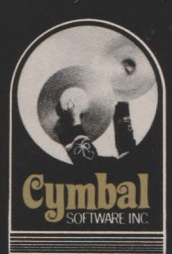
Reference Library



for use with the Commodore 64

Printed in Canada

Accounting Series

Invoice Writer

for use with the Commodore 64

CY6414

MADE IN CANADA

Cymbal Software Inc.

Accounting Series

for use with the Commodore 64

Invoice Writer

User's Reference Guide

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WHAT YOU NEED TO START

To operate the Invoice Writer System you need the following equipment:

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

The Invoice Writer System is part of a true bookkeeping system designed to run on your Commodore 64 computer. In conjunction with the other accounting modules this system will provide all the functions normally found only on very expensive programs. Each month you will have room for an unlimited amount of journal entries in batches of 200. The system is so easy to use that any one in business should be able to use it.

CREATING YOUR COMPANY ON THE SYSTEM

LOADING THE PROGRAM

Place the program disk in the disk drive and type:

LOAD "START",8

press the RETURN key. When the cursor appears on the screen type

RUN

press the RETURN key.

SIGN ON

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

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

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

You will then be asked if this system is to be Integrated with the Inventory Control System. If it is enter Y and you will then be asked to place your Inventory Data Disk in Drive A. If it is not integrated then enter N and continue with the instructions below. You must always answer this question the same way.

Place a data disk in Drive A.

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

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

CONFIGURATION

The first step is to set the Configuration of your Company. This tells the computer what it needs to know to post the information you are going to enter. Enter 15 (Configuration) and press RETURN.

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

Enter the G/L account numbers asked for on the screen. These G/L account numbers should match the G/L account numbers in your General Ledger Accounting Program if you are transferring to the G/L through the Accounts Receivable module. If you are not integrating with the G/L, any 1 to 4 digit number will do. You must enter an account number for every account asked for on the screen.

You are then asked to enter the Printer Device Number. The normal device number for a printer is 4. However if you wish another device number for your printer enter the device number and press RETURN.

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

The program disk drive number is set at 8. If you are using two 1541 disk drives this number MUST be changed. The device number commonly used for another disk drive is 9. See your manual about setting the drive itself. If you are using two disk drives type in the appropriate device number and press RETURN. The invoice writer module supports a dual disk drive. If you have a dual disk drive enter a 1. The program will then assume that you have a dual disk drive and the program is in Drive 1 (not drive 0).

The next item asks you to enter the Sales Tax Rate in 1/10%. For example if the Sales Tax Rate in your Province is 7% enter 70. The computer will then configure the number correctly.

The next item in the configuration tells the computer if you are integrating with the Accounts Receivable module. If you have charge sales and are using the Accounts Receivable module enter a 1 and press RETURN. Enter 0 for no.

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

EDIT SALESMEN

The next step in creating the company is to enter the names of each salesman. This is done through the Edit Salesmen program.

Enter 13 (Edit Salesmen) and press RETURN. The Edit Salesmen screen will now appear.

There is room in this system for nine Salesmen. Enter the name of the Salesman opposite the appropiate number for that salesman (if you presently use a numbering system to identify salesman). If you do not use a numbering system simply enter the name of each salesman and make a note of the number of each salesman.

The total sales (tax excluded) for each salesman (as indicated on the invoice) is accumulated until reset. This figure is not affected by the month end routine.

DAILY ENTRY

INVOICE ENTRY

You are now ready to enter your Invoices. Enter 12 (Invoice Entry) and press RETURN. You will then be asked if you wish to print the Invoice on Blank Paper or on the NEBS Invoice Forms. Enter P for Blank Paper and F for Invoice Forms. When printing on blank paper, 2 copies of the invoice are printed. If Invoice Forms are selected you must indicate if they have a pre-printed company heading (logo) or if the computer must print your company name (standard) on the invoice. You then can print a positioning invoice to align the invoices in the printer. The Invoice Entry screen will appear.

Invoices may be printed either on Blank Paper or on NEB's Invoice Form No. 9040-3.

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

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

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

The Customer is the name of the person to whom the sale was made. If it is a cash sale press RETURN and the word CASH will appear at the right hand side of this line. To post charge (A/R) sales (when integrated with the A/R module and a single disk drive) enter the customer number and his name will appear on the screen for confirmation. If you are using a dual disk drive the customer's name and address will appear on the screen.

Enter the Ship To Address. If the Ship To address is the same as the Customer's address simply press RETURN and SAME will appear on the screen.

Enter the Customer's Purchase Order number, or if there is no Purchase Order number simply press RETURN.

Enter the date shipped.

Enter the method by which the goods were shipped in the Shipped Via window.

Enter C for a Collect Shipment, P for a Prepaid Shipment.

Enter FOB destination.

Enter terms.

Enter the Salesman's number.

Enter the Item Code of the item. If integrated with the Inventory module the description will be displayed on the screen.

Enter the Quantity shipped.

Enter the Unit Price. If integrated with the Inventory module the unit price will be displayed on the screen.

Enter Y if tax is to be charged. If Y is entered the computer will automatically calculate the sales tax.

The Extension will be displayed on the screen. The computer automatically calculates the extension.

The total of the invoice will be displayed at the bottom of the screen. You can enter nine lines of entry if there is no sales tax charged. If sales tax is charged then you may enter eight lines of entry. LAB as an item code will be defined by the computer as Labor and will be posted to the Labor Income Account. DEL as an item code will be defined by the computer as DELIVERY and will be posted to the Shipping Expense Account.

You will then be asked if you wish to Save the Entry. Check the entry and if it is correct hit Y. If there is a mistake press N and you will be asked if you wish to cancel the entry. If you press N you will be returned to the last entry for editing. If you press Y the invoice will be cancelled and you will be taken back up to the top of the screen ready for the next invoice. Pressing F1 will exit you from the invoice without saving that invoice. Hit return and the Invoice will be printed.

REPORTS

QUEUEING

As each report is selected it is entered into the queue. Option 11 will erase the queue.

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

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

ENTRY JOURNAL

This report lists all the entries made in the order that they were made. The capacity of the system is 200 journal entries. When the system has reached capacity a message will appear on the screen. The Entry Journal should then be run at that time so you have a list of all the entries that have been made. After the Entry Journal has been run then Option 4 (Clear Entry Jnl) should be run to make room for the next 200 entries.

SALESMEN REPORT

This report lists the entries by Salesman to be used for calculating commissions on sales.

CASH FLOW REPORT

This report lists the amount of Cash Sales, Charge Sales, Cash Receipts and Receipts on account made each day for the month.

G/L ACCOUNT BALANCE REPORT

This report summarizes the balances in the General Ledger Accounts.

INVENTORY CATALOG

This report gives you a list of the Inventory Items and their selling price but is only available if you are integrated with the Inventory Module.

MONTHLY ENTRY

MONTH END

The month end routine resets the sales figures in the cash flow report and the Salesman's report. If you wish to keep a copy of this months data disk you must make a back-up copy using the utility program obtained from your Commodore dealer. Transfers to the A/R must be made before the month end routine.

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

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

INTEGRATION

The invoice writer program is designed to integrate with the inventory program, and the accounts receivable program (but not directly to the G/L). Transfers to the G/L are then done from the inventory or A/R programs.

It can be integrated with either or both the inventory and A/R programs.

To integrate with the inventory, the inventory module must be configured with 1 in order to integrate with Invoice Writer. Then when the invoice writer module is signed on, you must indicate that it is integrated with the inventory program, and place the inventory data disk in the drive. There will be no separate invoice data disk if it is integrated with the inventory. The data is posted to the inventory with each invoice.

To integrate with the A/R program, set the configuration of the invoice writer to 1 in order to integrate with A/R. Then as often as you desire select Option 17 to transfer the transactions to the A/R program. There is a limit of 200 journal entries between transfers. The program keeps track of which entries have been transferred already, but the entry journal will still have to be cleared after 200 entries. Be sure to do the transfer before clearing the journal.

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