

TIMEWORKS[®]

BUSINESS SYSTEMS[™]

*For Commodore 64
Computers**

User's Manual

CAT. NO. 6507

General Ledger

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User's Manual

General Ledger

For
COMMODORE 64
Computers

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I. Timeworks General Ledger

The TIMEWORKS General Ledger system is designed for the first-time computer user who is familiar or relatively unfamiliar with the principles of accounting. The computer and business control experts who created this system have taken extreme pains to make the system “user friendly” – while at the same time utilizing the size and capabilities of the Commodore 64 to their utmost. Its easy-to-understand “cookbook”-style instructions heralds a breakthrough in simplicity for every first-time computer user/business person, and assists you in operating your business more effectively and efficiently.

WHO can benefit?

Every business that maintains a record of its financial transactions.

WHAT does it do?

This program produces a customized Profit and Loss Statement, a Balance Sheet, and other special reports.

The TIMEWORKS General Ledger system is a double-entry accounting system, based upon the most widely accepted accounting practices. This system requires that accounts be identified as either debit (+) or credit (-) accounts. For every entry to debit accounts, there must be an equal entry to credit accounts, and vice versa. This means that the total of all accounts — debits (+) or credits (-) — will equal zero.

At start-up time, you must transfer your manually prepared General Ledger data to this system. Be sure that your data is in balance before you begin making your entries.

Timeworks General Ledger (con't.)

WHEN is it used?

Journal entries and account information can be recorded whenever your data is available, at your convenience.

WHY is it needed?

This program automatically interfaces with other TIMEWORKS Management Information programs to establish a complete accounting system, with the capability to produce both management and government-required reports.

HOW do I use the system?

The information presented in this General Ledger manual is organized in a logical, easy-to-understand sequence that will permit you to create a file and enter all of your data in a matter of hours. Carefully reading each Section in the order in which it has been presented will help you understand the terms that are used, the actions you need to take, and what the displays are designed to do.

A synopsis of each Section follows:

ALPHABETICAL GLOSSARY OF TERMS

This manual has been written with extreme care to minimize the use of so-called computer jargon. However, as is true of any technology, there are some everyday, common words whose context could be misunderstood when applied in a technical sense, and yet that *one* word *best* describes a special meaning.

For example, no one would have a problem with the everyday word “prompt” (on time). Yet it is difficult to find the one word that would best describe “the line of words, located at the very bottom of your display, that requests your response”, which the computer industry calls “prompt” (at least it’s short).

We hope you don’t mind learning the special meaning of about four dozen words we have used throughout this manual, rather than using their lengthier everyday language counterparts.

PRELIMINARY INSTRUCTIONS

You need to know the machine and disk requirements, and the use of the keyboard *function* keys as they apply to this system. You should also familiarize yourself with the file structure and the action of the cursor (the computer-generated square that pinpoints your position on the display) as you enter your data. Both are treated in this Section.

The TIMEWORKS display

This display will appear each time you start up your system. You will be asked: (1) to enter TODAYS DATE, (2) to identify yourself with a PASSWORD that you have chosen in order to prevent unauthorized access to your information by others, and (3) whether or not you have a Commodore printer. After you have completed your Loading Instructions, you will automatically proceed to the next display – the MENU display.

LET'S GET STARTED (Loading Instructions)

This Section takes you through the step-by-step procedure you will use to create a file for the first time, or to use a previously created file for entering additional data. In either case, after you have completed the procedure, you will automatically proceed to the MENU display for the selection of your function, and then to the appropriate display to enter your data.

After you have entered your data, you may then choose to view or change the data, delete the data, or proceed to the REPORTS displays to generate a report.

DISPLAYS

The names of the displays that you will use to enter information, or to select what you wish to do next, are:

MENU
COMPANY MASTER
CHART OF ACCOUNTS
JOURNALS

The names of the displays that you will use to generate a variety of reports are:

PRINT/DELETE CLEARING TRANSACTIONS
PRINT JOURNALS
PROVE CHART OF ACCOUNTS BALANCE
PRINT OPERATING STMTS (P&L, ETC)
PRINT BALANCE SHEET
PRINT TRANSACTION ACTIVITY

A brief description of each display, in the order that you will use or view it, follows:

MENU displays (How To Enter Data)

This display will permit you to select the type of function you wish to perform, such as adding, changing, or deleting records, and so on. Each function you select will automatically bring up the COMPANY MASTER, CHART OF ACCOUNTS, or appropriate JOURNAL display, and activate a different set of questions (prompts) that you are to answer, in order to obtain the information needed to process that function. At times you may see prompts on your display that are not noted in the manual. Do not be concerned. Simply follow the prompts that appear on your display. You will also be prompted to insert your data disk or program disk at the appropriate time. If you wish to generate a report, you can proceed to the appropriate REPORT display.

COMPANY MASTER display [MENU selection (1)]

This display is where you will “set up” the accounting periods that apply to your company, view or change an accounting period, or delete an accounting period from your file.

CHART OF ACCOUNTS display [MENU selection (2)]

This display is used to enter the account numbers that apply to your company. You will also use this display if you wish to view or change an account number, or delete the account number from the file.

JOURNALS displays [MENU selections (3) through (7)]

These displays are used to automatically retrieve the General Ledger information from the Accounts Payable, Accounts Receivable, and Payroll data disks, to enter manual journals, and to process journals. You will also use certain of these displays to view, change, or delete information.

REPORTS displays [MENU selections (8) through (13)]

These displays permit you to create a wide variety of displays or printed reports. For the major reports you select the column headings, the sequence of the column headings, the data parameters, and the heading for your individual report.

HOW TO CREATE YOUR BACKUP DISK

The magnetic disks on which your information is stored may develop error conditions that will prevent you from retrieving your data. This Section of the manual describes the procedure that you should use to periodically duplicate your data disks so that you have additional copies of your data on hand.

The frequency with which you perform your “backup” is dependent upon many factors – the quality of the disk you are using, frequency of use, disk handling, and disk drive maintenance, to name a few. *Ideally, at least one backup disk should be created daily, or after each session of entering and processing a day’s worth of activity.* Making backup disks is not a difficult task. However, if you have to re-enter lost data, that may be a difficult and time-consuming task. You are the only one who can decide which course of action to take.

II. Alphabetical Glossary of Terms

- ABORT:** To cancel all expected action.
- ACCOUNT:** A category of financial information. Usually designated by an Account Number, to facilitate entry into the computer.
- ACCOUNTING PERIOD:** One of 12, or 13, periods your fiscal year can be divided into. If you use monthly accounting periods, there will be 12. If you divide the year into four-week periods, there will be 13.
- AMOUNT:** The actual dollar figure that is to be added to, or subtracted from, an account. If preceded by a minus (–) sign, the amount will be *subtracted* from the account. If no minus sign is present, the amount will be *added* to the account.
- BALANCE SHEET:** A printed report showing the financial condition of your company – your assets, liabilities, and equity. This report can be generated at the end of each accounting period, or at the end of your fiscal year – however you choose to do it.

Alphabetical Glossary of Terms (con't.)

CHARACTER

Numeric:	0 through 9
Alphabetic:	A through Z
Symbol:	! - # \$ % & () * + / = ? < > []
Alphanumeric:	Any combination of numerics, alphabets or symbols.

CHART OF ACCOUNTS: A file of accounts with their assigned account numbers.

CLEARING ACCOUNT: An account reserved for any transactions that have been applied incorrectly. Also reserved for an incorrect amount of money, which would cause an out-of-balance condition. This might be discovered during the automatic retrieval of Payroll, Accounts Payable, or Accounts Receivable data from another TIMEWORKS system.

CLOSING ACCOUNTING PERIOD: The final accounting period of your fiscal year. In this period you can make any last-minute adjustments necessary to reflect activity which applies to that fiscal year, but which took place *after* the end of the fiscal year.

Alphabetical Glossary of Terms (con't.)

- CONTROL CODE:** The designation that identifies an account as either a balance sheet item or an operating statement item. Assets, liabilities, and equity are coded with the letter "B" for any balance sheet items. Income and expenses are coded with the letter "O" for operating statement items.
- CR:** The accounting designation for a credit.
- CREDIT:** A credit represents an exchange of money from one account to another. Credits are usually associated with liabilities, equity, or sales account numbers. A credit to one account must always be balanced by a debit to another account. (See DEBIT)
- CREDIT ACCOUNT:** An account that represents income, equity, or liabilities.
- CURSOR:** The computer-generated square that pinpoints your position on the display.
- DATA:** The information you enter to be processed.
- DD/MM/YY:** The calendar date, DAY/MONTH/YEAR.
Ex: 05/03/88 for March 5, 1988.

Alphabetical Glossary of Terms (con't.)

DEBIT:	A debit represents an exchange of money from one account to another. Debits are usually associated with expense and asset accounts. A debit to one account must always be balanced by a credit to another account. (See CREDIT)
DEBIT ACCOUNT:	An account that represents expenses or assets.
DECREMENT:	To decrease.
DEFAULT:	An automatic entry of a predetermined or specified value when the RETURN key is depressed.
DELETE:	To remove from the file.
DR:	The accounting designation for a debit.
FIELD:	A number of CHARACTERS that represents one specific piece of DATA. Ex: Account Number.
FILE:	One or more similar RECORDS grouped together. Ex: Chart of Accounts file.
FINAL POST:	The posting of transactions as final – they can no longer be changed in the journal.

Alphabetical Glossary of Terms (con't.)

- FISCAL YEAR:** The period of time you select to reflect 12 months of financial activity. It may begin on any date you choose, and end on the date just prior to the beginning of the next fiscal year. Example: July 1, 1988 – June 30, 1989.
- FUNCTION KEY:** The special set of keys on your computer identified as **F1**, **F2**, **F3**, etc.
- INCREMENT:** To increase.
- INITIALIZATION:** To create a file the first time.
- JOURNAL:** The primary record of all your financial transactions. Journal entries may be made either manually, or automatically (by the computer).
- KEY:** The unique piece of information that identifies and provides access to each item in the various General Ledger records. Ex: In these programs, the **KEY** to the Chart of Accounts file is the Account Number.

Alphabetical Glossary of Terms (con't.)

- MESSAGE:** The line of words, located at the very bottom of your display, that informs you of a processing condition, an entry error, or action taken by the computer. Ex: **ACCOUNT ALREADY ON FILE.**
- MM/DD/YY:** The calendar date, MONTH/DAY/YEAR. Ex: 03/05/88 for March 5, 1988.
- MULTIPLE FILES:** More than one **FILE.**
- OFFSET:** To make a manual journal entry which corrects an incorrect condition, i.e., to take money from one account and charge it to another account or accounts.
- OPERATING STATEMENT:** A printed report that details your company's performance — whether you made or lost money — during a specific period. One form of an operating statement is a Profit and Loss Statement.
- PASSWORD:** Your own combination of alphanumeric characters to identify yourself to the computer and prevent access to your information by others (a security feature).

Alphabetical Glossary of Terms (con't.)

POST:	To enter transactions from manual or automatically retrieved journals to their respective accounts in the Chart of Accounts file.
PROMPT:	The line of words, located at the very bottom of your display, that requests your response. Ex: ENTER ACCOUNT NUMBER.
PROVE CHART OF ACCOUNTS BALANCE:	A listing of all accounts and their balances. To obtain a trial balance, all credits and debits are added together. They should equal zero. (See TRIAL BALANCE)
PURGE:	To remove.
REAL TIME:	"Right now."
RECORD:	One or more FIELDS linked together like a chain, preceded by a KEY. Ex: Account Number, linked to the Account Description, linked to the Amount, etc.
RESTART:	To start again.
REVERSE POST:	To remove manually entered transactions from an account in the Chart of Accounts file. (See UNPOST)

Alphabetical Glossary of Terms (con't.)

- SUPPRESS:** An instruction to the computer, telling it *not* to print the information for a specified account number on a printed report. The account information will not appear on the printed report; however, the dollar amount will still be included in the next total.
- TRIAL BALANCE:** A listing of all accounts and their balances. To obtain a trial balance, all credits and debits are added together. They should equal zero. (See PROVE CHART OF ACCOUNTS BALANCE)
- UNPOST:** To remove manually entered transactions from an account in the Chart of Accounts file. (See REVERSE POST)
- UNREADABLE RECORD:** A record which cannot be read by the computer. It is normally caused by a machine malfunction at the time some part of the record is entered.
- YY/MM/DD:** The calendar date, YEAR/MONTH/DAY. Ex: 88/03/05 for March 5, 1988.
- ZERO FILL:** The automatic computer function that adds zeros to the left and right of the dash separator in an account number.

III. Preliminary Instructions

A. Equipment

1. Machine Requirements

- COMMODORE 64 COMPUTER
- TV SET OR MONITOR (color or black and white)
- 1 or 2 COMMODORE 1541 or other compatible DISK UNIT

(The General Ledger system is designed to operate with a single drive, two-drive, or dual-drive disk configuration. However, we strongly recommend the use of a two-drive or dual-drive configuration to obtain maximum processing speed.)

- COMMODORE or other compatible PRINTER (optional)

2. Disk Requirements

- 5¼", SINGLE SIDED, DOUBLE DENSITY, SOFT SECTORED, DISK
- (1) – GENERAL LEDGER PROGRAM DISK (provided with the system)
- (3) or MORE DATA DISKS LABELLED 01 TO 99

Preliminary Instructions (con't.)

3. *Function Keys - What They Do*

- F1** – Backspaces 1 character within the current field.
- F2** – Prints *any* display image on the printer.
- F3** – Backspaces to the 1st position in the current field.
- F4** – Initializes a file. Also, at certain points in the program, backspaces the cursor to the previous field. If you are at the beginning of a line, you will go to the previous line.
- F5** – Does not update the file. Returns you to prompt 1. If already at prompt 1, returns you to the MENU. If you are already at the MENU, you will go to end of the system and STOP.
- F6** – Changes the password.
- F7** – Updates the file. Returns you to prompt 1.
- F8** – Selects blink or no-blink cursor.

NOTE: Even-numbered function keys require depressing of the shift key.

B. Software

1. *File Structure*

There are two files: a Chart of Accounts file and a Journal file. Each file can be maintained in its proper sequence. To accomplish this, an appropriate prompt will appear ["WANT TO SORT BY ACCOUNT NUMBER?(Y/N)"] when you make your selection to print a report. If you choose the "sort" alternative, the associated file will be resequenced automatically, and will remain in that sequence until you add new items to that file or exit the system. You may repeat this procedure as often as you wish, and your file(s) will always be printed in the order of the lowest ACCOUNT NUMBER to the highest ACCOUNT NUMBER. Ex: Account Number 1234 is followed by 1235, 1236, etc.

2. *Prompting*

Virtually every step required to process information is automatically called for, or "prompted", by the computer in simple language. Once you have responded to a prompt, the system may take various automatic actions. The system has been designed so that the prompting and corresponding actions follow a simple, logical sequence.

3. In General

Whenever you enter data, the cursor will keep you advised of where you are at. If a particular field requires information for subsequent processing or later reference, the cursor will not proceed to the next field unless you enter data. This type of field is identified in your "VI. MENU DISPLAYS" as Entry: **REQUIRED**. If the data is *not* required it will be noted as **OPTIONAL** and you may skip through the field without entering data by depressing **RETURN**.

The design of the program makes it necessary that each field accept only a limited number of characters. If a field is only partially completed when entering data, depress **RETURN** to move the cursor to the next field. If a field is totally filled when entering data, the cursor will automatically move to the next field.

CAUTION – If you *exceed* the maximum number of characters during entry, the cursor will automatically skip to the next field, and continue to enter what would now be incorrect data in that field. In the event you accidentally exceed the length of the field, you will have to either (1) depress function key **F3** to backspace to the first position of the field, or (2) depress function key **F5** to return to prompt 1 to re-enter your data, or (3) complete the remainder of the entries and then proceed to the appropriate **CHANGE** selection on the **MENU** to make your corrections. The length of each field is noted in your "VI. MENU DISPLAYS" as Maximum field length to be entered: XX.

Preliminary Instructions (con't.)

As an added feature, some fields accept only certain types of characters. If you attempt to enter an incorrect composition of data in these fields, say for example you enter ALPHABETICS in a field designated as NUMERIC, the cursor will nag you into making an acceptable entry. This type of field is identified in your "VI. MENU DISPLAYS" as Composition of data to be entered: NUMERIC (or ALPHABETIC). An ALPHANUMERIC composition will accept either NUMERIC, or ALPHABETIC, or both, as well as SYMBOLS.

IV. The "Timeworks" Display

GENERAL LEDGER

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FIG. 1

Whenever you start up your system to create a new file or use a previously created file (Section V), this TIMEWORKS display will appear. A series of prompts will take you through the appropriate procedure that is required to begin entering data. Examples of prompts are: **TODAYS DATE**, **PASS-WORD**, and **DO YOU HAVE A COMMODORE PRINTER?**. Throughout this manual, all prompts appear in turquoise.

A. Today's Date

This date will be stored in the computer for later recall and will be assigned by the computer to certain records that are accessed for processing. It forms the basis for the automatic audit trail which permits you to determine the last time (date) the record had any activity.

It is not mandatory that you respond to this prompt with the current date. If you have fallen behind in your record-keeping, and wish to maintain your system in strict date order, you may choose to enter a date that will reflect each day's activity as you enter your data.

NOTE: You will be asked to select the date format you wish to use. The formats are:

1. MM/DD/YY (Month/Day/Year)
2. YY/MM/DD (Year/Month/Day)
3. DD/MM/YY (Day/Month/Year)

Throughout this manual, the date format is referred to as MM/DD/YY. If you have selected date format number 2 or 3, use that format in place of the one shown in the manual.

B. Password Protection

The system is **PASSWORD PROTECTED** to prevent unauthorized access to your information by others. It is imperative that you **REMEMBER** your password or you will *not* be able to gain access to your file. Do not rely on your memory — **WRITE IT DOWN** and place it in safekeeping for future reference — it is that important!

There are two occasions when you will be asked for a password — both are associated with the **TIMEWORKS** display.

1. When you create a new file.

This is the single instance when you establish your own unique password. Enter up to 8 characters of your choice. They can be initials, company name, or whatever you choose. **REMEMBER IT!** If you enter 8 characters, you will automatically proceed to the next prompt. If you use *less* than 8 characters, depress **RETURN** and you will automatically proceed to the **MENU** display.

2. When you use a previously created file.

You will be asked to identify yourself with the previously established password. If the password is incorrect, an error message will display and you will not gain access. If the password is correct and you use *less* than 8 characters, depress **RETURN** and you will automatically proceed to the **MENU** display.

The "Timeworks" Display (con't.)

You can change your previously established password, whenever the TIMEWORKS display appears, by following this simple routine:

- (1) depress **F6** once, then depress **RETURN**, and
- (2) enter current PASSWORD, then
- (3) enter new PASSWORD, and
- (4) depress **RETURN** if *less* than 8 characters

C. Do You Have A Commodore Printer?

Compatible printers require the assignment of a device number, and a secondary address if an automatic line feed is desired. If you answer "**N**" to the prompt "**DO YOU HAVE A COMMODORE PRINTER? (Y/N)**", you will also be asked to reply to the following prompts: "**ENTER PRINTER DEVICE NUMBER (4-7)**", "**WANT AN AUTO LINE FEED? (Y/N)**", and "**ENTER SECONDARY ADDR TO SEND (0-99)**". (You should refer to your printer manual before responding to these prompts, which will appear in the Loading Instructions.)

You will also be asked "**HOW MANY COLUMNS ACROSS PRINTER?**" and "**HOW MANY LINES PER PRINTER PAGE?**". Your answers will permit the system to accommodate virtually all types of printers.

V. Let's Get Started (Loading Instructions)

GENERAL LEDGER

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FIG. 1

To understand the instructions in this Section, you will need to be familiar with the three components of information entry. The first is the prompt – the words you will see at the bottom of the screen that call for your response. The second is *your* response to this prompt. The third is the action taken *by the computer* as a result of your response. These three components will be represented in this section as follows:

Underline = prompt. This is what you see at the bottom of the screen.

Symbol ■ = *your* response to the prompt.

Symbol @ = action taken *by the computer*.

Let's Get Started (Loading Instructions) (con't.)

A. Create A New File, or Use A Previously Created File

If you wish to initialize a file, or you have already created a file at an earlier date, proceed as follows:

1. If you are using one 1541 disk drive, or a dual drive, proceed as follows:

- (a) Put your program disk in the drive assigned device address 8.

NOTE: If you are using only one 1541 disk drive it will automatically be assigned device address 8.

NOTE: If you are using a dual disk drive, insert your program disk in drive 0.

- (b) Proceed to step 3.

2. If you are using two 1541 disk drives:

- (a) Turn ON one disk drive. (It will automatically be assigned device address 8.)
- (b) Insert the TEST/DEMO disk (that came with the disk drive) in the ON drive.
- (c) Enter LOAD "DISK ADDR CHANGE",8 and depress **RETURN**.

Let's Get Started (Loading Instructions) (con't.)

- (d) When **READY** appears on the display, enter RUN and depress **RETURN**.
- (e) Follow the instructions on the display.

NOTE: We are going to change the device address of the ON drive from 8 to 9.

- (f) Turn the other drive ON. (This drive will automatically be assigned device address 8.)
 - (g) Put your program disk in the drive assigned device address 8.
 - (h) Proceed to step 3.
3. Enter NEW and depress **RETURN**.
 4. Enter LOAD "GENERAL LEDGER",8 via the keyboard and depress **RETURN**.
 5. WAIT – message will advise of status. Proceed when **READY** is displayed.
 6. Enter RUN and depress **RETURN**.
(TIMEWORKS display will appear.)
 7. ARE YOU USING A PREVIOUSLY CREATED FILE(S)? (Y/N)
Y @ Proceed to the next prompt.
N @ Proceed to prompt 9.

Let's Get Started (Loading Instructions) (con't.)

8. ANY DISK DRIVE, PRINTER OR DATE FORMAT CHANGES? (Y/N)
Y @ Proceed to the next prompt.
N @ Proceed to prompt 24.

9. SELECT DRIVE CONFIGURATION (1, 2 or 3)
 1. Single 1541 (Device 8).
 2. Two 1541's (Device 8 & 9).
 3. Dual Disk Drive (Device 8).

10. DO YOU HAVE A COMMODORE PRINTER? (Y/N)
Y @ Proceed to prompt 14.
N @ Proceed to the next prompt.

11. ENTER PRINTER DEVICE NUMBER (4-7)
 - Enter 4, 5, 6, or 7.

12. WANT AN AUTO LINE FEED? (Y/N)
Y @ Proceed to the next prompt.
N @ Proceed to the next prompt.

13. SECONDARY ADDRESS TO SEND (0-99)
 - Enter 0 to 99.
 - If only one digit, depress **RETURN**.

14. HOW MANY COLUMNS ACROSS PRINTER?
 - Enter the number of print positions your printer is capable of printing horizontally across the page (min. 20 – max. 132).
 - If less than 3 characters, depress **RETURN**.

Let's Get Started (Loading Instructions) (con't.)

15. HOW MANY LINES PER PRINTER PAGE?
- Enter the number of vertical lines per page for the form you are using (min. 10 – max. 250 for roll stock). [NOTE: 8½" x 11" form is normally 66.]
 - If less than 3 characters, depress **RETURN**.
16. WANT TO INITIALIZE FILES? (Y/N)
- Y @ Proceed to the next prompt.
 - N @ Proceed to prompt 24.
17. ARE YOU SURE? (Y/N)
- Y @ Proceed to the next prompt.
 - N @ Proceed to prompt 24.
18. JOURNAL, ACCOUNT OR BOTH? (J/A/B)
- J @ Journal file only will be created.
 - @ Proceed to the next prompt.
 - A @ Chart of accounts file only will be created.
 - @ Proceed to prompt 22.
 - B @ Both files will be created.
 - @ Proceed to next prompt.

NOTE: You must select "**B**" the very first time you answer "**Y**" to "WANT TO INITIALIZE FILES?" and "ARE YOU SURE?"

19. INSERT BLANK DATA DISK (IN DEVICE 8, IN DRIVE 0, PRESS RETURN)
- Insert a blank data disk.
 - Depress **RETURN**.

Let's Get Started (Loading Instructions) (con't.)

NOTE: If you are using a previously formatted disk as a blank data disk, the following variation applies:

1. A prompt "**WANT TO RE-INITIALIZE DATA DISK? (Y/N)**" will appear.
2. If you answer "**Y**", you will proceed to prompt 20. Your previously formatted disk will be written over.
3. If you answer "**N**", you will repeat prompt 19. Remove your previously formatted disk and insert a different blank disk.

20. CREATING JOURNAL DATA DISK

WAIT – it takes approximately 15 minutes to create the Journal file.

21. If you selected "**J**" in prompt 18, proceed to prompt 24.

22. INSERT BLANK DATA DISK (IN DEVICE 9, IN DRIVE 1, PRESS RETURN)

- Insert a blank data disk.
- Depress **RETURN**.

Let's Get Started (Loading Instructions) (con't.)

NOTE: If you are using a previously formatted disk as a blank data disk, the following variation applies:

1. A prompt "WANT TO RE-INITIALIZE DATA DISK? (Y/N)" will appear.
2. If you answer "Y", you will proceed to prompt 23. Your previously formatted disk will be written over.
3. If you answer "N", you will repeat prompt 22. Remove your previously formatted disk and insert a different blank disk.

23. CREATING ACCOUNT DATA DISK

WAIT – it takes approximately 15 minutes to create the Account data disk.

- Proceed to prompt 24.

24. A. If you have selected 1 in prompt 9, proceed to prompt 25. *single 1541*

B. If you have previously inserted the Account disk, proceed to prompt 25.

C. INSERT ACCOUNT DISK (IN DEVICE 9, IN DRIVE 1, PRESS RETURN)

- Insert Account disk.

- Depress **RETURN**.

25. A. If you have previously inserted the Journal disk, proceed to prompt 26.

B. INSERT JOURNAL DISK (IN DEVICE 8, IN DRIVE 0, PRESS RETURN)

- Insert Journal disk.

- Depress **RETURN**.

Let's Get Started (Loading Instructions) (con't.)

26. A. If you selected "**N**" in prompt 8, proceed to prompt 27.
- B. SELECT DATE FORMAT (1, 2, or 3)
1. MM/DD/YY (Month/Day/Year).
 2. YY/MM/DD (Year/Month/Day).
 3. DD/MM/YY (Day/Month/Year).
27. ENTER TODAYS DATE (MM/DD/YY)
- Enter current date.
28. ENTER (NEW) PASSWORD
- Enter PASSWORD (composed of up to 8 characters).
 - If less than 8 characters, depress **RETURN**.
29. REMEMBER PASSWORD – PRESS RETURN
- If new, write it down for future reference.
 - Depress **RETURN**.

NOTE 1: If you selected "**N**" in prompt 8, you will proceed to the MENU.

NOTE 2: Except for the one instance when you are performing a "DISK ADDR CHANGE" (Section V, A, 2), do not attempt to operate the system with any attached device turned OFF.

VI. The "Menu" Displays (How To Enter Data)

```
GENERAL LEDGER MENU

MAINTENANCE
{1} MAINTAIN COMPANY MASTER
{2} MAINTAIN CHART OF ACCOUNTS

JOURNALS
{3} RETRIEVE ACCOUNTS PAYABLE
{4} RETRIEVE ACCOUNTS RECEIVABLE
{5} RETRIEVE PAYROLL
{6} ENTER MANUAL JOURNALS
{7} PROCESS JOURNALS

REPORTS
{8} PRINT/DELETE CLEARING TRANSACTIONS
{9} PRINT JOURNALS
{10} PROVE CHART OF ACCOUNTS BALANCE
{11} PRINT OPERATING STMTS {P&L, ETC}
{12} PRINT BALANCE SHEET
{13} PRINT TRANSACTION ACTIVITY
```

FIG. 2

The MENU display (Fig. 2) enables you to choose the type of processing you wish to use – easily and quickly. By entering the appropriate number, for example, 1, or 5, or 11 (omit the parentheses), in response to the prompt “ENTER MENU ITEM NUMBER” you can choose add, view/change, delete, or reporting capability.

You will note that each display features a legend in the upper right-hand corner that corresponds to what you have selected to do. This is a memory aid in case you are temporarily distracted during data entry and you wish to resume entering data later. There is another aid in the upper left-hand corner of your display – a count of the number of records you have on file.

The "Menu" Displays (How To Enter Data) (con't.)

After you have completed processing your selection, you will return to this menu for your next selection. Should you accidentally choose the wrong menu item, and you wish to avoid updating record on the following display, merely depress the **F5** key on your keyboard and you will immediately return to this menu. If you are at the MENU, and wish to terminate all processing, depress **F5**.

An explanation of why you select a certain menu item follows:

The "Menu" Displays (How To Enter Data) (con't.)

(1) MAINTAIN COMPANY MASTER (FIG. 3)

```

                                COMPANY MASTER

A} COMPANY NAME
=====
                                PAGE
**ACCOUNTING PERIODS**
YEAR-PERIOD   BEGIN DATE   ENDING DATE

01}
02}
03}
04}
05}
06}
07}
08}
09}
10}
11}
12}
13}
14}
15}
```

FIG. 3

The COMPANY MASTER display is where you will initially "set up" the accounting periods that apply to your company. You may also use this display to change any previously entered data for an accounting period, or to delete an accounting period from your file.

An explanation of each caption shown on this display follows:

The "Menu" Displays (How To Enter Data) (con't.)

COMPANY NAME

The name of the company the General Ledger applies to.

- Entry: REQUIRED
- Maximum field length to be entered: 24
- Composition of data to be entered: ALPHANUMERIC
- Example: GENERAL TRACTOR CORP

ACCOUNTING PERIODS

The accounting periods you set up relate directly to your company's fiscal year. Your fiscal year can begin on any date of the calendar year, and end on the calendar date prior to the next fiscal year's beginning date. For example, if your fiscal year begins on January 1, 1988, it will end on December 31, 1988. Or, if your fiscal year begins on May 15, 1988, it will end on May 14, 1989.

A fiscal year is normally "split up" into a number of accounting periods – 12 periods if you monitor your accounting on a monthly basis, or 13 periods if you divide the fiscal year into four-week increments of time ($52 \div 4 = 13$). The accounting periods are referred to as YEAR-PERIOD on the COMPANY MASTER display. On subsequent displays, YEAR-PERIOD is abbreviated as YR-PER.

The “Menu” Displays (How To Enter Data) (con’t.)

A common accounting practice is to include one additional accounting period (at the end of your chain of accounting periods for a fiscal year) to accommodate any year-end adjustments. This final period is called a “closing accounting period.” If you follow this practice, instead of 12 monthly accounting periods, you will need to set up 13 accounting periods. Or, instead of 13 four-week accounting periods, you will need to set up 14 accounting periods.

To set up a “closing accounting period”, follow this procedure. (We’ll use the 12 monthly accounting periods in our example.) First, shorten the 12th accounting period by eliminating the last day (which is also the last day of the fiscal year). Assign the last day to the 13th accounting period as both the “BEGIN DATE” and “ENDING DATE”. (Ex: BEGIN DATE is 12/31/88, ENDING DATE is 12/31/88.) You have now created a “closing accounting period”.

YEAR-PERIOD

To enter your YEAR-PERIOD data, you must use a YY-PP format, which represents the last two digits of a year (YY) followed by the sequential number of each period (PP) in a fiscal accounting year. Entries must always be made in strict ascending accounting period sequence. For example, accounting period “88-01” must be followed by “88-02”, “88-03”, etc. The system will not permit you to enter an accounting period that is sequentially lower than the preceding entry.

The “Menu” Displays (How To Enter Data) (con’t.)

The COMPANY MASTER display will permit you to enter up to 30 accounting periods (YEAR-PERIOD) for a company name. Accounting periods 1 through 15 are entered on Page 1 of the display; periods 16 through 30 are entered on Page 2 of the display. This allows you to include the *previous year’s* accounting periods, the *current year’s* accounting periods, and several of *next year’s* accounting periods, as well.

You do not have to include the *previous year’s* accounting periods in your initial “set-up”. If you do, however, when you produce your reports you will be able to compare the previous year’s accounting information to the current year’s information.

You may also include several of *next year’s* accounting periods in order to give you extra time to close your fiscal year (2 to 4 accounting periods) without hampering your ability to post new entries in the following year.

- Entry: REQUIRED
- Maximum field length to be entered: 5
(including the dash)
- Composition of data to be entered: NUMERIC
- Example: 88-01

The "Menu" Displays (How To Enter Data) (con't.)

BEGIN DATE (BEGINNING DATE)

The beginning date of each accounting period.

- Entry: REQUIRED
- Maximum field length to be entered: 8
(including 2 slashes)
- Composition of data to be entered: MM/DD/YY
- Examples: 01/01/88 for period 01
 12/01/88 for period 12
 12/31/88 for period 13

ENDING DATE

The ending date of each accounting period.

- Entry: REQUIRED
- Maximum field length to be entered: 8
(including 2 slashes)
- Composition of data to be entered: MM/DD/YY
- Examples: 01/31/88 for period 01
 12/30/88 for period 12
 12/31/88 for period 13

Once you have entered your accounting periods, you may use this menu item to view, or change, the displayed data for an accounting period. If you wish to change your data, select **C** for change. You will then be asked to "ENTER LINE NUMBER" of the line you wish to modify. Or, you can use this menu item to produce a "hard copy" print-out of the displayed accounting periods. (Remember that the 16th through 30th accounting periods are on Page 2 of your display.) Just turn on your printer and depress the **F2** function key.

The "Menu" Displays (How To Enter Data) (con't.)

When you have finished adding to or changing your Company Master, be sure to press the **F7** key to update your file.

You may also use this menu item to delete any accounting period(s). Select **D** for delete. You will then be asked "FIRST YR-PER TO BE DELETED?", followed by "LAST YR-PER TO BE DELETED?". After the delete command is processed by the system, the accounting periods that follow the deleted area will move up to fill the void, giving you room to add more accounting periods after the last displayed accounting period.

CAUTION: *Don't delete* any accounting period(s) that are still active, because the associated accounting period records on the CHART OF ACCOUNTS and JOURNAL files will *also* be deleted.

The "Menu" Displays (How To Enter Data) (con't.)

(2) MAINTAIN CHART OF ACCOUNTS (FIG. 4)

```
CHART OF ACCOUNTS

A} ACCT#  B} ACCT DESCRIPTION  C} CTRL CODE
      D} DR/CR                E} PREV YR-END AMT

      **ACCOUNTING PERIODS**
YR-PER      AMOUNT      YR-PER      AMOUNT

01}                16}
02}                17}
03}                18}
04}                19}
05}                20}
06}                21}
07}                22}
08}                23}
09}                24}
10}                25}
11}                26}
12}                27}
13}                28}
14}                29}
15}                30}
```

FIG. 4

The CHART OF ACCOUNTS display is where you will initially "set up" the account number format that applies to your company. You may also use this display to change any previously entered data for an account, or to delete an account from your file.

The “Menu” Displays (How To Enter Data) (con’t.)

FOR YOUR GENERAL INFORMATION

- A. Before you set up your accounts, you must first determine which of your accounts are debit accounts and which are credit accounts. Follow this procedure:
1. Make a list of all of your account numbers, classifying each of them as follows:
 - a. Assets – what you own (Cash, Prepaid Expenses, Buildings, Equipment, Furniture, Inventory, etc.) and what is owed to you (Accounts Receivable, Loans to Officers, Notes Receivable, etc.).
 - b. Liabilities – what you owe (Notes Payable, Loans from Officers, Mortgages, Accounts Payable, Accrued Payroll, etc.).
 - c. Equity – how much is yours — Stock (Proceeds from Stock Sales), Earnings (Profits Retained by the Business), etc.
 - d. Income – where the money comes from (Sales, Cash Discounts Taken, Interest Income, etc.).
 - e. Expenses – where the money goes (Payroll, Taxes, Light, Heat, Rent, Cost of Goods Sold, Donations, etc.).
 2. You can then easily determine which accounts are debit (+) accounts and which are credit (–) accounts by following these two simple rules:

The "Menu" Displays (How To Enter Data) (con't.)

- a. All Asset and Expense accounts are debit (+) accounts.
 - b. All others (Liability, Equity, and Income) are credit (-) accounts.
- B. The most commonly used procedure for setting up a Chart of Accounts is to assign one set of numbers to Assets (1000-000 through 2999-999) and another set to Liabilities (3000-000 through 4999-999). This procedure is then continued for the other types of accounts as follows: Equity (5000-000 through 5999-999), Income (6000-000 through 7999-999) and Expenses (8000-000 through 9999-999).

However, it is not required that you follow this procedure. The TIMEWORKS General Ledger system is very flexible, and will most likely accommodate your current account number format, or any other format you choose.

An explanation of each caption shown on this display follows:

A) ACCT # (ACCOUNT NUMBER)

The numerical identification you assign to an operating statement or balance sheet detail account in your General Ledger system. Remember that each account must be a *unique* identifier – this is your **KEY** to a specific record on your CHART OF ACCOUNTS file.

The "Menu" Displays (How To Enter Data) (con't.)

The account number field will accommodate a variety of formats. The formats that you can use, however, have one thing in common. They cannot contain more than 4 numbers prior to a dash separator, nor more than 3 numbers after the dash separator. The dash separator is entered by depressing the **RETURN** key. During entry, any unused positions on *either* side of the dash will automatically "zero fill" (add zeros) to the left of the entered value. Here are several examples of this feature:

<u>IF YOU ENTER</u>	<u>THE SYSTEM WILL</u> <u>"ZERO FILL" AS FOLLOWS</u>
1000-345	1000-345 (none required)
323-20	0323-020
11-2	0011-002
RETURN -300	0000-300
4567- RETURN	4567-000

If you study the examples very closely, you will discover that up to 19 different account number formats are possible. (Several examples are: NNNN-NNN, NNN-NNN, NNN-NN, NN-NN.) We believe that one of these formats will be similar to the format you are currently using. Incidentally, the automatic "zero fill" feature minimizes the number of keys you need to depress to enter your account number.

The "Menu" Displays (How To Enter Data) (con't.)

The CHART OF ACCOUNTS file will accommodate up to 200 different account numbers of your choice. Don't concern yourself with the sequence in which you enter your account numbers. They will be sorted in ascending account number sequence whenever you generate a report, and they will remain in sequence until you add more accounts.

- Entry: REQUIRED
- Maximum field length to be entered: 8
(including the dash)
- Composition of data to be entered: NUMERIC
- Examples: 1000-000
 1000-001
 341-020
 89-200

B) ACCT DESCRIPTION (ACCOUNT DESCRIPTION)

Whatever description best applies to your account numbers.

- Entry: REQUIRED
- Maximum field length to be entered: 18
- Composition of data to be entered: ALPHANUMERIC
- Examples: ACCT # ACCT DESCRIPTION
 1000-001 CASH IN BANK
 6000-001 SALES

The "Menu" Displays (How To Enter Data) (con't.)

C) CTRL CODE (CONTROL CODE)

The control code specifies whether the account number is an operating statement or balance sheet account.

<u>CTRL CODE</u>	<u>SYSTEM INTERPRETATION</u>
O	Operating Statement
B	Balance Sheet

- Entry: REQUIRED
- Maximum field length to be entered: 1
- Composition of data to be entered: ALPHABETIC (only B or O accepted)
- Examples:

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>CTRL CODE</u>
1000-001	CASH IN BANK	B
6000-001	SALES	O

D) DR/CR (DEBIT/CREDIT)

The debit (+) or credit (-) code tells the system whether an account is a debit or credit account, and thus how to handle the value contained in any amount field.

- Entry: REQUIRED
- Maximum field length to be entered: 1
- Composition of data to be entered: ALPHANUMERIC (only (+) or (-) accepted)
- Examples:

<u>ACCT #</u>	<u>ACCT DESCRIPTION</u>	<u>CTRL CODE</u>	<u>DR/CR</u>
1000-001	CASH IN BANK	B	+
6000-001	SALES	O	-

The "Menu" Displays (How To Enter Data) (con't.)

E) PREV YR-END AMT (PREVIOUS YEAR-END AMOUNT)

1. The previous year-end amount for a selected account number is determined as follows:
 - (1) Look at the first YEAR-PERIOD you entered on your COMPANY MASTER with menu item (1).
 - (2) Look at your manually prepared balance sheet for the accounting period just prior to the first YEAR-PERIOD you found in step 1.
 - (3) The money shown on the balance sheet in step 2 becomes the PREV YR-END AMOUNT for the selected account number.

You will only make an entry for balance sheet accounts. If a previous year-end amount does not exist, enter a zero.

The "Menu" Displays (How To Enter Data) (con't.)

2. After you have entered the PREV YR-END AMT for the accounts, call up menu item (10), PROVE CHART OF ACCOUNTS BALANCE, and request a display of the ACCT # and PREV YR-END AMT fields. If the total of Debits equals the total of Credits, you are in balance. If they do not balance, request a print-out of the displayed data so that you can determine which account(s) are incorrect.
 - Entry: REQUIRED for balance sheet accounts
NOT REQUIRED for operating statement accounts
 - Maximum field length to be entered: 9
(including 2 decimals)
 - Composition of data to be entered: NUMERIC
(minus sign accepted)
 - Examples: 123456.78
-12345.67

YR-PER (YEAR PERIOD)

Each YR-PER you previously entered on your COMPANY MASTER will automatically appear under the caption of the display labelled ACCOUNTING PERIODS.

- Entry: NONE

AMOUNT

This field contains the dollar amount that is associated with each YR-PER.

The "Menu" Displays (How To Enter Data) (con't.)

During the initial set-up, it is necessary to enter a value in specific AMOUNT fields. If no transactions were made in that period, enter a zero. Make an AMOUNT entry in only the accounting periods (YR-PER) that predate the *present* accounting period (which is the one you are in today). Check your COMPANY MASTER beginning date and ending date if not sure of the dates of your *present* accounting period.

After the set-up for all accounts is completed, the dollar amount for each year-period for each account will be maintained automatically by the system.

- Entry: REQUIRED for predated YR-PERs
 NOT REQUIRED for all future YR-PERs
- Maximum field length to be entered: 9
 (including 2 decimals)
- Composition of data to be entered: NUMERIC
 (minus sign accepted)
- Examples: 123456.78
 -12345.67

After you complete your "start up" entries on the CHART OF ACCOUNTS display, there is one more important step. Call up menu item (10), PROVE CHART OF ACCOUNTS BALANCE, and request a display of the ACCT # and YR-PER fields. If the total of Debits equals the total of Credits, you are in balance. If they do not balance, request a print-out of the displayed data so that you can determine which account(s) are incorrect.

Once you are in balance with all the transactions that predate the present accounting period, you are now ready to enter the transactions for the present accounting period.

The "Menu" Displays (How To Enter Data) (con't.)

When you have finished entering your transactions for the previous and present accounting periods, you may wish to view or change the displayed data. If you wish to do so, select "C". If you change an amount for any YR-PER on any account, you should immediately perform a PROVE CHART OF ACCOUNTS BALANCE [menu item (10)] for each YR-PER changed, in order to verify that the change(s) did not cause an out-of-balance condition. Or you can use this menu item to produce a "hard copy" print-out of the entire display. Just turn on your printer and depress the **F2** function key.

You may also use this menu item to delete any account number record. Select "D" for delete. But *DON'T* perform a deletion unless one or both of the following conditions are present: (1) all AMOUNT fields are zero, or (2) the record on your data disk is unreadable. If the latter condition exists, you must delete the record. Your General Ledger will now be out-of-balance. Before you proceed any further you must take corrective action.

To place your accounts back in balance, here's what you will have to do. Call up menu item (10), PROVE CHART OF ACCOUNTS BALANCE, and request a print-out of the ACCT # and YR-PER fields. This must be done for each YR-PER. The amount out-of-balance for each YR-PER is the amount to be entered into that YR-PER when you add the account back on to your file.

When you have finished adding to or changing your Chart of Accounts, be sure to press the **F7** key to update your file.

The "Menu" Displays (How To Enter Data) (con't.)

(3) RETRIEVE ACCOUNTS PAYABLE (FIG. 5)

PAYABLE JOURNAL		RETRIEVE
A) JOURNAL NAME		
B) YR-PER		
		PAGE
ACCT#	DESCRIPTION	DR/CR AMOUNT
01}		
02}		
03}		
04}		
05}		
06}		
07}		
08}		
09}		
10}		
11}		
12}		
13}		
JOURNAL TOTAL \$		0.00

FIG. 5

The PAYABLE JOURNAL display is used to automatically retrieve the General Ledger information from the Accounts Payable data disk that was created by the TIMEWORKS Accounts Payable system. If you are not interfacing with the TIMEWORKS Accounts Payable system, do not use this menu item. Instead, proceed directly to menu item (6), ENTER MANUAL JOURNALS, to manually enter your Accounts Payable General Ledger information.

The "Menu" Displays (How To Enter Data) (con't.)

NOTE: Prior to *each* retrieval of your Accounts Payable data, be sure to make a backup copy of your Accounts Payable data disk.

You must follow a series of short steps to retrieve your General Ledger information from your Payables data disk.

1. After your display appears, give your retrieval journal a name.

NOTE: In the event the message "JOURNAL NAME FULL" or "JOURNAL DISK FULL" appears on the bottom of your display at this time, refer to menu item (6), ENTER MANUAL JOURNALS, for instructions.

- Entry: REQUIRED
 - Maximum field length to be entered: 20
 - Composition of data to be entered:
ALPHANUMERIC
 - Examples: A/P
AP1
ACCTS PAYABLE
2. Enter the YR-PER for the accounting period that you want retrieved from your Payables data disk. Then enter a transaction date (today's date, or any other appropriate date).

NOTE: The JOURNAL NAME, YR-PER and TRANSACTION DATE you assigned to this journal is the KEY to this journal record. Remember it for future reference.

The "Menu" Displays (How To Enter Data) (con't.)

- Entry: REQUIRED
 - Maximum field length to be entered:
 - YR-PER - 5 (including the dash)
 - DATE - 8 (including the slashes)
 - Composition of data to be entered:
 - YR-PER - NUMERIC
 - DATE - MM/DD/YY
 - Example: 88-05 05/31/88
3. You will now be asked to enter the account numbers of four account descriptions from the CHART OF ACCOUNTS file that pertain to Payables. As you make each entry, the account number will be checked by the CHART OF ACCOUNTS file, and the DESCRIPTION and DR/CR fields associated with the account number will automatically appear on the display. The account description prompts are:
- a. **ENTER CLEARING ACCT #** [a debit (+) account]
 - b. **ENTER ACCOUNTS PAYABLE ACCT #** [a credit (-) account]
 - c. **ENTER ACCOUNTS PAYABLE CASH ACCT #** [a debit (+) account]
 - d. **ENTER ACCOUNTS PAYABLE DISCNT ACCT #** [a credit (-) account]

CAUTION: Never use the account numbers requested in steps b, c, or d when distributing your Accounts Payable invoice record in your Accounts Payable system. For an example of a distribution, see the following note.

The "Menu" Displays (How To Enter Data) (con't.)

NOTE: The accounts entered in the GL ACCT fields (A through D) of your TIMEWORKS Accounts Payable system would normally be debit (+) accounts to distribute the Accounts Payable invoice amount.

The amount to be distributed in these fields should equal the invoice amount.

Example:

<u>Acct #</u>	<u>Description</u>	<u>Amount</u>
1090-001	Office Supplies	925.00
8002-001	Freight	25.00
8250-001	Sales Tax Exp	<u>50.00</u>
	IVC AMT	1000.00

Distribute in the GL ACCT and AMT fields as follows:

<u>GL Acct</u>	<u>GL Amt</u>	<u>GL Acct</u>	<u>GL Amt</u>
A) 1090-001	925.00	C) 8250-001	50.00
B) 8002-001	25.00	D)	

- Entry: REQUIRED
- Maximum field length to be entered: 8
(including the dash)
- Composition of data to be entered: NUMERIC
- Example: 0000-001

The “Menu” Displays (How To Enter Data) (con’t.)

4. After you have inserted your Payables data disk, the system will automatically retrieve all of the appropriate General Ledger entries. This automatic retrieval processing may take a while, depending on the number of records on your Payables data disk, so don't be alarmed if there is no apparent activity on the display. When the automatic retrieval processing is completed (none of the retrieved information will display at this time), the system will advise you of this condition with the message “**JOURNAL RETRIEVED**”.

WARNING! The system may give you a “**JOURNAL FULL**” or “**CLEARING TRANSACTION FULL**” message instead of the “**JOURNAL RETRIEVED**” message. This means that the journal record or clearing account transaction file is full and cannot accommodate additional data. Do not be concerned. The journal to that point is a completed record. The remainder of the data that has not been retrieved will have to be continued as a new journal.

Here is what you do for each condition:

JOURNAL FULL

- a. Depress **RETURN**.
- b. Enter the same JOURNAL NAME.
- c. Enter the same YR-PER.

The "Menu" Displays (How To Enter Data) (con't.)

- d. Enter a *different* transaction date.
- e. Automatic retrieval processing will be continued from the point of the last retrieved record.
- f. If another "JOURNAL FULL" condition occurs, repeat the above steps.

CLEARING TRANSACTION FULL

- a. Depress **RETURN**.
- b. You will automatically proceed to menu item (8), PRINT/DELETE CLEARING ACCOUNT TRANSACTIONS.
- c. After you have printed and deleted the clearing account transactions, return to the MENU.
- d. Select menu item (3), RETRIEVE ACCOUNTS PAYABLE.
- e. Perform steps b through f as described under JOURNAL FULL .

The "Menu" Displays (How To Enter Data) (con't.)

To complete the automatic retrieval procedure for Accounts Payable, follow the steps listed below:

- (a) Select menu item (8), PRINT/DELETE CLEARING ACCOUNT TRANSACTIONS, even if no "CLEARING TRANSACTION FULL" message was displayed during this retrieval cycle. Choose the PRINT option to obtain a print-out of your clearing transactions data. If there are any transactions listed on your report, use menu item (8) to resolve these transactions. Then choose the PRINT and DELETE options to clear the file. This will help to minimize the occurrence of the "CLEARING TRANSACTION FULL" message in the future.
- (b) Select menu item (13), PRINT TRANSACTION ACTIVITY, to obtain an audit trail of your retrieved Accounts Payable journals. When you have successfully printed the audit trail, respond to the Delete prompt with a for yes to clear the transaction file.
- (c) Select menu item (9), PRINT JOURNALS, to obtain a print-out of the transactions that were retrieved from your Payables data disk.
- (d) Select menu item (10), PROVE CHART OF ACCOUNTS BALANCE, to check that your accounts are in balance.
- (e) You should now proceed to menu item (7), PROCESS JOURNALS, and final post your retrieved journal.
- (f) As a precautionary measure, repeat step (d) to check that the entries were posted into the proper accounts.

The "Menu" Displays (How To Enter Data) (con't.)

(4) RETRIEVE ACCOUNTS RECEIVABLE (FIG. 6)

RECEIVABLE JOURNAL		RETRIEVE	
A) JOURNAL NAME			
B) YR-PER			
PAGE			
ACCT#	DESCRIPTION	DR/CR	AMOUNT
01)			
02)			
03)			
04)			
05)			
06)			
07)			
08)			
09)			
10)			
11)			
12)			
13)			
JOURNAL TOTAL \$			0.00

FIG. 6

The RECEIVABLE JOURNAL display is used to automatically retrieve the General Ledger information from the Accounts Receivable data disk that was created by the TIMEWORKS Accounts Receivable system. If you are not interfacing with the TIMEWORKS Accounts Receivable system, do not use this menu item. Instead, proceed directly to menu item (6), ENTER MANUAL JOURNALS, to manually enter your Accounts Receivable General Ledger information.

The “Menu” Displays (How To Enter Data) (con’t.)

NOTE: Prior to *each* retrieval of your Accounts Receivable data, be sure to make a backup copy of your Accounts Receivable data disk.

You must follow a series of short steps to retrieve your General Ledger information from your Receivables data disk.

1. After your display appears, give your retrieval journal a name.

NOTE: In the event the message “**JOURNAL NAME FULL**” or “**JOURNAL DISK FULL**” appears on the bottom of your display at this time, refer to menu item (6), ENTER MANUAL JOURNALS, for instructions.

- Entry: **REQUIRED**
- Maximum field length to be entered: **20**
- Composition of data to be entered:
ALPHANUMERIC
- Examples: **A/R**
AR1
ACCTS RECEIVABLE

The "Menu" Displays (How To Enter Data) (con't.)

2. Enter the YR-PER for the accounting period that you want retrieved from your Receivables data disk. Then enter a transaction date (today's date, or any other appropriate date).

NOTE: The JOURNAL NAME, YR-PER and TRANSACTION DATE you assigned to this journal is the KEY to this journal record. Remember it for future reference.

- Entry: REQUIRED
 - Maximum field length to be entered:
 - YR-PER - 5 (including the dash)
 - DATE - 8 (including the slashes)
 - Composition of data to be entered:
 - YR-PER - NUMERIC
 - DATE - MM/DD/YY
 - Example: 88-05 05/31/88
3. You will now be asked to enter the account numbers of five account descriptions from the CHART OF ACCOUNTS file that pertain to Receivables. As you make each entry, the account number will be checked by the CHART OF ACCOUNTS file, and the DESCRIPTION and DR/CR fields associated with the account number will automatically appear on the display. The account description prompts are:
 - a. **ENTER CLEARING ACCT #** [a debit (+) account]
 - b. **ENTER ACCOUNTS RECEIVABLE ACCT #** [a debit (+) account]

The "Menu" Displays (How To Enter Data) (con't.)

- c. **ENTER ACCOUNTS RECEIVABLE CASH**
ACCT # [a debit (+) account]
- d. **ENTER ACCOUNTS RECEIVABLE DISCNT**
ACCT # [a debit (+) account]
- e. **ENTER SALES ACCT #** [a credit (-) account]

CAUTION: Never use the account numbers requested in steps b, c, d, or e when distributing your Accounts Receivable invoice record in your Accounts Receivable system. For an example of a distribution, see the following note.

Example:

<u>Acct #</u>	<u>Description</u>	<u>Amount</u>
6000-001	Sales Amt	925.00
8002-001	Freight	25.00
3221-001	Accrued Sales Tax	<u>50.00</u>
	IVC AMT	1000.00

Distribute in the GL ACCT and AMT fields as follows:

	<u>GL Acct</u>	<u>GL Amt</u>		<u>GL Acct</u>	<u>GL Amt</u>
A)	8002-001	- 25.00	C)		
B)	3221-001	50.00	D)		

Do not enter the SALES AMT of \$925.00 in the GL distribution fields. (It should have been entered in the SALES AMT field.)

The "Menu" Displays (How To Enter Data) (con't.)

- Entry: REQUIRED
 - Maximum field length to be entered: 8
(including the dash)
 - Composition of data to be entered: NUMERIC
 - Example: 3221-001
4. After you have inserted your Receivables data disk, the system will automatically retrieve all of the appropriate General Ledger entries. This automatic retrieval processing may take a while, depending on the number of records on your Receivables data disk, so don't be alarmed if there is no apparent activity on the display. When the automatic retrieval processing is completed (none of the retrieved information will display at this time), the system will advise you of this condition with the message "JOURNAL RETRIEVED".

WARNING! The system may give you a "JOURNAL FULL" or "CLEARING TRANSACTION FULL" message instead of the "JOURNAL RETRIEVED" message. This means that the journal record or clearing account transaction file is full and cannot accommodate additional data. Do not be concerned. The journal to that point is a completed record. The remainder of the data that has not been retrieved will have to be continued as a new journal.

Here is what you do for each condition:

The "Menu" Displays (How To Enter Data) (con't.)

JOURNAL FULL

- a. Depress **RETURN**.
- b. Enter the same JOURNAL NAME.
- c. Enter the same YR-PER.
- d. Enter a *different* transaction date.
- e. Automatic retrieval processing will be continued from the point of the last retrieved record.
- f. If another "JOURNAL FULL" condition occurs, repeat the above steps.

CLEARING TRANSACTION FULL

- a. Depress **RETURN**.
- b. You will automatically proceed to menu item (8), PRINT/DELETE CLEARING ACCOUNT TRANSACTIONS.
- c. After you have printed and deleted the clearing account transactions, return to the MENU.
- d. Select menu item (3), RETRIEVE ACCOUNTS RECEIVABLE.
- e. Perform steps b through f as described under JOURNAL FULL .

The "Menu" Displays (How To Enter Data) (con't.)

To complete the automatic retrieval procedure for Accounts Receivable, follow the steps listed below:

- (a) Select menu item (8), PRINT/DELETE CLEARING ACCOUNT TRANSACTIONS, even if no "CLEARING TRANSACTION FULL" message was displayed during this retrieval cycle. Choose the PRINT option to obtain a print-out of your clearing transactions data. If there are any transactions listed on your report, use menu item (8) to resolve these transactions. Then choose the PRINT and DELETE options to clear the file. This will help to minimize the occurrence of the "CLEARING TRANSACTION FULL" message in the future.
- (b) Select menu item (13), PRINT TRANSACTION ACTIVITY, to obtain an audit trail of your retrieved Accounts Receivable journals. When you have successfully printed the audit trail, respond to the Delete prompt with a for yes to clear the transaction file.
- (c) Select menu item (9), PRINT JOURNALS, to obtain a print-out of the transactions that were retrieved from your Receivables data disk.
- (d) Select menu item (10), PROVE CHART OF ACCOUNTS BALANCE, to check that your accounts are in balance.
- (e) You should now proceed to menu item (7), PROCESS JOURNALS, and final post your retrieved journal.
- (f) As a precautionary measure, repeat step (d) to check that the entries were posted into the proper accounts.

The "Menu" Displays (How To Enter Data) (con't.)

(5) RETRIEVING PAYROLL (FIG. 7)

PAYROLL JOURNAL		RETRIEVE	
A) JOURNAL NAME			
B) YR-PER			
=====		=====	
	PAGE		
ACCT#	DESCRIPTION	DR/CR	AMOUNT
01}			
02}			
03}			
04}			
05}			
06}			
07}			
08}			
09}			
10}			
11}			
12}			
13}			
JOURNAL TOTAL \$			0.00

FIG. 7

The PAYROLL JOURNAL display is used to automatically retrieve the General Ledger information from the Payroll data disk that was created by the TIMEWORKS Payroll system. If you are not interfacing with the TIMEWORKS Payroll system, do not use this menu item. Instead, proceed directly to menu item (6), ENTER MANUAL JOURNALS, to manually enter your Payroll General Ledger information.

The "Menu" Displays (How To Enter Data) (con't.)

NOTE: Prior to *each* retrieval of your Payroll data, be sure to make a backup copy of your Payroll data disk.

You must follow a series of short steps to retrieve your General Ledger information from your Payroll data disk.

1. After your display appears, give your retrieval journal a name.

NOTE: In the event the message "JOURNAL NAME FULL" or "JOURNAL DISK FULL" appears on the bottom of your display at this time, refer to menu item (6), ENTER MANUAL JOURNALS, for instructions.

- Entry: REQUIRED
- Maximum field length to be entered: 20
- Composition of data to be entered:
ALPHANUMERIC
- Examples: PAYRL
PAYROLL

2. Enter the YR-PER for the accounting period that you want retrieved from your Payroll data disk. Then enter a transaction date (today's date, or any other appropriate date).

The "Menu" Displays (How To Enter Data) (con't.)

NOTE: The JOURNAL NAME, YR-PER and TRANSACTION DATE you assigned to this journal is the KEY to this journal record. Remember it for future reference.

- Entry: REQUIRED
 - Maximum field length to be entered:
 - YR-PER - 5 (including the dash)
 - DATE - 8 (including the slashes)
 - Composition of data to be entered:
 - YR-PER - NUMERIC
 - DATE - MM/DD/YY
 - Example: 88-05 05/31/88
3. You will now be asked to enter the account numbers of three account descriptions that pertain to Payroll. As you make each entry, the account number will be validated by the CHART OF ACCOUNTS file, and the DESCRIPTION and DR/CR fields associated with the account number will automatically appear on the display. The account description prompts are:
- a. **ENTER CLEARING ACCT #** [a debit (+) account]
 - b. **ENTER ACCRUED PAYROLL ACCT #** [a credit (-) account]

The "Menu" Displays (How To Enter Data) (con't.)

- c. ENTER PAYROLL TAX EXPENSE ACCT # [a debit (+) account]

NOTE: The accounts entered in the GL ACCT fields of your TIMEWORKS Payroll system are as follows: (1) The six earning types are debit (+) accounts, and (2) the deduction and tax accounts are credit (-) accounts.

- Entry: REQUIRED
 - Maximum field length to be entered: 8 (including the dash)
 - Composition of data to be entered: NUMERIC
 - Example: 3210-001
4. After you have inserted your Payroll data disk, the system will automatically retrieve all of the appropriate General Ledger entries. The automatic retrieval processing may take a while, depending on the number of records on your Payroll data disk, so don't be alarmed if there is no apparent activity on the display. When the automatic retrieval processing is completed (none of the retrieved information will display at this time), the system will advise you of this condition with the message "JOURNAL RETRIEVED".

The “Menu” Displays (How To Enter Data) (con’t.)

WARNING! The system may give you a “**JOURNAL FULL**” or “**CLEARING TRANSACTION FULL**” message instead of the “**JOURNAL RETRIEVED**” message. This means that the journal record or clearing account transaction file is full and cannot accommodate additional data. Do not be concerned. The journal to that point is a completed record. The remainder of the data that has not been retrieved will have to be continued as a new journal.

Here is what you do for each condition:

JOURNAL FULL

- a. Depress **RETURN**.
- b. Enter the same JOURNAL NAME.
- c. Enter the same YR-PER.
- d. Enter a *different* transaction date.
- e. Automatic retrieval processing will be continued from the point of the last retrieved record.
- f. If another “**JOURNAL FULL**” condition occurs, repeat the above steps.

The "Menu" Displays (How To Enter Data) (con't.)

CLEARING TRANSACTION FULL

- a. Depress **RETURN**.
- b. You will automatically proceed to menu item (8), PRINT/DELETE CLEARING ACCOUNT TRANSACTIONS.
- c. After you have printed and deleted the clearing account transactions, return to the MENU.
- d. Select menu item (3), RETRIEVE PAYROLL.
- e. Perform steps b through f as described under JOURNAL FULL .

To complete the automatic retrieval procedure for Payroll, follow the steps listed below:

- (a) Select menu item (8), PRINT/DELETE CLEARING ACCOUNT TRANSACTIONS, even if no "CLEARING TRANSACTION FULL" message was displayed during this retrieval cycle. Choose the PRINT option to obtain a print-out of your clearing transactions data. If there are any transactions listed on your report, use menu item (8) to resolve these transactions. Then choose the PRINT and DELETE options to clear the file. This will help to minimize the occurrence of the "CLEARING TRANSACTION FULL" message in the future.

The "Menu" Displays (How To Enter Data) (con't.)

- (b) Select menu item (13), PRINT TRANSACTION ACTIVITY, to obtain an audit trail of your retrieved Payroll journals. When you have successfully printed the audit trail, respond to the Delete prompt with a for yes to clear the transaction file.
- (c) Select menu item (9), PRINT JOURNALS, to obtain a print-out of the transactions that were retrieved from your Payroll data disk.
- (d) Select menu item (10), PROVE CHART OF ACCOUNTS BALANCE, to check that your accounts are in balance.
- (e) You should now proceed to menu item (7), PROCESS JOURNALS, and final post your retrieved journal.
- (f) As a precautionary measure, repeat step (d) to check that the entries were posted into the proper accounts.

The "Menu" Displays (How To Enter Data) (con't.)

(6) ENTER MANUAL JOURNALS (FIG. 8)

```

                                JOURNAL ENTRY

A} JOURNAL NAME
B} YR-PER                      C} STD JRNL
-----
                                PAGE
ACCT#  DESCRIPTION            DR/CR  AMOUNT

01}
02}
03}
04}
05}
06}
07}
08}
09}
10}
11}
12}
13}

                                JOURNAL TOTAL $ 0.00
```

FIG. 8

The JOURNAL ENTRY display is where you will manually enter any charges to accounts which were not entered automatically by the RETRIEVE ACCOUNTS PAYABLE [menu item (3)], RETRIEVE ACCOUNTS RECEIVABLE [menu item (4)], and RETRIEVE PAYROLL [menu item (5)] functions. After you perform the retrieval(s), you will use this display to debit or credit certain accounts in order to offset the existence of any "clearing account amounts". These may have been automatically generated by the system, or they may have been present on the Accounts

The “Menu” Displays (How To Enter Data) (con’t.)

Payable, Accounts Receivable, or Payroll data disks during the retrieval function. This is also the display you will use to change or delete manually entered journals.

An explanation of each caption shown on this display follows:

A) JOURNAL NAME

Whatever name best describes the specific journal.

NOTE: If you exceed fifteen journal names, the message “**JOURNAL DISK FULL**” will appear. To add another journal name to your journal file, you must select a journal name that is obsolete (no longer active), and delete the obsolete journal name by answering the prompt “**DELETE BY NAME OR SINGLE JRNL?(N/S)**” with **N** for “NAME”. The “NAME” option will delete all journals with that name, which will allow you to enter a new journal name on the file. The “SINGLE JRNL” option will delete only one journal record containing that name, and therefore will not solve the problem. Return to where you were when the message first appeared, and continue to enter journals.

- Entry: REQUIRED
- Maximum field length to be entered: 20
- Composition of data to be entered: ALPHANUMERIC
- Example: SALES JOURNAL

The "Menu" Displays (How To Enter Data) (con't.)

B) YR-PER (YEAR-PERIOD)

Any YR-PER on your COMPANY MASTER can be used. After you enter the YR-PER, you will be asked to "ENTER TRANSACTION DATE". The transaction date is the third field of the KEY (JOURNAL NAME, YR-PER, DATE) that identifies the specific journal record on the journal file.

NOTE: If you exceed five YR-PER/DATE entries for any given journal name, a message "JOURNAL NAME FULL" will appear. To make room to add another YR-PER to the journal name, you must print one or more of the existing YR-PERs for that journal (provided that it has already been posted). This will automatically delete one or more of the records and make possible the entry of a new YR-PER journal for that given journal name. Return to where you were when the message first appeared and continue entering journals.

- Entry: REQUIRED
- Maximum field length to be entered:
 - YR-PER - 5 (including the dash)
 - DATE - 8 (including the slashes)
- Composition of data to be entered:
 - YR-PER - NUMERIC
 - DATE - MM/DD/YY
- Example: 88-05 05/31/88

The “Menu” Displays (How To Enter Data)

C) STD JRNL (STANDARD JOURNAL)

In every General Ledger system, some journals are repeated from time to time and the data contained in these journals does not have to be re-entered each period. Examples of data contained in standard journals are Depreciation, Reserves, and Rent. You can designate a journal as STANDARD by entering in response to the prompt “STD JRNL?(Y/N)”.

The next time you wish to apply the same data in this journal to any future YR-PER, follow these simple steps.

1. Enter the same JOURNAL NAME.
2. Enter the new YR-PER/DATE that this standard journal will apply to.

The data will be copied from the last YR-PER that this standard journal applied to. You can repeat this procedure as often as you wish.

- Entry: REQUIRED
- Maximum field length to be entered: 1
- Composition of data to be entered: ALPHABETIC
(only Y or N accepted)
- Examples: Y for Yes
 N for No

The “Menu” Displays (How To Enter Data)

ACCT # (ACCOUNT NUMBER)

This must be a valid account number in the exact format that you entered it on your CHART OF ACCOUNTS.

- Entry: REQUIRED
- Maximum field length to be entered: 8
(including the dash)
- Composition of data to be entered: NUMERIC
- Example: 1000-001

DESCRIPTION

A “display field only” of the account description that is associated with the requested account number.

- Entry: NONE

DR/CR (DEBIT/CREDIT)

A “display field only” of the type of account (debit or credit) that is associated with the requested account number.

- Entry: NONE

AMOUNT

The dollar amount that is to be added to (no sign), or subtracted from (– sign), the account amount. [Disregard the plus(+) or minus(–) sign displayed under the DR/CR caption when making your entry.] After you make your last AMOUNT entry on a journal, the JOURNAL TOTAL must be zero to be in balance — that is, the debit and credit AMOUNTS must be equal.

The "Menu" Displays (How To Enter Data) (con't.)

CAUTION! The Journal file will accept an out-of-

CAUTION: Manually prepared journals *will* accept an out-of-balance condition. However, you cannot post an out-of-balance journal. You should investigate and correct the cause of the out-of-balance condition.

process.)

- Entry: REQUIRED
- Maximum field length to be entered: 9
(including 2 decimals)
- Composition of data to be entered: NUMERIC
(minus sign accepted)
- Examples: 999999.99
 -99999.99

ANNOTATION

A prompt will appear asking you to enter the source of your entry (including any remarks) – up to 18 characters.
Example: Rev of INCOME 3/15

DO change the STD JRNL field if the journal's status has changed.

DO correct any data that caused an out-of-balance condition, like incorrectly entered account numbers or amounts. Do this *before* you depress the **F7** function key to update the file.

The "Menu" Displays (How To Enter Data) (con't.)

DON'T attempt to change the JOURNAL NAME, YR-PER, or DATE of a *manually entered* journal. You can't do it. Delete the entire journal and start over.

DON'T change the *automatically entered* journal (RETRIEVAL type) ACCT # or AMOUNT field. Make a new manual journal to offset any error that you may have discovered in this journal.

Incidentally, you can skip back and forth between pages by depressing **N** and **RETURN** for the next page, or **P** and **RETURN** for the previous page.

You can also use this menu item to produce a "hard copy" print-out of an entire display. Simply turn on your printer and depress the **F2** function key for each page you wish to have printed.

This display is *not normally* used for journal deletion, since the normal deletion process happens automatically. Here's how the automatic process works. Only five journals can exist at any one time for any given journal name. When you add a sixth journal with the same name, but a different YR-PER and DATE, the system looks for any one of the five journals that has been posted, final posted, and printed, automatically deletes it, and replaces it with the journal being added. However, if you want to delete a journal, you can. The deletion capability ("**D**" for delete) is provided so that you can (1) delete bad records resulting from unreadable data in a journal, (2) replace an out-of-balance journal, or (3) remove a JOURNAL NAME from the journal file. Before you delete a journal, be sure you have printed and deleted its transaction activity using menu item (13).

The "Menu" Displays (How To Enter Data) (con't.)

(7) PROCESS JOURNALS (FIG. 9)

PROCESS JOURNALS				
A) JOURNAL NAME				
B) YR-PER				
				PAGE
ACCT#	DESCRIPTION	DR/CR	AMOUNT	
01)				
02)				
03)				
04)				
05)				
06)				
07)				
08)				
09)				
10)				
11)				
12)				
13)				
JOURNAL TOTAL \$				0.00

FIG. 9

Use this menu item to post (or reverse post) one or more journals to the CHART OF ACCOUNTS file. A series of prompts will take you through the steps necessary for all the available posting and reverse posting capabilities.

The “Menu” Displays (How To Enter Data) (con’t.)

When you select POST, you will be able to perform the posting by an individual journal, or by all the journals that apply to a YR-PER. Before the journals are actually posted, you need to indicate whether or not you want a final posting. If you choose the FINAL POST option, the posted journals will become a part of your YR-PER closing. If you do not select the FINAL POST option, your data will only be *temporarily* posted to your CHART OF ACCOUNTS file. In this case, it will be available for unposting (we call it REVERSE POST) in the future. If you later decide that these temporarily posted journals should be posted as FINAL, come back to this menu item and select the FINAL POST option. Incidentally, when you POST any *retrieved journals* [menu items (3), (4), or (5)], they will be automatically posted as FINAL whether or not you selected the FINAL POST option.

When you select REVERSE POST, you will “back-out”, or remove, the previous posting of the *manual journals* that were not selected for FINAL POST. These journals have now reverted to their original unposted status.

After all the final journals are posted, you should call for menu item (10), PROVE CHART OF ACCOUNTS BALANCE, to double-check that all accounts are in balance. The next step is to obtain a print-out of all your posted journals for that YR-PER [menu item (9), PRINT JOURNALS]. You are now ready to print your operating statements and balance sheet.

The "Menu" Displays (How To Enter Data) (con't.)

(8) PRINT/DELETE CLEARING TRANSACTIONS (FIG. 10)

CLEARING ACCOUNT TRANSACTIONS				PAGE
AS OF				
FILE	C/V/E	INVOICE	??? ACCT	AMOUNT
				0.00
				0.00

FIG. 10

Use this menu item to view any clearing account transactions that were generated by the system during the retrieval of the automatic journals.

You will have the option to display or print the clearing account transactions. If you choose to print the transactions, you will then be given the option to delete those transactions.

The "Menu" Displays (How To Enter Data) (con't.)

WARNING! If you do not delete the transactions after you print them, they will appear again the next time you print this file. The danger is that you may inadvertently create a *second correcting journal entry* for the reprinted records. This would obviously cause your statements to be incorrect, even though they would be in balance. A second consideration is that the clearing account transaction file (which can hold up to 600 records) will reach its maximum capacity *before* an automatic retrieval has finished processing. This interruption would require special handling to complete your retrieval process [see Sections (3), (4), and (5)].

The "C/V/E" caption shown in FIG. 10 represents the following:

- C = Customer Number from Accounts Receivable
- V = Vendor Number from Accounts Payable
- E = Employee Number from Payroll

The "???" ACCT" caption shown in FIG. 10 represents one of four conditions:

- (1) Account was not found.
- (2) Combined accounts were assigned a clearing account number in the GL ACCT field on the Accounts Payable or Accounts Receivable displays.

The “Menu” Displays (How To Enter Data) (con’t.)

- (3) Account numbers requested at journal retrieval time were found to be duplicated in the GL ACCT field on the Accounts Payable or Accounts Receivable file.
- (4) An account with a dash only (blanks – blanks), under the “???” ACCT” caption, represents an out-of-balance condition for that record.

You must resolve any clearing account transactions before you print any reports. Here is what you do.

After you have determined the correct account number, make a manual journal entry [menu item (6)] to charge each clearing account transaction amount to its proper account number. You will be able to identify the source of the clearing account transaction by noting the file name and document reference (C/V/E and invoice) that precedes the amount shown.

The "Menu" Displays (How To Enter Data) (con't.)

(9) PRINT JOURNALS (FIG. 11)

Select this menu item when you want to view or print your journals. You will be prompted DISPLAY OR PRINT?(D/P). If you press **D**, the computer will list all of your open journals on your screen, listing the NAME, YR-PER, DATE, and STATUS for each. There are three status codes: P stands for posted, F stands for final posted, and PR stands for printed. Your journals will be displayed in the order that you entered them into the system. Use the Display option if you want to find a specific journal but you don't know its name, year-period, or date. You can print this listing on your printer by pressing the **F2** key.

If you press **P** for print, you will then see the prompt PRINT BY JOURNAL NAME OR ALL?(J/A). If you press **J** and enter a journal name and YR-PER, the computer will print the journals under the name you entered for that specific period. If you press **A** for all, you will be prompted to enter a YR-PER. The computer will then print all of your journals for that period. After you print your journals, be sure to retain the print-out in your permanent file for your auditors.

WARNING! The system permits only journals that have been final posted and printed to be automatically "purged" (removed) from the journal file. If you neglect to perform this printing function periodically, the file will fill to capacity and additional journal entries will not be possible.

periodically, the file will fill to capacity and additional journal entries will not be possible.

The "Menu" Displays (How To Enter Data) (con't.)

(10) PROVE CHART OF ACCOUNTS BALANCE (FIG. 12)

PROVE CHART OF ACCOUNTS BALANCE		
##	S	
01	ACCOUNT NUMBER	9
02	DESCRIPTION	19
03	CONTROL CODE	8
04	ACCOUNT TYPE	11
05	PREVIOUS YEAR END AMOUNT	23
06	YEAR PERIOD AMOUNT	23
07	YEAR TO DATE AMOUNT	23
99	ADD SPACES	

FIG. 12

This menu item is used: (1) to assist you when you initially set up your CHART OF ACCOUNTS file, (2) to supply the information you need to re-input the amounts that were lost during the deletion of an unreadable record, (3) to prove that your accounts are in balance before printing an operating statement or balance sheet, and (4) to obtain a listing of your account information.

NOTE: The space counter will begin decrementing from 40 for "display". For "print", the space counter will decrement from the number of columns you chose when you performed your Loading Instructions. You may continue to make your column selections until (1) your selections are completed, or (2) the counter has decremented to zero (or insufficient spaces remain for the next column) — whichever occurs first. Depress **F7** to terminate column selection.

The "Menu" Displays (How To Enter Data) (con't.)

(11) PRINT OPERATING STMTS (P&L, ETC.) (FIGS. 13 & 14)

There are as many types of operating statements as there are types of businesses. Each portrays a picture of the business operation in a unique way. Recognizing this variety, this system enables you to organize your operating statements in the format that is most useful to you. The work involved to create a format needs to be performed only once for each report you desire, because the system will automatically save each new format. Thereafter, the system will provide that format when you request it, and the then current data will be used to obtain a new report. To take advantage of this feature, be sure to initialize separate disks labelled REPORT FORMAT DATA DISKS before entering your operating statement format.

Two interrelated displays (OPERATING STATEMENT COLUMNS and OPERATING STATEMENT LINES) are used to establish your format. To demonstrate how these two displays are used to generate an operating statement, we will partially create a typical Profit and Loss Statement format as we explain each step of the process.

When you select menu item (11), the first display (OPERATING STATEMENT COLUMNS – FIG. 13) will show you the variety of analytical formats available for reporting your business data.

The "Menu" Displays (How To Enter Data) (con't.)

REPORT SELECTION OPERATING STATEMENT COLUMNS

##		S	##		S
01	ACCOUNT DESCRIPTION	19	07	LAST YEAR QTR AMOUNT	12
02	CURR PERIOD AMOUNT	12	08	YEAR TO DATE AMOUNT	12
03	PREV PERIOD AMOUNT	12	09	PREVIOUS YTD AMOUNT	12
04	LAST YEAR THIS PERIOD	12	10	PRCNT XX/YY	6
05	CURR QTR AMOUNT	12	11	ACCOUNT NUMBER	9
06	PREVIOUS QTR AMOUNT	12	99	SPACES	?

FIG. 13

A. Operating Statement Columns

One of the first actions you will perform will be to enter a title (heading) and the YR-PER for your operating statement. The name of your company and a period ending date will automatically print under the title.

Example:

PROFIT & LOSS STATEMENT
GENERAL TRACTOR CORP
PERIOD ENDING MM/DD/YY

You will then proceed to make your selection of the captions that will print at the top of each column on your report. Each caption that you select by asking for its number under the "##" symbol will become the heading for the information appearing in that column. The number of characters used to print the column heading is found under the letter "S".

The "Menu" Displays (How To Enter Data) (con't.)

Example: Captions 01, 02, and 03

PROFIT & LOSS STATEMENT GENERAL TRACTOR CORP PERIOD ENDING MM/DD/YY		
ACCOUNT DESCRIPTION	CURR PERIOD AMOUNT	PREV PERIOD AMOUNT

NOTE: Although you will normally begin your columns with the ACCOUNT DESCRIPTION caption, you may choose to begin your column assignment with the ACCT NUMBER caption. In either case, you must include the ACCOUNT DESCRIPTION caption or your report will not have any heading or total line descriptions.

PRCNT (PERCENT)

The PRCNT caption is used whenever you want to express the division of one column by another as a percentage. The letters "XX" preceding the division sign (/) represent the column (##) to be divided. The letters "YY" following the division sign represent the column (##) to divide by. (You can obtain a % comparison to Sales by entering the letter "S" as your "YY" column choice. This is the reason you were previously prompted for your Sales Account Number.) This PRCNT option can be repeated for as many column comparisons as you wish to print (limited, of course, by the width of the form you are printing on).

The "Menu" Displays (How To Enter Data) (con't.)

NOTE: In order to obtain a percentage comparison to Net Sales (which is Sales less Returns, Allowances, Discounts, etc.), create a manual journal entry to adjust the Sales account for the amounts in the Returns, Allowances, Discounts, etc. accounts. After you print your Profit and Loss Statement, reverse this manual journal entry.

Example: Caption 10, "XX" is 02, "YY" is 03

PROFIT & LOSS STATEMENT
GENERAL TRACTOR CORP
PERIOD ENDING MM/DD/YY

ACCOUNT DESCRIPTION	CURR PERIOD AMOUNT	PREV PERIOD AMOUNT	CURR/ PREV
------------------------	-----------------------	-----------------------	---------------

NOTE: When you complete your selection of captions on this display, proceed to the next display by depressing the **F7** function key.

The "Menu" Displays (How To Enter Data) (con't.)

REPORT SELECTION OPERATING STATEMENT LINES		
CODE TYPE	# OF POS	FIELD DEFINITION
H	18	HEADER DESCRIPTION
S	18	SUB TOTAL DESCRIPTION
T	18	TOTAL DESCRIPTION
F	18	FINAL TOTAL DESCRIPTION
G	18	GRAND TOTAL DESCRIPTION
L	1	# OF LINES TO BE SPACED OR P FOR PAGE BREAK
A	8-1	ACCOUNT NUMBER AND S IF PRINTING IS SUPPRESSED

FIG. 14

B. Operating Statement Lines

The second display (OPERATING STATEMENT LINES – FIG. 14) is used to enter each of the lines in the order you wish to have them appear on your report. This display shows you the codes, definitions, and number of positions that may be entered for each code.

The lower portion of this display is used for systematically entering each line of format specifications and descriptive information. As you answer each prompt for each field that will compose the current line of data you are entering, you may find that you made an error that you would like to correct. To do so, use your function keys in the following manner:

F1 – Backspace 1 character within the field.

F3 – Backspace to the first position in the field.

The "Menu" Displays (How To Enter Data) (con't.)

- F4** – Backspace to the previous field. If you are at the beginning of the line, you will go to the previous line. (This is a special use of this function key.)
- F5** – Cancel all previous entries and begin at the first prompt for line 1.

As you finish each line of entry, that line will automatically reposition itself above the entry line to let you enter the next line of information. This retention feature (display of the previous line) permits you to see what you just did in case you are temporarily distracted during entry.

CODE TYPE

The format of your operating statement is dependent upon the order in which you select each CODE TYPE. An explanation of each code, in the order you will most likely use it, is as follows:

- L** – Depress **L** if you want more than one blank line to separate your heading from the body of your report. Throughout your report, use the "L" code to insert from 1 to 9 blank lines between groups of data. (Or use **P** to skip to a new page.)

Example: L = 3

PROFIT & LOSS STATEMENT
GENERAL TRACTOR CORP
PERIOD ENDING MM/DD/YY

ACCOUNT	CURR PERIOD	PREV PERIOD	CURR/
DESCRIPTION	AMOUNT	AMOUNT	PREV

The "Menu" Displays (How To Enter Data) (con't.)

- H** – The next thing you will normally do is enter a **HEADER DESCRIPTION** to give your first information category a heading. To do this, enter an **H** and enter your heading, such as **INCOME**. If you wish to indent the word **INCOME**, enter as many blank spaces as you wish before you enter the word. This technique applies to all headings. Just remember that each blank space counts as one of the 18 characters you have available.

Example: H = INCOME

```
          PROFIT & LOSS STATEMENT
          GENERAL TRACTOR CORP
          PERIOD ENDING MM/DD/YY

  ACCOUNT   CURR PERIOD  PREV PERIOD  CURR/
DESCRIPTION AMOUNT      AMOUNT      PREV
-----
INCOME
```

- A** – At this point, you are probably ready to enter the account numbers for the heading category. Select **A** and enter the account number. If you want to suppress the actual printing of the entire line of information associated with the account number, enter an **S** for suppress. This "suppress" feature will add the money for that account number to the next total line that you select just as it would if you did not suppress its printing. Whether or not you chose to suppress printing, the **CHART OF ACCOUNTS** description will be displayed to give you an opportunity to verify that you have entered the correct account number. Continue to enter your account numbers until you come to a total line.

The "Menu" Displays (How To Enter Data) (con't.)

Example: A = 6000-001 (Description for
this account number is SALES)

PROFIT & LOSS STATEMENT
GENERAL TRACTOR CORP
PERIOD ENDING MM/DD/YY

ACCOUNT DESCRIPTION	CURR PERIOD AMOUNT	PREV PERIOD AMOUNT	CURR/ PREV
<u>INCOME</u>			
SALES	31885.00	44752.00	71.2

Let's follow this up with a heading for "LESS", and a
"RETURNS & ALLOWANCES" account line, before we
obtain our first *sub-total* line.

Example: H = LESS
A = 6001-001 (Description is
RETURNS & ALLOWANCES)

PROFIT & LOSS STATEMENT
GENERAL TRACTOR CORP
PERIOD ENDING MM/DD/YY

ACCOUNT DESCRIPTION	CURR PERIOD AMOUNT	PREV PERIOD AMOUNT	CURR/ PREV
<u>INCOME</u>			
SALES	31885.00	44752.00	71.2
LESS RETURNS & ALLOWANC	678.00	500.00	135.6

The "Menu" Displays (How To Enter Data) (con't.)

S - If you want to show a sub-total, choose **S**. The amount for the sub-total will not only be shown on its own line, but will also be included in the next line, coded T or F.

Example: S = NET SALES

PROFIT & LOSS STATEMENT
GENERAL TRACTOR CORP
PERIOD ENDING MM/DD/YY

ACCOUNT DESCRIPTION	CURR PERIOD AMOUNT	PREV PERIOD AMOUNT	CURR/ PREV
INCOME			
SALES	31885.00	44752.00	71.2
LESS RETURNS & ALLOWANC	<u>678.00</u>	<u>500.00</u>	<u>135.6</u>
NET SALES	31207.00	44252.00	70.5

Let's continue to build up our operating statement by including a "MISC SALES" account line, before we obtain our first *total* line.

Example: A = 6004-001 (Description is MISC SALES)

PROFIT & LOSS STATEMENT
GENERAL TRACTOR CORP
PERIOD ENDING MM/DD/YY

ACCOUNT DESCRIPTION	CURR PERIOD AMOUNT	PREV PERIOD AMOUNT	CURR/ PREV
INCOME			
SALES	31885.00	44752.00	71.2
LESS RETURNS & ALLOWANC	<u>678.00</u>	<u>500.00</u>	<u>135.6</u>
NET SALES	31207.00	44252.00	70.5
MISC SALES	1004.00	892.00	112.6

The "Menu" Displays (How To Enter Data) (con't.)

- T** - If you want to show a total, choose **T**. The amount for the total will not only be shown on its own line, but will also be included in the next F-coded line.

Example: T = TOTAL INCOME

PROFIT & LOSS STATEMENT
GENERAL TRACTOR CORP
PERIOD ENDING MM/DD/YY

ACCOUNT DESCRIPTION	CURR PERIOD AMOUNT	PREV PERIOD AMOUNT	CURR/ PREV
INCOME			
SALES	31885.00	44752.00	71.2
LESS RETURNS & ALLOWANC	<u>678.00</u>	<u>500.00</u>	<u>135.6</u>
NET SALES	31207.00	44252.00	
MISC SALES	<u>1004.00</u>	<u>892.00</u>	<u>112.6</u>
TOTAL INCOME	32211.00	45144.00	71.4

At this point you should have a pretty good idea of how to construct your operating statement. So let's discuss the final two codes (F and G), and then we'll finish off the sample Profit & Loss Statement.

- F** - If you want to show a final total, choose **F**. The amount for the final total will not only be shown on its own line, but will also be included in the next G-coded line.

The “Menu” Displays (How To Enter Data) (con’t.)

IMPORTANT! Each major division of your report, such as **INCOME** on a Profit and Loss statement, must end with a final total (F) in order to separate that major division from the next major division. For example, to separate the major division **INCOME** from the major division **EXPENSE**, be sure that the last line of **INCOME** is a final total (F) description line. Likewise, when you complete the **EXPENSE** portion of your Profit and Loss statement, you must also end with a final total (F) description line.

G– If you want to show a grand total, choose **G**. The grand total line will be a summation of all the monies of all the accounts in your report.

IMPORTANT! The very last description line of a Profit & Loss Statement must be a grand total (G) line. Do not use the grand total (G) line for other types of operating statements, such as Departmental Comparisons.

The "Menu" Displays (How To Enter Data) (con't.)

Below is the end result of the Profit & Loss Statement we have developed.

PAGE	PROFIT AND LOSS STATEMENT			DATE
	GENERAL TRACTOR CORP			
	PERIOD ENDING 05/31/88			
Code Type	ACCOUNT DESCRIPTION	CURR PERIOD AMOUNT	PREV PERIOD AMOUNT	CURR/PREV
H	INCOME			
A	SALES	31885.00	44752.00	71.2
H	LESS			
A	RETURNS & ALLOWANC	678.00	500.00	135.6
S	NET SALES	31207.00	44252.00	70.5
A	MISC SALES	1004.00	892.00	112.6
T	TOTAL INCOME	32211.00	45144.00	71.4
H	LESS COST OF SALES			
A	COST OF GOODS SOLD	13899.00	14563.00	95.4
A	FREIGHT	78.00	234.00	33.3
T	TOT COST OF SALES	13977.00	14797.00	94.5
F	GROSS PROFIT	18234.00	30347.00	60.1
H	LESS SALES EXP			
A	SALARIES-SALES	3489.00	4567.00	76.4
A	COMMISSIONS	234.00	678.00	34.5
A	ADVERTISING	1000.00	0.00	0.0
T	TOTAL SALES EXP	4723.00	5245.00	90.0
H	LESS ADMN EXP			
A	SALARIES-ADMINISTR	2500.00	2500.00	100.0
A	PAYROLL TAXES-ADM	601.00	567.00	106.0
A	RENT	2345.00	2345.00	100.00
A	DEPR-FURN & EQUIP	4000.00	4000.00	100.0
A	HEAT	-98.00	346.00	-28.2
A	LIGHT & POWER	250.00	250.00	100.0
A	TELEPHONE	346.00	567.00	61.0
A	INSURANCE	560.00	560.00	100.0
A	PROFESSIONAL EXP	344.00	0.00	0.0
T	TOT ADM EXP	10848.00	11135.00	97.4
F	TOT EXPENSES	15571.00	16380.00	95.1
G	PROFIT/LOSS	2663.00	13967.00	19.1

The "Menu" Displays (How To Enter Data) (con't.)

Let's expand our previous example to include a YEAR TO DATE AMOUNT with CURR/SALES, PREV/SALES, and CURR/YTD comparisons. Here are the captions we chose after we entered the title and YR-PER of our operating statement:

<u>##</u>	<u>COLUMN HEADING</u>
01	ACCOUNT DESCRIPTION
02	CURR PERIOD AMOUNT
10	CURR/SALES, where XX = 02, YY = S
03	PREV PERIOD AMOUNT
10	PREV/SALES, where XX = 03, YY = S
08	YEAR TO DATE AMOUNT
10	CURR/YTD, where XX = 02, YY = 08

The "Menu" Displays (How To Enter Data) (con't.)

For the body of our report we followed the same examples used earlier. The Profit & Loss Statement would now look like this:

PAGE	PROFIT AND LOSS STATEMENT GENERAL TRACTOR CORP PERIOD ENDING 05/31/88						DATE
Code Type	ACCOUNT DESCRIPTION	CURR PERIOD AMOUNT	CURR/ SALES	PREV PERIOD AMOUNT	PREV/ SALES	YEAR TO DATE AMOUNT	CURR/ YTD
H	INCOME						
A	SALES	32211.00	100.0	45144.00	100.0	77355.00	41.6
A	MISC SALES	0.00	.0	0.00	.0	0.00	0.0
H	LESS						
A	RETURNS & ALLOWANC	0.00	.0	0.00	.0	0.00	0.0
T	NET SALES	32211.00	100.0	45144.00	100.0	77355.00	41.6
H	LESS COST OF SALES						
A	COST OF GOODS SOLD	13899.00	43.1	14563.00	32.3	28462.00	48.8
A	FREIGHT	78.00	.2	234.00	.5	312.00	25.0
T	TOT COST OF SALES	13977.00	43.4	14797.00	32.8	28774.00	48.6
F	GROSS PROFIT	18234.00	56.6	30347.00	67.2	48581.00	37.5
H	LESS SALES EXP						
A	SALARIES-SALES	3489.00	10.8	4567.00	10.1	8056.00	43.3
A	COMMISSIONS	234.00	.7	678.00	1.5	912.00	25.7
A	ADVERTISING	1000.00	3.1	0.00	.0	1000.00	100.0
T	TOT SALES EXP	4723.00	14.7	5245.00	11.6	9968.00	47.4
H	LESS ADM EXP						
A	SALARIES-ADMIN	2500.00	7.8	2500.00	5.5	5000.00	50.0
A	PAYROLL TAXES-ADM	601.00	1.9	567.00	1.3	1168.00	51.5
A	RENT	2345.00	7.3	2345.00	5.2	4690.00	50.0
A	DEPR-FURN & EQUIP	4000.00	12.4	4000.00	8.9	8000.00	50.0
A	HEAT	-98.00	-.2	346.00	.8	248.00	-39.4
A	LIGHT & POWER	250.00	.8	250.00	.6	500.00	50.0
A	TELEPHONE	346.00	1.1	567.00	1.3	913.00	37.9
A	INSURANCE	560.00	1.7	560.00	1.2	1120.00	50.0
A	PROFESSIONAL FEES	344.00	1.1	0.00	.0	344.00	100.0
T	TOT ADM EXP	10848.00	33.7	11135.00	24.7	21983.00	49.3
F	TOTAL EXPENSES	15571.00	48.3	16380.00	36.3	31951.00	48.7
G	PROFIT/LOSS	2663.00	8.3	13967.00	30.9	16630.00	16.0

IMPORTANT! *AFTER* you print the final version of your Profit & Loss Statement for any given period, but *BEFORE* you print your Balance Sheet for that period [menu item (12)], you *must* perform the following steps. These steps are not necessary unless you are going to print a Balance Sheet for the period.

The "Menu" Displays (How To Enter Data) (con't.)

1. Go to menu item (2), MAINTAIN CHART OF ACCOUNTS, and establish an OPERATING INCOME account which is designated as a debit (+) account with a control code "O".
2. Use menu item (2) to establish a RETAINED EARNINGS account which is designated as a credit (-) account with a control code "B".
3. Make a manual journal entry [menu item (6)] charging the OPERATING INCOME account with the profit (or loss) for that period and charging the RETAINED EARNINGS account with the same amount.
4. Go to menu item (7), PROCESS JOURNALS, and final post the journal you established in step 3.
5. Go to menu item (10), PROVE CHART OF ACCOUNTS, and check that your accounts are in balance.
6. Go to menu item (12), PRINT BALANCE SHEET, and begin developing your Balance Sheet format.
7. After you print your Balance Sheet for each period, go to menu item (6), MANUAL JOURNALS, and create a new journal to reverse the RETAINED EARNINGS entry you posted in step 4.
8. Go to menu item (7), PROCESS JOURNALS, and final post the reversing journal that you created in step 7.

These steps will assure that your RETAINED EARNINGS account will be in balance for the year to date cycle.

The "Menu" Displays (How To Enter Data) (con't.)

Finally, here is a feature of the TIMEWORKS General Ledger system that you will really like. *Any operating statement format that you create is automatically saved for future use.* You will find that this feature is a tremendous time-saver. Once you are satisfied with the design of an operating statement you have created, you do not have to repeat the formatting process again. Instead, your format will be saved on a newly formatted data disk (your disk drive manual will tell you how to prepare one). The system will prompt you to insert the disk in your drive and then it will automatically transfer your operating statement format to what will now be identified as a REPORT FORMAT DATA DISK. The next time you wish to use that operating statement format (to generate a new report with the then current data), tell the system the name of your format (a name of up to twelve characters that you assign to it), and you will obtain a new report without further effort.

NOTE: You cannot modify a format that you have saved on your REPORT FORMAT DATA DISK. If you add a new account that you wish to include on your report, you must create a new format. If you delete an account that has previously been included on a saved format, you must re-do your format and eliminate the account that has been deleted.

The "Menu" Displays (How To Enter Data) (con't.)

(12) PRINT BALANCE SHEET (FIG. 15)

Unlike the variety of operating statements that you may have generated, you need to create only one balance sheet. It is a final snapshot of the financial condition of your company at the end of an accounting period, or at the end of your fiscal year. However, like the operating statements, you do need to arrive at a format that best suits your business needs. Any format that you create will be saved automatically by the system and be available for you to recall later. This means that you may experiment with any number of designs for your balance sheet, and when you finally settle on the one you want to use, call it up by the name you have assigned to it. That format will be used to generate your balance sheet.

REPORT SELECTION BALANCE SHEET FORMAT		
CODE TYPE	# OF POS	FIELD DEFINITION
H	18	HEADER DESCRIPTION
S	18	SUB TOTAL DESCRIPTION
T	18	TOTAL DESCRIPTION
F	18	FINAL TOTAL DESCRIPTION
G	18	GRAND TOTAL DESCRIPTION
L	1	# OF LINES TO BE SPACED OR P FOR PAGE BREAK
A	8-1	ACCOUNT NUMBER AND S IF PRINTING IS SUPPRESSED

FIG. 15

The "Menu" Displays (How To Enter Data) (con't.)

When you select menu item (12), a display called BALANCE SHEET FORMAT (FIG. 15) will appear. This display is identical to the second display you saw when you printed your operating statements [it was called OPERATING STATEMENT LINES (FIG. 14)]. This display is used in a similar manner (you will enter your report heading, etc.). However, there are two major differences: You will be asked to specify (1) the indent of the printed description ("DESCRIPTION PRINT INDENT?") and (2) the column in which you want to print the amount ("AMOUNT PRINT COLUMN?") for each money line to be printed on the report. An explanation of each selection is as follows:

DESCRIPTION PRINT INDENT

The descriptions are printed on the left side of your report form; they are often indented to make the report easier to read. The "DESCRIPTION PRINT INDENT?" prompt gives you the opportunity to select the amount of the indent (the location where the first character of the description will print) for each description. Select the indent as follows:

<u>INDENT CODE</u>	<u>INDENT</u>
1	1 CHARACTER
2	3 CHARACTERS
3	5 CHARACTERS
4	7 CHARACTERS
5	CENTER OF REPORT

NOTE: The fifth indent is reserved for centering major headings (such as ASSETS, LIABILITIES, and EQUITY).

The "Menu" Displays (How To Enter Data) (con't.)

Example: (We'll start off by using a CODE TYPE you became familiar with when you made up your operating statements.)

Code Type H = ASSETS
Indent Code = 5

GENERAL TRACTOR CORP
BALANCE SHEET
PERIOD ENDING MM/DD/YY

PREV PER

ASSETS

AMOUNT PRINT COLUMN

The amounts (monies) of the accounts, or totals, are printed on the right side of your report form. Choose one of three available columns to print the amount for each account, or total, by responding to the "AMOUNT PRINT COLUMN?" prompt. The starting print position of each column, measured from the first print position on the far left-hand side of the report, is as follows:

<u>COLUMN CODE</u>	<u>STARTING PRINT POSITION</u>
6	30
7	43
8	56

A final column is reserved for PREV PER totals. These previous period totals (all totals except sub-totals) are automatically printed in the column on the far right side of the report. This gives you the opportunity to compare the current period amounts to the previous period totals.

The "Menu" Displays (How To Enter Data) (con't.)

Example: (We'll use CODE TYPES you became familiar with earlier.)

Code Type H = CURRENT ASSETS
Indent Code = 1

Code Type A = 1000-001 (CASH)
Indent Code = 2
Column Code = 6

Code Type A = 1010-001
(S/T INVESTMENTS)
Indent Code = 2
Column Code = 6

Code Type S = NET CASH
Indent Code = 3
Column Code = 7

GENERAL TRACTOR CORP
BALANCE SHEET
PERIOD ENDING MM/DD/YY

		PREV	PER
ASSETS			
CURRENT ASSETS			
CASH	32485.00		
S/T INVESTMENTS	28250.00		
NET CASH		60735.00	

As you can see, once you catch on to how to handle the INDENT and COLUMN codes, the procedure for making up your balance sheet format (with one exception – which we will explain) is not much different than the one you learned when you designed your operating statements with FIG. 14. The exception is in the treatment of CODE TYPES F and G. Let's review all of the CODE TYPES and highlight the exceptions.

The "Menu" Displays (How To Enter Data) (con't.)

- L**– Depress **L** if you want more than one blank line to separate your heading from the body of your report. Throughout your report, use the "L" code to insert from one to nine blank lines in your report. (Or use "P" to skip to a new page.)
- H**– To enter a HEADER DESCRIPTION (to give your information category a heading), enter an **H** and enter your heading, such as ASSETS.
- A**– To enter the account numbers for the heading category, select **A** and type in the account number. If you want to suppress the actual printing of the entire line of information associated with the account number, enter an **S** for suppress. This "suppress" feature will add the money for that account number to the next total line that you select just as it would if you did not suppress its printing. Whether or not you chose to suppress printing, the CHART OF ACCOUNTS description will be displayed to give you an opportunity to verify that you have entered the correct account number. Continue to enter your account numbers until you come to a total line.
- S**– If you want to show a sub-total, choose **S**. The amount for the sub-total will not only be shown on its own line, but will also be included in the next line, coded T or F.
- T**– If you want to show a total, choose **T**. The amount for the total will not only be shown on its own line, but will also be included in the next F-coded line.

The “Menu” Displays (How To Enter Data) (con’t.)

- F**– If you want to show a final total, choose **F**. The amount for the final total will not only be shown on its own line, but will also be included in the next G-coded line.
- G**– If you want to show a grand total, choose **G**. The grand total line will be a summation of all the monies of all the accounts in your report.

IMPORTANT EXCEPTION FOR TYPE CODES

F and G: Each major division of your report, such as ASSETS, must end with a grand total (G) in order to separate that major division from the next major division. For example, to separate the major division ASSETS from the major division LIABILITIES, be sure that the last line of ASSETS is a grand total (G) description line. However, when you complete the LIABILITIES portion of your balance sheet, use only a final total (F) description line. This way, the LIABILITIES total can be combined with the last total description line of EQUITY, which will also be a final total (F) description line. Finally, both of these portions of your balance sheet (LIABILITIES and EQUITY) must end with a grand total (G) description line in order to effect the combination. Follow all of these steps to properly portray your balance sheet equation, $ASSETS = LIABILITIES + EQUITY$.

Following is an example of a balance sheet you may wish to create.

The "Menu" Displays (How To Enter Data) (con't.)

PAGE	GENERAL TRACTOR CORP		DATE
Code	BALANCE SHEET		
Type	PERIOD ENDING 05/31/88		
			PREV PER
H	ASSETS		
H	CURRENT ASSETS		
A	CASH	12485.00	
A	S/T INVESTMENTS	3650.00	
S	NET CASH		16135.00
A	ACCOUNTS RECEIVABLE	173824.00	
A	LESS DOUBTFUL ACCTS	1850.00	
S	NET ACCTS REC'VBLE		171974.00
A	NOTES RECEIVABLE		23000.00
A	INVENTORIES		125700.00
A	PREPAID EXPENSES		4200.00
T	TOT CURR ASSETS		341009.00 347009.00
H	FIXED ASSETS		
A	LAND	55000.00	
A	BUILDINGS	275800.00	
A	LESS ACCUM DEPR	41200.00	
S	NET REAL ESTATE		289600.00
A	OTHER ASSETS		9780.00
T	TOT FIXED ASSETS		299380.00 299380.00
G	TOTAL ASSETS		640389.00 646389.00
H	LIABILITIES		
H	CURR LIABILITIES		
A	NOTES PYABLE-BANKS	21280.00	
A	ACCOUNTS PYABLE	111532.00	
A	ACCRUED EXPENSES	1680.00	
A	ACCRUED PAYROLL	9500.00	
A	ACCRUED TAXES	15520.00	
A	DEPOSITS-CUSTOMERS	2420.00	
T	TOT CURR LIAB		161932.00 158752.00
H	L/T LIABILITIES		
A	MORTGAGE	230420.00	
T	TOT L/T LIAB		230420.00 230420.00
F	TOT LIABILITIES		392352.00 389172.00
H	EQUITY		
A	COMMON STOCK	72500.00	
A	ADD'L PAID IN CAPT	22500.00	
A	RETAINED EARNINGS	153037.00	
F	TOTAL EQUITY		248037.00 257217.00
G	TOT LIAB & EQUITY		640389.00 646389.00

Finally, any balance sheet format that you create is automatically saved for future use. Follow the same procedure you used to save and recall an operating statement format [see menu item (11)].

The "Menu" Displays (How To Enter Data) (con't.)

(13) PRINT TRANSACTION ACTIVITY (FIG. 15)

TRANSACTION ACTIVITY

<u>JRNL NAME</u>	<u>YR-PER</u>	<u>TRANS DATE</u>	<u>ANNOTATION</u>	<u>ACCT#</u>	<u>AMOUNT</u>
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FIG. 156

Call up this menu item to print an audit trail of your transaction activity. The audit trail will list what accounts the transactions were posted to, where the transactions came from, and the changes that took place in each Journal account. Be sure to retain the print-out in your permanent file.

WARNING! The transaction activity file has a capacity of 600 records. If you neglect to perform a **PRINT** and **DELETE** function periodically, the file will fill to capacity and additional transactions will not be available.

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SPECIAL NOTICE FOR OWNERS OF COMMODORE 1525 PRINTERS ONLY

- When two 1541 Disk Units are connected to your system, your Commodore 1525 Printer may *not* function properly. This can be rectified by:
 - 1) Disconnecting one disk drive from the system (actually pull the plug) before printing, or
 - 2) Contacting the Commodore Service Department, 1900 Airport Road, West Chester, PA (215/431-9100), and requesting information on Disk Operating System ROM replacements for your 1541 disk units.
- Occasionally, your paper tractor feed on the 1525 Printer may not advance the paper properly. This will cause an over-print of several lines of printing. Should you experience this intermittent operating malfunction on your 1525 Printer, we offer the following suggestion:

PRINTING ROUTINE REPORTS

Turn off the printer. Turn it on again and restart your report.

NOTE: You should always create one or two backup data disks before you begin printing.

VII. How To Create Your Backup Disk

The magnetic data disks on which you store your information are *vital* to your processing of data, or printing of reports. Unfortunately, data disks can become unusable for a great variety of reasons – causing you to lose your accumulated vital information. Therefore, we *strongly urge* you to create *at least one* backup disk daily, or after each session of entering and processing a day's worth of activity.

The backup procedure described below applies to Commodore 1541 disk drives. If you are using other compatible disk drives you should refer to the manual that came with the compatible disk drive and note any variations or differences in their procedure.

IF YOU ARE USING ONE OR TWO 1541 DISK DRIVES:

The procedure you should use is as follows:

1. Insert ^{side 2} your program disk.
2. Enter LOAD "SINGLE 1541",8 or LOAD "TWO 1541'S",8 and depress **RETURN**.
3. When **READY** appears on the display, enter RUN and depress **RETURN**.
4. Remove your program disk.
5. Follow the instructions shown on the display, in the box labelled OPERATOR INTERVENTION.
6. Enter "PROGRAM OPERATION CODE"

The PROGRAM OPERATION CODES are:

B = BAM select backup

D = Direct backup

■ Select B, and depress **RETURN**.

7. Enter "DESTINATION DISK NAME"

(This is your new backup disk.)

■ Enter any name you choose, and depress **RETURN**.

How To Create Your Backup Disk (con't.)

8. Enter "DISK ID NUMBER"
 - Enter a 2-digit disk ID number, and depress **RETURN**.

9. A flashing message will read "INSERT DESTINATION DISK INTO DRIVE" (Device 9)
 - Insert disk, and depress any key on your keyboard.
 - @ Execution will begin.

10. A flashing message will read "INSERT SOURCE DISK INTO DRIVE" (Device 8)
 - (This is the data disk you are copying from.)
 - Insert disk, and depress any key on your keyboard.
 - @ Execution will continue.

11. A flashing message will read "VERIFY SOURCE DISK FOR BACKUP"
 - Check the box labelled DISK to verify that the correct disks are selected.
 - Depress any key on your keyboard to verify.
 - @ Box labelled EXECUTING will read "READING DATA INTO BUFFER".
 - (This is your computer storage area.)

12. When buffer is full, box labelled OPERATOR INTERVENTION will flash the following message "INSERT DESTINATION DISK INTO DRIVE"
 - Insert disk, and depress any key on your keyboard.
 - @ Box labelled EXECUTING will read "WRITING DATA FROM BUFFER".

How To Create Your Backup Disk (con't.)

13. When buffer is empty, box labelled OPERATOR INTERVENTION will flash the following message “INSERT SOURCE DISK INTO DRIVE”

- Insert disk, and depress any key on your keyboard.
- @ You will return to step 12.
- @ Looping has begun. The number of loops required depends upon the amount of data stored on your disk.

14. When backup is completed the box labelled EXECUTING will read “BACKUP FINISHED”

- @ The box labelled OPERATOR INTERVENTION will flash the following message “REMOVE DESTINATION DISK FROM DRIVE”.
- Remove the disk. THIS IS YOUR BACKUP DISK!!
- Turn the computer OFF. WARNING!! Turning off the computer is MANDATORY!

VIII. Troubleshooting

PROBLEM	REMEDY
PROGRAM WILL NOT LOAD	<ol style="list-style-type: none">1. Check computer hookup.2. Turn off disk drive and computer and try again.3. Check to see if program is present.4. Clean heads on disk drive.5. Make sure PROGRAM DISK, not data disk, is in disk drive.
DEVICE NOT PRESENT ERROR	Check hookup and power supply for all devices.
READ OR WRITE ERROR or DATA WILL NOT ADD	<ol style="list-style-type: none">1. Insert correct data disk into disk drive.2. Replace data disk with previous backup.3. Remove write protection from data disk.4. Use a better quality disk for data.
PROGRAM WILL NOT ADVANCE PAST PASSWORD	Use correct password.
CHECKERBOARD FOUND IN DATA (due to power problems)	Delete record containing checkerboard.
SYSTEM FROZEN, SCREEN BLANKS OUT, or PROGRAM LOST (due to power fluctuations)	Restart all devices and reload the program.

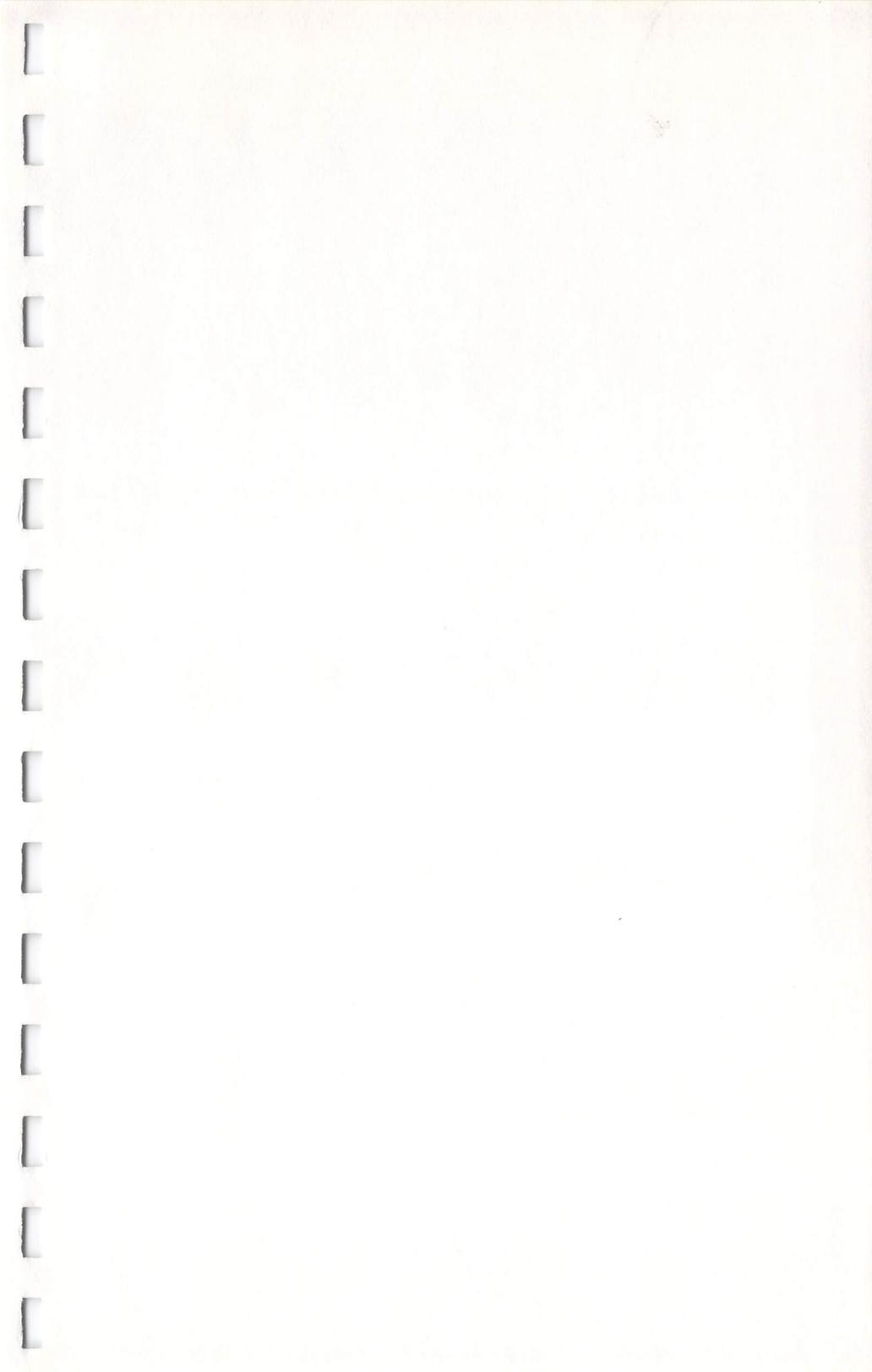
1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of the names and addresses of the members of the committee who have been appointed to the various sub-committees.

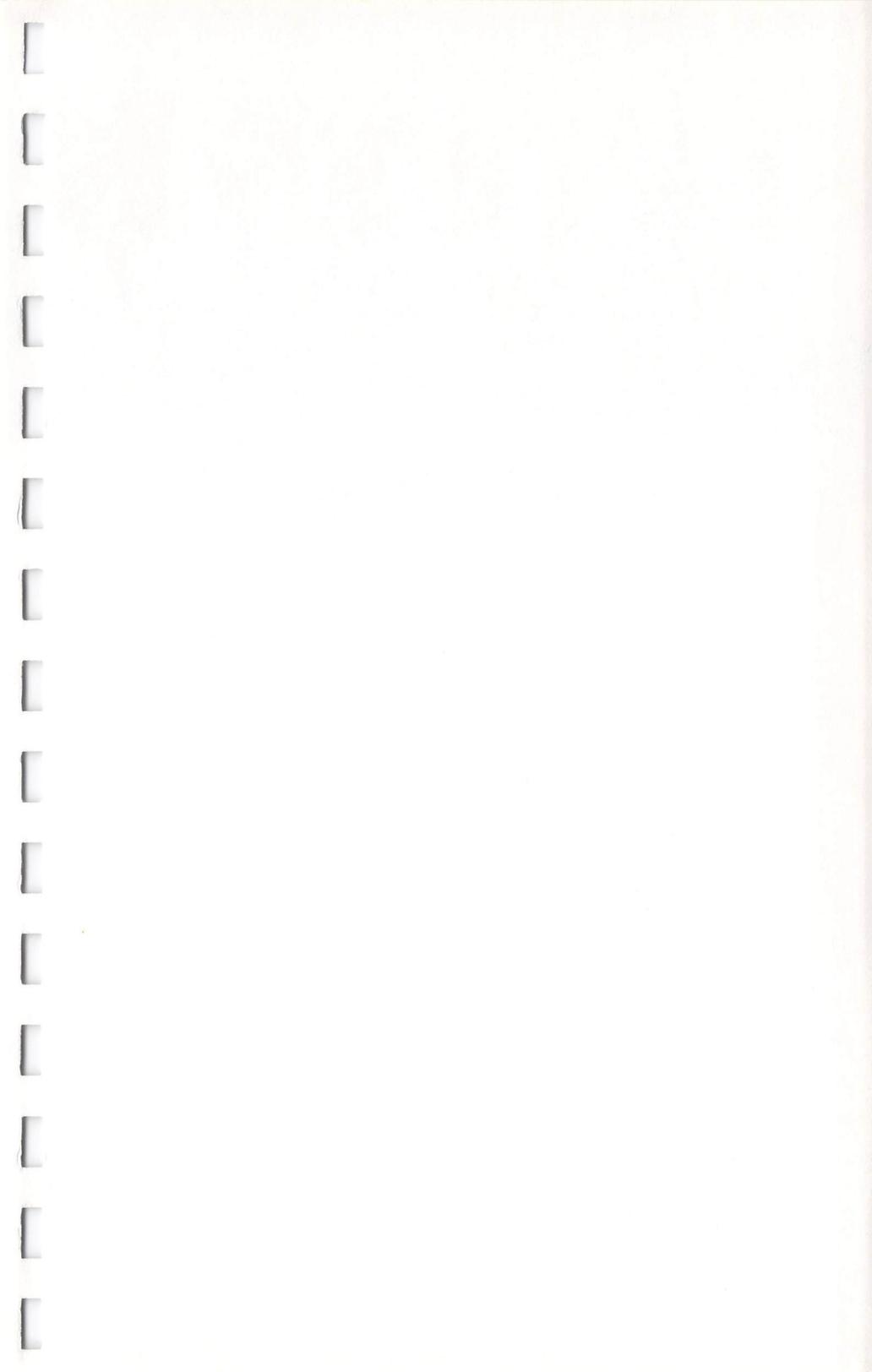
3. The third part of the document is a list of the names and addresses of the members of the committee who have been appointed to the various sub-committees.

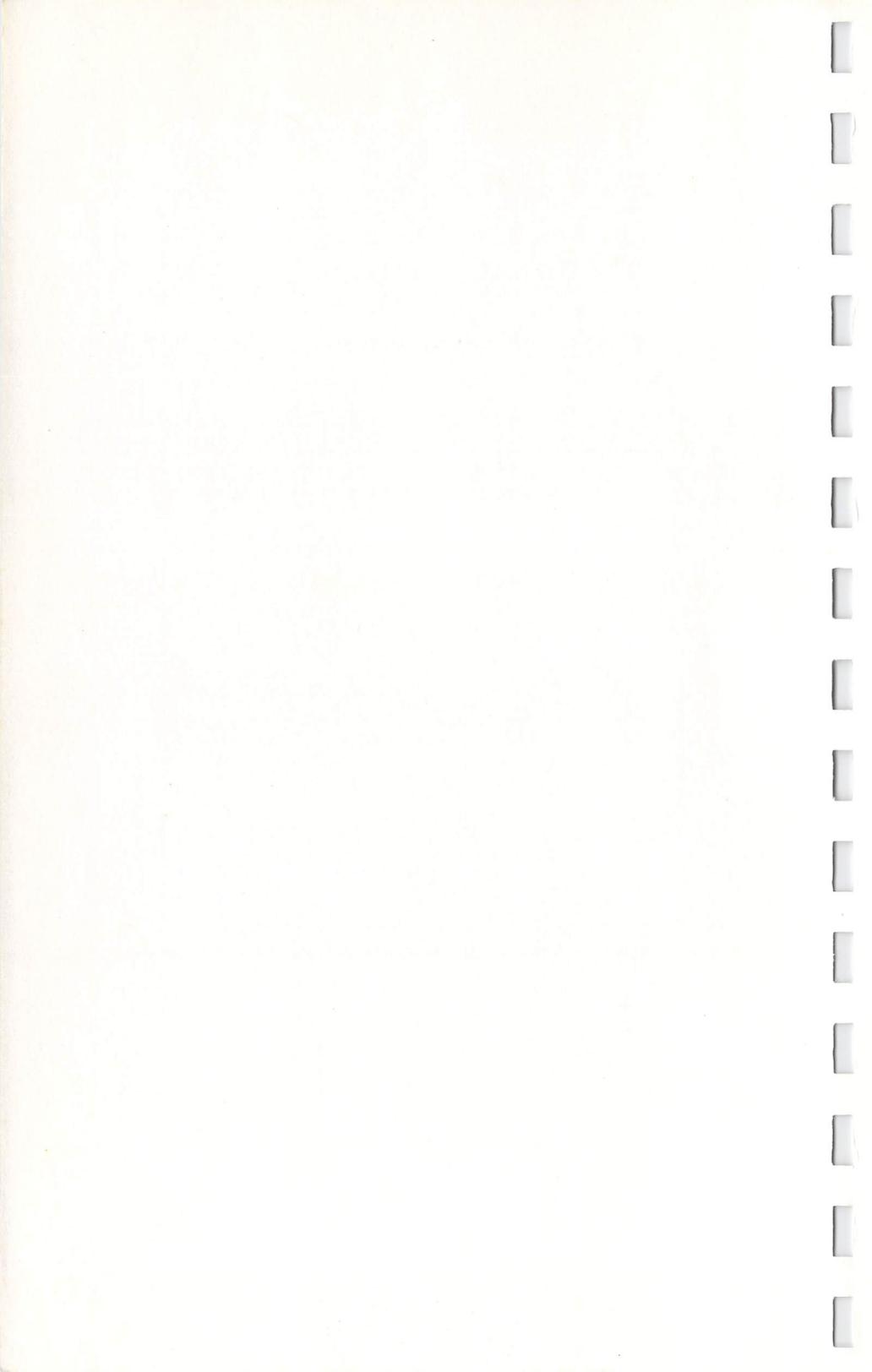
4. The fourth part of the document is a list of the names and addresses of the members of the committee who have been appointed to the various sub-committees.

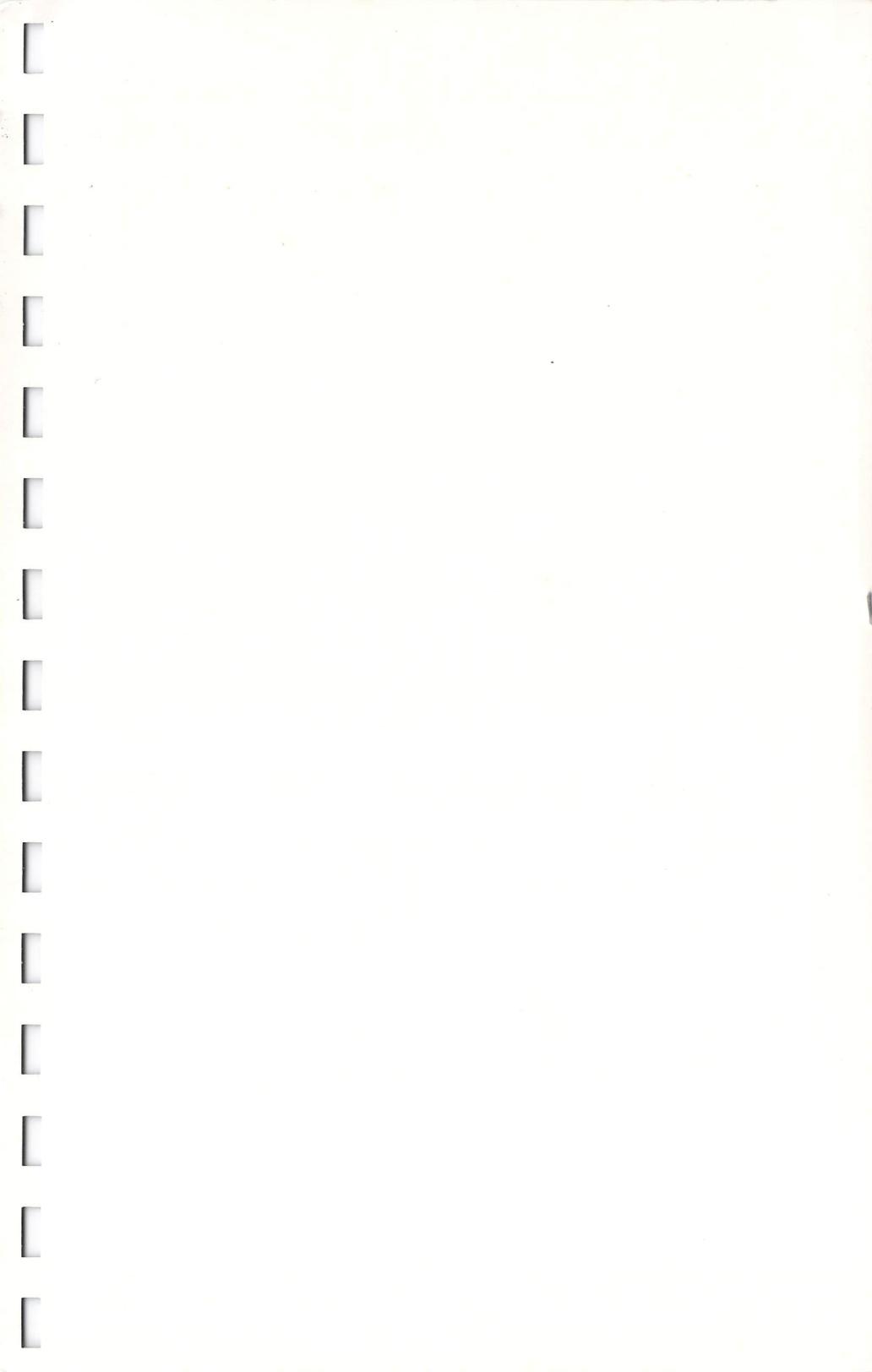
5. The fifth part of the document is a list of the names and addresses of the members of the committee who have been appointed to the various sub-committees.











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