and press RETURN. This number will increment automatically with each Journal.

Enter the number of the first payable and press RETURN. The computer will then bring up the payable's name as verification.

Enter the Expense account you wish the Purchase to be posted to and press RETURN.

Enter a REASON for the entry e.g. Invoice # 1234 and press RETURN. Always enter a reason.

Enter the total amount of the invoice in cents (e.g. ENTER \$500.00 as 50000) and press RETURN, the computer will enter the decimal point and display the amount correctly. If it is a Credit not an invoice enter the amount with a minus sign (-) in front of it.

You can breakdown a Purchase into nine lines of entry.

The Total is the total amount of the Purchase.

The Batch Total is the total of all Purchases entered in this batch.

To end an entry press RETURN on the next blank line. You will then be asked if you wish to save the entry on the disk. Press RETURN to save the entry. Pressing F1 will allow you to edit the entry. Pressing F1 during an entry will erase it from memory and return you to the Operation Menu.

After saving the entry, the screen will clear ready for the next entry. When you have finished entering an E (Exit) in the first space of the year window or pressing F1 will take you back to the Operations Menu.

## PAYMENT ENTRY

To enter money paid to payables select Option 13 (Payment Entry) and press RETURN. The Payment Entry screen will appear.

The date is the sign on date. To change the date simply enter the correct date.

NOTE: AFTER EACH ENTRY YOU MUST PRESS RETURN TO COMPLETE THAT ENTRY. FROM NOW ON IT IS ASSUMED THAT AFTER EACH ENTRY YOU PRESS RETURN AND THERE WILL BE NO MORE REMINDERS.

The entry number simply keeps track of the number of entries made in this batch.

The check # is the reference number by which each entry is identified and will appear in all the reports. This number can be changed to agree with your actual check numbers and will increment automatically.

The Payee is the name of the payable to whom the money is being paid. If the payment is not to a payable, then simply type in the payee name. Such an amount will not be posted to an A/P account.

The Reason is the reason for receiving the money e.g. Invoice 123 or Payment on Account. Never omit the reason.

Enter the amount in cents e.g. \$25.00 as 2500. The computer will redisplay the amount correctly on the screen.

The check can be dispersed among nine different expense accounts.

The Total is the amount of the money that was paid out.

The Batch Total is the amount of all the monies paid out up to that point in this series of entries. Returning to Operation menu will reset the Batch Total.

Press RETURN on a blank line to end the entry. Press ARROW UP to correct entries.

To save the entry on the disk press RETURN. Pressing F1 will allow you to go back and edit the entry. Pressing F1 at any time during an entry will cancel that entry.

To exit from the Payment Entry type in an E in the first space of the year window or press F1 and you will be returned to the Operations Menu.

## GEN JNL ENTRY

To enter General Journal entries (corrections and transfers) select Option 14 (Gen Jnl Entry). The Gen Jnl Entry screen will appear.

The date is the sign on date. To change the date simply type in the correct date.

The entry number simply keeps track of the number of entries made in this batch.

The gen jnl # is the reference number by which each entry is identified and will appear in all the reports. This number can be changed to agree with your actual general journal numbers and will increment automatically.

The Debit Acct is the number of the payable (preceded by a P) or the account number that you wish to debit.

The Credit Acct is the number of the payable (preceded by a P) or the account number that you wish to credit.

Enter the amount in cents e.g. \$25.00 as 2500. The computer will redisplay the amount correctly.

You can enter up to nine lines of entry on a General Journal. The reason line that appears if you press RETURN on a blank line will appear with each line of entry.

The Reason is the reason for the transfer e.g. Adj Entry or Incorrect Entry. Never omit the reason.

Press RETURN on a blank line to end the entry or press ARROW UP to edit the entries.

To save the entry on the disk press RETURN, pressing ARROW UP will allow you to go back and edit the entry. Pressing F1 anytime during entry will cancel the entry.

To exit from the Gen Jnl Entry type in an E in the first space of the year window or press F1 and you will be returned to the Operations Menu.

## POSTING

You now have entries which have been saved to the disk but which are not posted to the payable accounts. Enter 15 ( Post Entries ) and press RETURN. The number 15 will appear in the Reports Queue. Enter 1 (Run Reports) and press RETURN.

## REPORTS

### QUEUEING

As each report is selected it is entered into the queue. If there are unposted entries you will be warned of it. If so make sure that POSTING is queued up first Option 11 will erase the queue.

Reports can be printed to the printer or to the screen (video). This is set in Option 10.

Printing can be interrupted at anytime by pressing "S". This only works while the report is actually being printed so there may not be an instantaneous response. To terminate the queue press F1. You may have to reposition the paper in the printer after terminating an output.

### PAYEE CODE

All of the reports listed below with the exception of Options 2,3,4 and 8 can be selected by the Payee Code. When you enter a report option the computer will ask you if you wish all payables or a certain payable. The next option you are allowed is to use the 'search' selection. This means that you can have the report printed by any combination of characters contained in the Payee Code. If we take our example 575620, we could pull all of the five percent discount payables by entering 5 then ?????, or we could get a report of all the payables due on the fifteenth of the month by entering ?15???. All you have to remember is that the '?' is a general accept character and the computer will accept any character if you enter a '?'.

### PURCHASE JOURNAL

This report lists all the purchases entered under the Purchase Entry in the order that they were entered.

### PAYMENTS JOURNAL

This report lists all the payments entered under the Payments Entry in the order that they were entered.

## GENERAL JNL REPORT

This report lists all the general journal entries made under the Gen Jnl Entry in the order that they were entered.

## PAYABLE STATEMENTS

This report is your month end report to be sent to the payee with your check. It can be printed on regular fan-fold paper or a pre-printed statement form. When choosing the pre-printed form option this report becomes non-queueable and will execute immediately. You may print as many positioning forms as are required to get the forms correctly aligned. This report contains all entries made to the payable account in detail.

## A/P STATEMENT REPORT

This report lists the same information as the Payable Statement report but is for internal use. There is no name and address at the top of the page and the statements run continuously not just one to a page. This report takes the place of the manual card.

## A/P AGED BALANCE REPORT

This report shows the Total amount owed, the current amount owed, the amount owed for 30 days to 60 days and for over 60 days. This report only lists those payables who have balances in these accounts.

## G/L ACCOUNT BALANCE REPORT

This report summarizes the balances in the General Ledger Accounts.

## PAYABLE LIST

This report gives you a list of the Payables.

## ADDRESS LABELS

This report is not queueable. It allows you to print your payable names and addresses on tractor-feed label forms. You select the size of label in lines (6 lines = 1 inch). The smallest label printable is 5 lines (3 lines for name & address and 2 lines for spacing). You may print as many positioning labels as is required to align the labels correctly.

## MONTHLY ENTRIES

### MONTH END

The month end routine wipes out all the current months entries on the disk, resets the balance forwards in each payable account, and clears each G/L account. If you wish to keep a copy of this months data disk you must make a back-up copy using the utility program obtained from your Commodore dealer.

Enter 18 (Month End) and press RETURN. The messages "Make Sure You Have Run all Reports" and "Make Sure You Have Run A Back-Up Data Disk" will appear on the screen, if you have not done either press F1 to escape. Press RETURN and the computer will automatically do the month end routine. The message "Month End Routine, Please Be Patient" will appear on the screen.

When the routine is complete you will note that the Month of record on the screen has been changed to the new month.

## INTEGRATION WITH GENERAL LEDGER

Each Cymbal accounting program is a stand alone package that performs a specific accounting function. They also can be used together as an integrated system of programs, all passing information to the general ledger program. The programs can be integrated at any time and need not all be bought at the same time. The company code used for each module must be the same. Care must be taken to use exactly the same G/L account numbers throughout all of the packages. Any G/L accounts used must also be present in the G/L account list in the general ledger package.

No changes are required to the general ledger to receive transfers. The G/L and the

transferred module data must be in the same month of record. The company configuration in each module must be set to 1 for integrating with the G/L before transfers will take place. The transfers can be done at any time, and as often as desired to keep the general ledger up to date. Each module keeps track of the untransferred balances automatically and only transfers the correct amount. Any untransferred balances left will be wiped out by the month end routine. Be sure to do a transfer before doing a month end.

To do a transfer, have your G/L data disk and program disk handy, and select option 19.

Appendix A

WORK SHEETS

## WORK SHEET # 1

## General Ledger Chart of Accounts

<u>ACCT #</u>	<u>NAME OF ACCT</u>	<u>ACCOUNTS TO INCLUDE</u>
1....	.....	Bank Account
2....	.....	Accounts Payable
5....	.....	Cost of Sales
6....	.....	Shipping Expense
6....	.....	Stat & Supplies
6....	.....	Travel Expense
6....	.....	
6....	.....	



Cymbal Software Inc.

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## NOTES

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