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Great care has been taken in designing, developing and manufacturing this software product. It is sold in good faith in the belief that it reliably performs the function claimed. A normal warranty of 90 days applies to the product itself with regard to quality of workmanship and freedom from manufacturing faults. However liability cannot be assumed regarding its suitability for any specific purpose, nor can Dick Smith Electronics accept liability for any loss or damage caused either directly or indirectly by this product or as a consequence of using it.

Specifically, Dick Smith Electronics cannot accept liability for any interruption of service, loss of business or goodwill or expected profits, or other consequential damages claimed to result from the use or operation of this product.

Before placing reliance on any new system it is wise to operate and test it thoroughly, under conditions as close as possible to those to be met in practice. We therefore recommend that before you rely fully on this product, you run it for a reasonable time in parallel with the system you intend it to replace to ensure that the results will be as desired.

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Manual written by Sue Robinson

WARNING: MAGNETIC DISKS ARE FRAGILE AND EASILY ERASED!

This software product is supplied in the form of magnetic 'floppy' disks. Please note that these disks should be handled carefully to ensure that their contents are not corrupted or destroyed.

Make sure you keep the disks well away from strong magnets like those in loudspeakers. Also keep them away from power transformers such as those for your computer, video monitor, expansion unit and disk drives. Don't bring them too close to your video monitor's screen as its scanning field could cause damage. Even strong X rays can corrupt the data on a disk.

High temperatures can cause trouble so don't let your disks get overheated. This means that you shouldn't leave them in sunlight, either direct or through a window. Nor should you let them get dusty because dust particles can cause read and write errors (that is, errors in the operation that enters text on to the disk or retrieves and 'reads' information from a disk file). And finally, don't allow them to get buckled, creased or bent - this sort of damage can prevent you from using them at all.

Then you label your disks, use a soft pen to avoid damaging the disk inside the sleeve. Better still, use adhesive labels and write on them before attaching them to the sleeve. Use 'write protect' tabs to cover the sensing notch of a disk that is normally only read from to prevent accidental overwriting and loss of data.

In short, treat your disks very carefully. When you are not actually using them, slip them into their envelopes and put them away. This will ensure that you gain full benefit from their use.

A FOREWORD FROM DICK SMITH

To many people, Accounting and book-keeping is tedious, time-consuming and often confusing. In practical terms, it is merely keeping track of a company's business activities and being able to make decisions based on these records.

Keeping accurate records is vital to any small business and with my Accounts Receivable Package, you will now be able to keep track of your accounts. With a single keystroke, you will be able to find out who owes you money, for how long and for what product or service. Your cash flow will be improved and this is the most essential aspect to the success of any business.

The Accounts Receivable Package is designed especially for Australian conditions with the Australian businessman in mind. It is simple to understand and operate, with many self-explanatory screen messages.

With this package, accounting and bookkeeping need no longer be tedious or frustratingly confusing. Whether you are a first time user, unfamiliar with accounting practices or a qualified accountant, this system will make life a little simpler, and at a fraction of the cost of other systems.

I can't guarantee that this program will automatically make your business a success, of course, but I honestly believe that you will find it an incredibly valuable tool in making your business far more successful !

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GLOSSARY OF ACCOUNTING AND COMPUTER TERMS

AGED BALANCES - These are simply totals or balances for last month or any of the 3 months before that. Your aged trial balances are the totals owed you for those months by your various customers.

AUDIT TRAIL - This is a thread of information, running through your records that allows you or someone else to check your accounting by going back to the original entries.

BATCHING - The process of recording your accounts information in groups (or BATCHES) of transactions. This is like waiting until you have a pile of papers to file before you file them.

CHARACTER - Each time you type an item into the computer, you have typed in a character. This can be a letter, a number, a symbol (eg. \$ or % or *) or even a space between words.

CREDIT NOTES - The record of goods returned to you for credit.

CREDITOR - A person or business to whom you owe money

DEBTOR - A person or business who owes money to you

DEBTOR'S STATEMENT - This is the bill you send to the customer, it is a hard copy printed out by the computer.

DISK, DISKETTE OR FLOPPY DISK - These are all synonymous terms for the disks you are provided with this system or those you use for backup.

FILE - This means the same as it does in the normal office context. The one of in cabinets.

HARD COPY - This refers to the record you keep in the form of a computer printout. Your program resets (clears the files for new information) at the end of every accounting period and you will need to obtain a hard copy of your transactions for the record.

HARDWARE - Any equipment is hardware. The program that runs your Accounts Receivable system is an example of SOFTWARE.

INVOICE - This is your record of having provided specified goods or services to a given customer.

JOURNAL - The journal is your interim record book. It is used For entering adjustments, error corrections or transactions for a given period. You post entries to the ledger from your journal.

JOURNAL CREDITS AND DEBITS - Journal credits are the adjustments you make to your journal record which reduce the total invoice amount (such as , for example the adjustment you would make if you find you have accidentally double charged a customer or if you can't supply the goods ordered). Journal debits are those adjustments which Increase the total invoice amount (such as those you might make if your customer adds an extra item to his order).

LEDGER - your final record book.

LEDGER CARDS - These are usually employed to keep a record of debtors and the state of their accounts. They are superceded by computerised debtors systems such as this one.

MENU - When the video screen shows you a series or choices or options, you are looking at a menu.

MONTH-TO-DATE - Month-to-date (or year-to-date) figures provide you with a running record of figures so far this month (or year).

PASSWORD - This is equivalent to the key to your filing cabinet. If you have a password function (and you do in this program) you can create a password and stop anyone who does not enter that word into the computer from having access to the files.

POSTING - This is the act of recording your business transactions in a file.

PROGRAM - This is the set of instructions given to the computer (by means of the disk) which enable you to use it for running your debtors system.

TRIAL BALANCE - This is an interim total of all the account balances making up the ledger.

WRITE PROTECT TABS ~ These are small adhesive tabs which can be stuck over the notch in the side of your disk. When a write protect tab is in place it stops the computer from entering (or Owriting") material on to your disk and therefore protects the material already there from being obscured or overwritten.

WHAT IS A DEBTORS SYSTEM?

1. OVERVIEW

A debtors system is a computerised ledger system designed to help you avoid time consuming manual entries, calculations and reports in your accounts records. That is, it maintains records of your customers, business transactions and what is owed to you, by whom and for how long.

To do this, the system must have the following characteristics-

- A customer master file with names and addresses
- A current ledger history with month-to-date figures and running totals of the balance outstanding
- A facility to print out your monthly reports, debtor statements and mailing labels
- The ability to update the customer files when new transactions are entered.

THE DICK SMITH SYSTEM

The Dick Smith Accounts Receivable CAT X-3756 has all the above features plus these others to make accounting even easier for you -

- A detailed customer listing on any or all of your customers.
- A customer summary listing with name, address and date of the last transaction.
- A batch listing - for easier auditing - of the entries you made in any one batch.
- A capacity for 760 customer accounts and up to 1520 transaction "entries per accounting period.
- An automatic booting facility that means you don't have to worry about loading up the system. Just put the disks in and switch on.
- A password system that you can use to protect your files from prying eyes just as you would lock a filing cabinet.

With the Dick Smith debtors system you can enter the information you want and obtain the listings you need at any given time with automatic updating of the files by simply choosing an option and doing what the screen tells you.

What could be easier!

MININIMUM HARDWARE REQUIREMENTS

In order to use the CAT X-3756 Accounts Receivable system you will need -

- A 32K System-80 microcomputer (CAT X-4005/X-4016) or the System-80 Mark II Business Computer (X-4100/ X-4311)
- An expansion unit (CAT X-4010/X-4014)
- 2 disk drives with power supply and cable (CAT X3230/X-3232/X-3234)
- A video display unit (CAT X-1196)

An 80 column printer (CAT X-3255) or the daisy wheel printer (M215) if you want to use a word processor

2. GETTING STARTED

Before you can use your Accounts Receivable system you must assemble and connect the computer hardware itself. This is described in "ASSEMBLING AN EXPANDED SYSTEM-80 MODEL 1 COMPUTER SYST= or the SYSTEM-80 MARK II USER'S GUIDY available in Dick Smith Stores.

Follow its instructions for assembling and turning on the power (for everything except the computer itself) and you are ready to start.

You have 3 disks -

- System disk 1 - with the program on it
- System disk 2 - with more of the program
- Data disk - for storing your data (records)

1. Put System disk 1 into disk drive 0 and the Data disk into Disk drive 1.
2. Close the disk drive latches.
3. Turn the computer on. The disk will warm up for a while, then you should see the following display on your screen.

DEBTORS SYSTEM

PLEASE ENTER THE NEW PASSWORD . ?

4. If this screen is showing then all is well. If you don't see it but -

NO PICTURE - check that the computer and the video are turned on (the red light at the top left of the keyboard should be shining) and that the video cable is properly plugged in.

MEANINGLESS WORDS - Check that the disk mains are turned on and the disk drive power plug and cable are properly inserted in the correct disk drives (the red light on drive 0 - not the one on drive 1 - should light up). If that is all correct, check to see that you have inserted the right disks.

Try again by pressing the RESET button at the back of the keyboard. If after a second try you still have no success in getting the above screen to show - phone your local Dick Smith distributor or the Dick Smith Hotline (02)888-2002.

The Password

The first thing you do when your system is ready to run is enter a password. Once you have done this, no one can use the system without first entering the same word. If you don't want to use a password, just hit the <NEW LINE> key and the system will enter a blank password. Then when you start each day, hit <NEW LINE> at the password stage and you can proceed.

A display appears requesting a password. This will show every time you load up the Accounts Receivable system. This time choose a password of up to 6 characters in length - including spaces (eg. JOHN) and type it in.

NOTE: You must enter the same password daily so **make sure it is a word you can easily remember!** (Your own first name is a good idea). Remember, if you can't enter the right password at any future time, the computer will not let you proceed with the program.

Entering your Company Name

When you have entered the new password the computer asks you to enter your company's name address and phone number. This is similar to labelling your files with your name in a manual accounting system. Your company details will appear on the top of your printed reports.

NOTE: When entering details here or at any other stage in the system - **DO NOT USE COMMAS!** They are programming symbols and the computer will simply not print any details you enter after the comma.

1 . NAME

You will be asked to enter your company name. You have up to 25 characters (including the spaces between words). If you enter more than the allowed number of characters at any time the computer will ignore the extra ones.

2.ADDRESS

When you have entered your company name, hit the <NEW LINE> key and you will be able to enter the address in 2 lines of 20 characters each. Enter the first line (street name and number or post box number) and hit <NEW LINE> to be able to enter the second line (suburb and postcode).

3. PHONE NUMBER

If you hit <NEW LINE> after entering the address, you will be given up to 12 characters for entering the phone number.

Transaction File Drive Number

The transaction file is the file in which you record all the daily transactions in your debtors system. This is kept on the data disk at all times except when you are using more than 2 disk drives. Then you may want to have a separate transaction disk. In every case except this (very rare) you will have your transaction files in the data disk in drive 1. So, when the computer asks you to enter the transaction drive number, hit <1> and <NEW LINE>. If you have a lot of customers or a large number of transactions every month, and you feel you may need more than 2 disk drives, please refer to Appendix C.

The date

The screen will now say-

PLEASE ENTER TODAY'S DATE AS DD.MM.YY. : ?

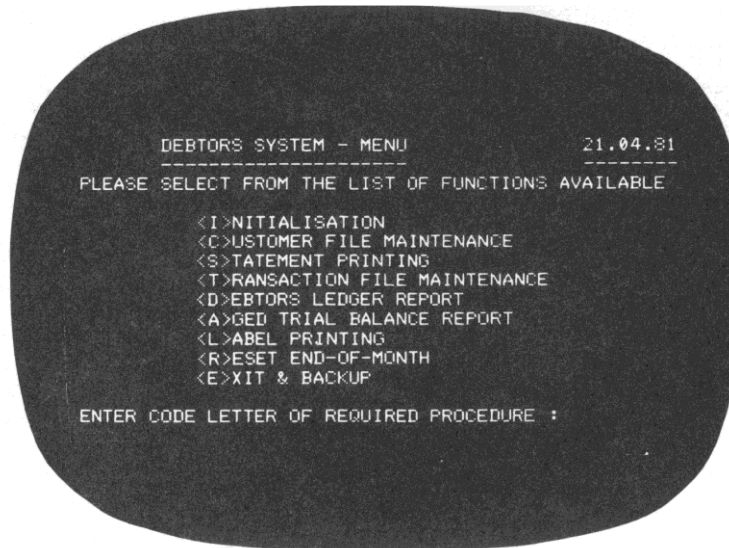
Enter 3 characters including the stops. (eg the 3rd of March, 1931, for example, is entered as 03.03.81 not 3.3.81). The zeros have to be included or the screen will simply ask you to re-enter the date. Hit <NEW LINE> after entering the date and the main menu will appear.

The option for entering the date will appear every time you start up the system (generally daily). If, during your daily operation of the system you don't want to change the date, hit <NEW LINE> and the existing date will be automatically entered for you.

The date. you enter here will appear on the top right hand corner of the main menu and all sub-menus (see later).

3. THE MAIN MENU

When you have **entered your password** hit **<NEW LINE>** and the following screen will appear -



MAIN MENU

This is a MENU. You have several options and you progress with your operation by choosing one. Choose your option by hitting the letter showing in angle brackets <> on the screen.

Each option gives you a complete program for running an aspect of your debtors system. As you choose certain options, you will be shown other sub-menus. Choose your option from these by hitting the letter or number of the one you want and then hitting <NEW LINE>. For the main menu, you don't have to hit <NEW LINE>.

Each menu has a date at the top. This is the date you key in at the beginning of each day.

Following this is a detailed explanation of every option you can choose. Later, this manual outlines the occasions on which you might be using the various options.

4. IMPORTANT NOTE ON BACKUP

Before you do anything else, you should obtain a copy of each of your disks. This is called making a BACKUP. You will also want to make a backup of your data disk every day as you add transaction details to it. Making backup copies is important because disks are fragile and if they are damaged, you can lose all the information and programs recorded on them. Having a backup copy of your disks provides you with a spare of each in case such a crisis occurs. Making a daily copy of your data disk saves you from ever losing more than one day's transaction entries. If you are going to be using this debtors system for recording the transactions for more than one company, make 2 initial copies of each of your 3 disks. Because backup is so important, and is the next thing you do, we are dealing with the last option (Exit and Backup) in the main menu, first. We will cover the other options in order following this.

Never operate with a backup disk. It is your only insurance if a master disk gets damaged. Backup disks should be kept in a safe place and used only as masters for making other backups if your original masters are damaged.

If you will be using this system for keeping accounts for more than one business name - take extra backup copies of your unused data disk. Then you can use a separate disk for each company.

5. <E>XIT AND BACKUP

Choose this option if you want to finish work for the day or obtain a backup copy of the disk(s) you have been using (we suggest you do this every morning).

1. If you hit <E> from the main menu, the screen will say -

DO YOU WISH TO ENTER BACKUP (Y/M) : ?

2. If you don't want to backup any disk, hit <N><NEW LINE> and the following message will show -

PRESS RESET BUTTON TO RESTART

DOS READY

This means the system is ready to be shut down and unplugged for the day. Remember to remove the disks first!

3. Hit <Y><NEW LINE> and you will be ready to make a backup.

4. If you have selected backup the screen will say -

```
PRESS RESET BUTTON TO RESTART
STARTING DISK COPY
PRESS 'ENTER' WHEN SOURCE DISK MOUNTED ON DRIVE 0
```

The source disk is the disk you want copied. For the initial backup the source disks will be in order

- System disk 1
- data disk
- system disk 2

For daily backups the source disk will always be the data disk. Put the source disk in disk drive 0.

NOTE: The <ENTER> key on the System 80-Mark II is on the numerical keypad. The <NEW LINE> key performs the same function so you can use either. In this manual, we have referred to the <NEW LINE> key.

5. Hit <NEW LINE> when your source disk is in place and the screen will say -

```
PRESS 'ENTER' WHEN BACKUP DISK MOUNTED ON DRIVE 1
```

This is the disk you are going to put the backup copy on to. Put it into drive 1 and hit <NEW LINE>. NOTE: A backup will completely destroy any information already on the disk, so use only new disks or those with data you don't mind losing. After about 2 minutes (during which there will be messages about reading, writing and verifying the sectors of data) the screen will say -

```
DISK COPY DONE
```

```
PRESS ENTER WHEN SYSTEM 1 DISK ON DRIVE 0
```

6. When the backup copy is done you must always return the System 1 disk to drive 0. Do this and hit <NEW LINE> and shortly you will be returned to step 2.

Remove the backup disk from drive 1, record the backup details (date, disk backed up etc) , put a write protect tab on its sensing notch and put it somewhere safe.

8. Hit the RESET button and you can start daily operations again. If you want to close operations for the day, choose from the main menu and return to step 1.

9. For the first backup you should repeat this process for the system disk 2 and data disk. Every other normal backup will be for the data disk.

6. <I>NITIALISING

This option allows you to change the company name and address on the data disk. It also lets you change your transaction file disk number (see page 7). You will want to use this option if you are keeping accounts for more than one company because it allows you to set up a new data disk with the other company name. Before you use this option, get your second backup copy of the data disk and put it in disk drive 1.

Go through the daily startup procedure and hit <Y><NEW LINE> when you are asked if you accept the transaction file drive number 1. Enter the date and you will see the main menu.

1. Entering your company name

Select <I>NITIALISING by hitting <I>. The screen will show the company name and address you have entered and say -

**YOUR TRANSACTION FILE DRIVE NUMBER IS 1
DO YOU WISH TO CHANGE ANY DETAILS (Y/N) : ?**

If you want to change any of these details, hit <Y><NEW LINE>. If you don't hit <N><NEW LINE> to return to the main menu.

If you have chosen to change any details the screen will say

**DO YOU WISH TO CHANGE THE PASSWORD (Y/N) : ?
TRANSACTION FILE DRIVE NO. (Y/N) : ?
COMPANY NAME (Y/N) : ?
ADDRESS (Y/N) : ?**

The cursor will move down the options one by one for you to enter your choice. If you do not want to change any option, hit <N><NEW LINE> and you will be moved to the next option. If you do want to change, hit <Y><NEW LINE>.

REMEMBER not to use commas when entering details. Hit <NEWLINE> after you have entered the changed details and you will be moved down to the next option.

It seems unlikely that you will want to change the password, but if you do, you will be given up to 6 characters for the new password,

Do not change the transaction drive number unless you will be using more than 2 disk drives (see page 7). If you have so many customers that you feel you may have to use an extra disk drive - turn to Appendix C for information on how to work out whether or not it is necessary.

1. When you have entered your choices hit <NEW LINE> and the screen will say -

ENTER NEW NAME ?

Key in your company name Use up to 25 characters.

2. The screen will now ask -

ADDRESS (Y/N) ?

If you hit <Y> <NEW LINE> the screen will say

ENTER NEW ADDRESS : ?

3. You have 2 lines of 20 characters for entering your address. Type in the first line, hit <NEW LI=. You will see-

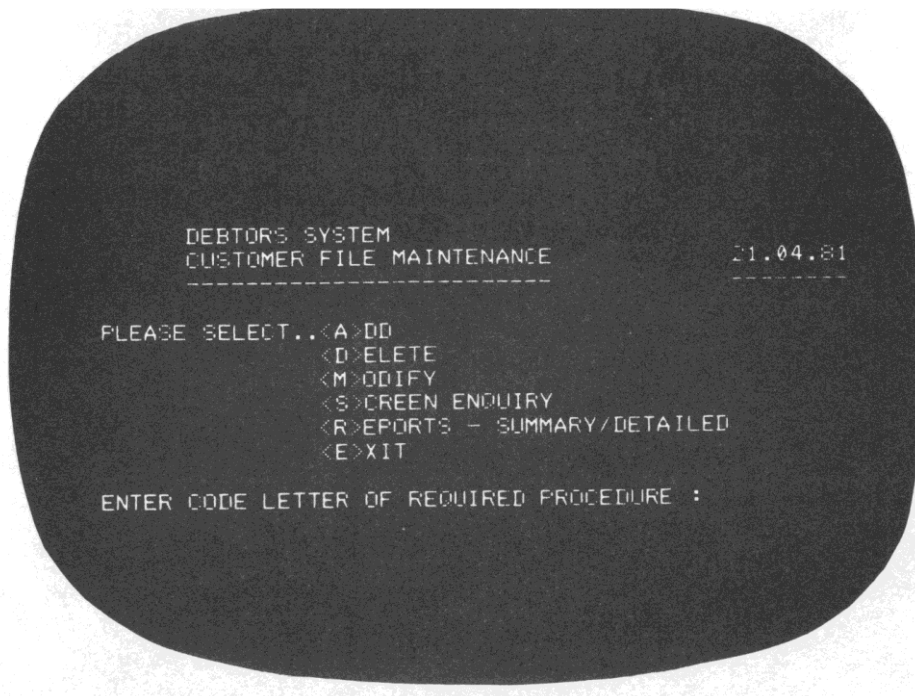
ENTER NEW SUBURB AND POST CODE : ?

Enter line 2 of your address. Hit <NEW LINE> and you have up to 12 characters for entering your phone number. Hit <NEW LINE',

4. The screen will now show your company name, address, phone number and transaction drive 1. It will ask, if you want to change any details. Hit <N><NEW LINE> if satisfied, otherwise, hit <Y><NEW LINE> to change your entry again.

7. CUSTOMER FILE MAINTENANCE

This selection is for entering the names and addresses of your customers, putting initial records of past transactions on the files (when you first set up your files) and generally getting the system ready for adding transactions to during your daily routine. When you select this option by hitting <C><NEW LINE>, the screen will change to this -

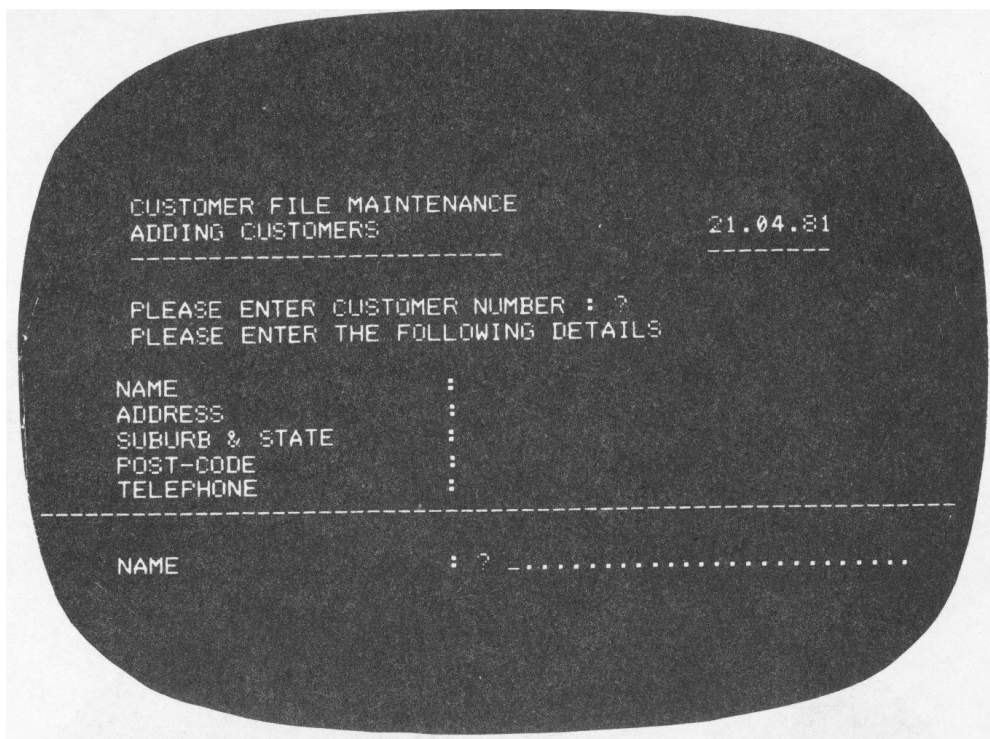


<A>DD

This option is used for creating information on the Customer File or adding new customers to your files. <A>. Choose the option by hitting <A><NEW LINE>. After a few moments the screen will say -

PLEASE ENTER CUSTOMER NUMBER : ?

1. When you start your files, you can enter any number of up to 3 characters (the maximum number is 760. NOTE: You can only have 380 customers a disk, so if you want to keep records for up to 760 customers use 2 data disks, one with customers 1 to 383, the other with customers 381 to 760) - number 1 isn't a bad idea. When you are adding to your customer list, enter the customer number above the one you just entered. If you enter a number that is already occupied, the computer will ask you to re-enter it. This protects you from accidentally overwriting a record. Enter the number, hit <NEW LINE> and you'll see this sub-menu



The customer number You have entered will already be on the screen.

NOTE: YOU are always given a chance to move from <A>DD option to the <D>ELETE option and vice vesa when you have finished your entry and don't want to make any more ADDITIONS or DELETIONS. This lets you delete an entry if you made a mistake or re-add a file if you deleted by mistake. To return to the Customer File Maintenance Sub-Menu, Hit the <N><NEWLINE> when asked if you want to add or delete any more files.

NOTE: If at any time you want to leave an entry line blank (such as when the customer-does not have a phone number) simply hit <NEW LI=. In fact, hit <NEW LINE> after each entry has been typed in and the next line will become available.

2. The word "**NAME** : ?" will appear with a number of blocks next to it. They tell you how many characters you can enter into this line. There are 25 for the name. If you enter more than the maximum number of characters for any entry, the screen will tell you to re-enter. Type in the name and <NEW LINE>, it will appear next to NAME and a line will become available at the bottom of the screen for entering the address.

3. Enter the address, using up to 20 characters this time. Then enter the suburb and state using up to 20 characters.

1 . You have up to 4 characters for entering the post code. I f the code is outside the range of the present codes the screen will say -

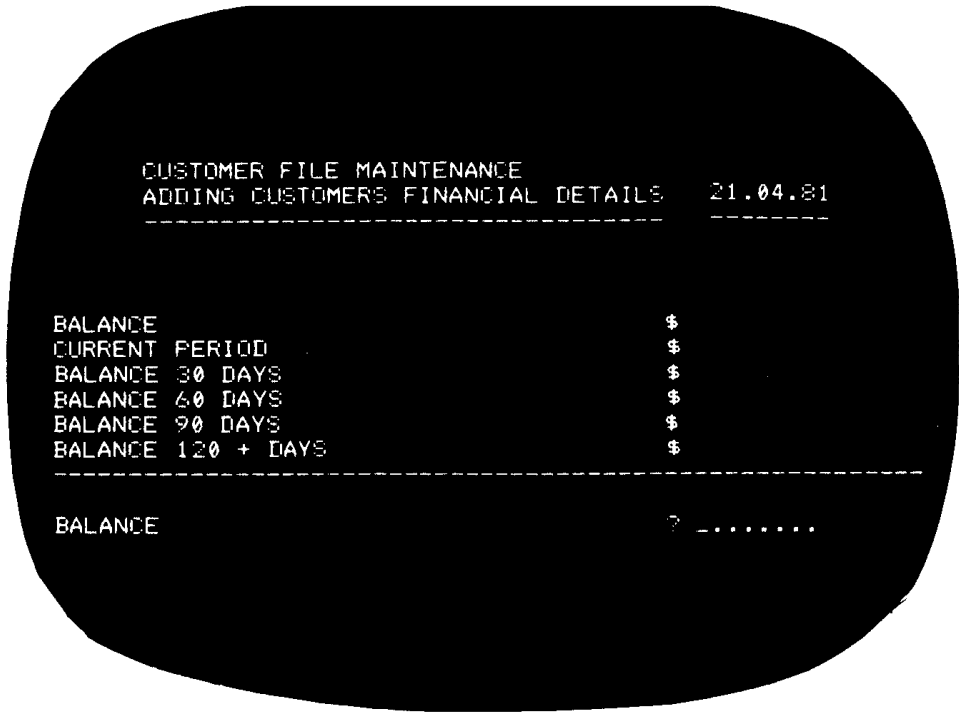
**POST-CODE IS OUT OF NORMAL RANGE
DO YOU WISH TO ACCEPT (Y/N) :?**

Choose <N> if you made an error the first time and want to correct it, <Y> if this is a valid code.

5. You have, up to 12 characters for entering the telephone number. After entering this the screen will ask -

DO YOU HAVE ANY FINANCIAL DETAILS TO ADD (Y/N) : ?

1. If you want to enter historical details of old debts (ie those incurred before you added the customer to the system), hit <Y><NEWLINE> and the following screen will appear-



This screen allows you to make several entries:-

CURRENT PERIOD refers to the debts incurred by the customer this month (don't add last month' figures to this total as they are included later in the list).

BALANCE 30 DAYS refers to the balance from last month. The figure you enter here is the total of the unpaid debts incurred to you by the client last month.

BALANCE 60 DAYS is the balance for the month before last and BALANCE 120 DAYS for the month before that.

In each case, these figures are automatically moved to the right place on the list when you RESET files at the end of each month.

BALANCE occurs in 2 places on the screen. At the top, you enter the total amount owed to you by the customer. At the bottom the computer automatically totals the other balances you have entered and puts the result.

7. Key in each figure (don't use commas) and hit <NE1K1 LINE> each time. The computer then checks your addition and if the figures don't add up to the total BALANCE you entered first, the screen will say -

ERROR - THE'COMPUTED **TOTAL DISAGREES** WITH YOURS BY ... (here is the difference between the total and your BALANCE entry) PLEASE RE-ENTER

8. You can then enter the data again. If the BALANCE agrees with the total the screen says -

ALL THE DATA HAS NOW BEEN COLLECTED
CUSTOMER ... (here the customer number is, shown)
HAS NOW BEEN ADDED TO THE FILE
DO YOU WISH TO ADD ANOTHER CUSTOMER (YM) : ?

9. Hit <Y><NEW LINE> to add another customer's details. Continue adding customer details to the list until your complete customer list is entered. NOTE: The recommended maximum number of customers per disk is 380 with 760 transactions per month.

When you have finished entering customer details and you don't wish to add any more customers - hit <N><NEW LINE> and the screen will give you a chance to move to the <D>ELETE option by asking -

DO YOU WISH TO DELETE A CUSTOMER (Y/N) : ?

If you hit <N><NEW LINE> you will be returned to the Customer File Maintenance Sub-menu. If you hit <Y><NEW LINE> you will be moved automatically to the <D>ELETE option.

<D>ELETE

This option is for. removing customer records permanently from your files.

1. Hit <D><NEWLINE> from the sub-menu and you will be asked for a customer number. Enter the number and hit <NEW LINE>. The screen shows the customer name for you and double checks to see if there is a balance still owed by that customer. if there is a balance owing the screen will say -

BALANCE IS STILL OUTSTANDING
*****DELETION OF THIS RECORD FORBIDDEN*****

2, If you still wish to delete this record, you have to do it through a journal entry to adjust the outstanding balance to zero. If not, hit <N><NEW LINE> and you will be returned to step 1.

3. If there is no outstanding balance - the computer will doublecheck with you by asking -

ARE YOU SURE Y/N) : ?

4. Hit <Y><NEW LINE> to complete the deletion. You will then be asked

DO YOU WISH TO DELETE MY MORE CUSTOMERS (Y/N) : ?

Hit <Y><NEW LIN= to continue deleting and <N><NEW LINE> to get this question -

DO YOU WISH TO ADD A CUSTOMER (Y/N) : ?

If you hit <Y><NEW LINE> you will be moved to the <A>DD option if <N><NEW LINE> you will be returned to the sub:menu.

<M>ODIFY

This is the selection you make if you want to change the customer details (such as a new address or phone number). You can't use this option to change the financial details because these are automatically adjusted for you when you enter transaction information. To adjust these figures you have to use the <T>RANSACTION FILE MAINTENANCE option from the main menu.

1. Hit <M><NEW LINE> from the Customer File Maintenance Submenu and the screen asks you to enter the number of the customer whose details you want to modify. Enter this and hit <NEW LINE>. You are then given the chance to change the details. In the following example, we have changed the details for the Goldair Taxi Service:-

```
DEBTORS SYSTEM
CHANGE CUSTOMER INFORMATION                21.04.81
-----
1 - NAME : GOLDAIR TAXI SERVICE
2 - ADDRESS : 21 THE BOULEVARDE
3 - SUBURB : WESTLEIGH N.S.W.
4 - POST-CODE : 2101
5 - TELEPHONE : 487-0931

WHICH ITEM : ? 5
5 - TELEPHONE : ? 452-6721.....
```

```
DEBTORS SYSTEM
CHANGE CUSTOMER INFORMATION                21.04.81
-----
1 - NAME : GOLDAIR TAXI SERVICE
2 - ADDRESS : 21 THE BOULEVARDE
3 - SUBURB : WESTLEIGH N.S.W.
4 - POST-CODE : 2101
5 - TELEPHONE : 452-6721

WHICH ITEM : ?

HAVE THE CHANGES FOR CUSTOMER 1 - GOLDAIR TAXI SERVICE
BEEN COMPLETED (Y/N) : ? Y_
```

2. Key in the number of the item you want to change and hit
<NEW LINE>

3. As you change each item, the screen becomes modified and you are returned to step 1.

4. When you have made all the changes you want, hit <NEW LINE> at step 1 and you will see -

**HAVE THE CHANGES FOR CUSTOMER (number here) - (name here)
BEEN COMPLETED (Y/M) : ?**

If they are all right hit <Y><NEW LINE> and you will see -

DO YOU WISH TO MODIFY ANOTHER CUSTOMER (Y/N) : ?

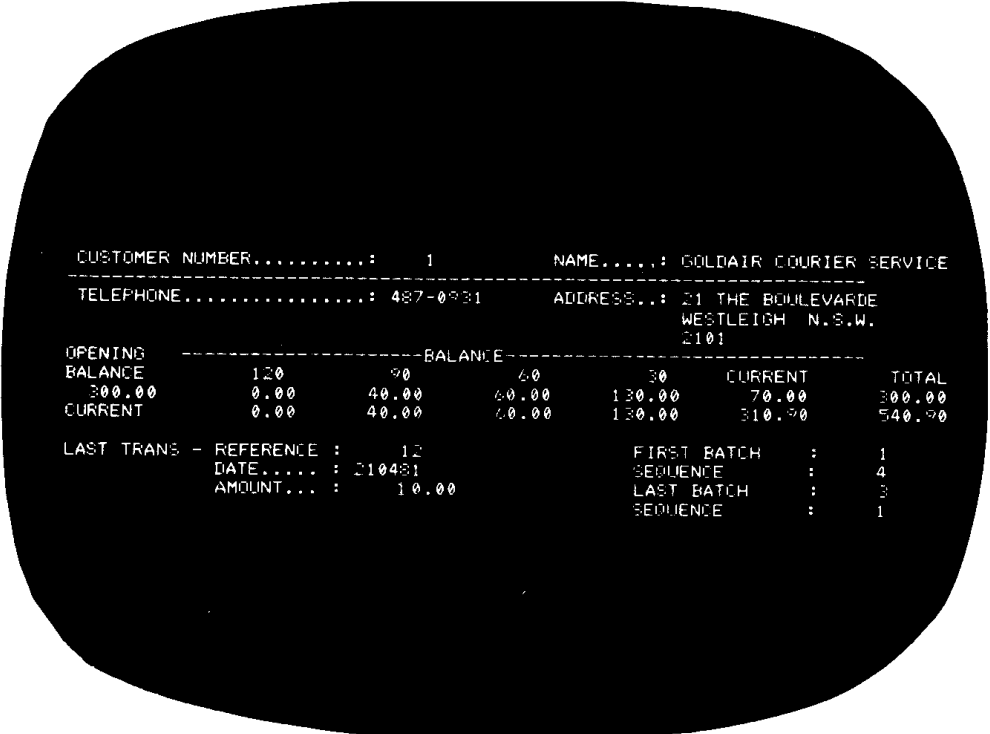
5. If you hit <Y><NEW LIN= you will be asked to enter the number of the next customer you want to change. If you hit <N><NEW LIN= you will be given this option -

DO YOU WISH TO SCREEN ENQUIRE ANY CUSTOMER (Y/N) : ?

Hit <Y><NEW LINE> to be moved to the <S>CREEN ENQUIRE OPTION and <NEWLINE> to be returned to the Customer Sub-menu.

<S>CREEN ENQUIRY

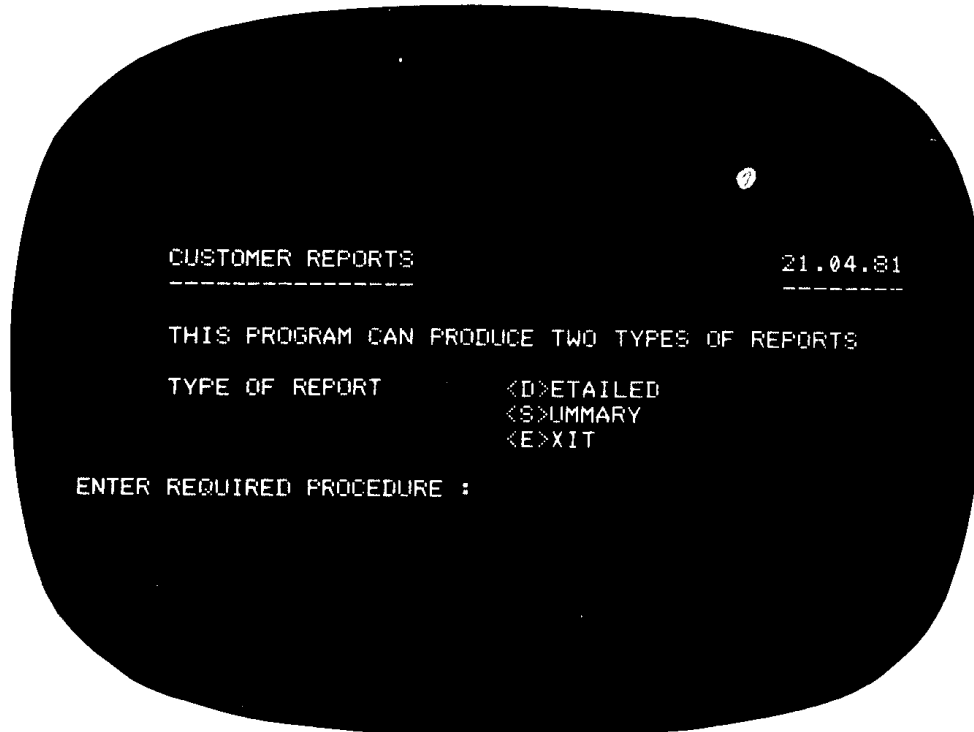
This option allows you to see all the current details for any customer you nominate. To use this option Hit <S><NEW LINE> from the sub-menu and you will be asked to enter the customer number. When you have done this, hit <NEW LINE> and a screen display will appear which shows you all the current detail for that customer. See the following sample -



When you have seen your screen enquiry, you will be asked if you want to make another screen enquiry. Hit <Y><NEWLINE> if you do and <N><NEW LINE> to be given the option to move automatically back to the <M>ODIFY option. To return to the sub-menu, hit <NEWLINE>.

<R>EPORTS - SUMMARY/DETAILED

1. Hit <R><NEW LINE> from the Customer File Maintenance Submenu and the following screen message will appear -



The summary reports (see samples here and in Appendix B) are called CUSTOMER SUMMARIES.

The detailed reports (see samples here and in Appendix B) are called CUSTOMER DETAILS and show all the details that are on an individual screen enquiry.

Sample Customer Summary

CUSTOMER SUMMARY 21.04.81 PAGE 1

CUST. NO.	NAME	ADDRESS	TELEPHONE	LAST TR. DATE
1	GOLDAIR COURIER SERVICE	21 THE BOULEVARDE WESTLEIGH N.S.W. 2101	487-0931	210481
2	ADAM'S MEAT MARKETS	311 PACIFIC HWY WAHROONGA N.S.W. 2118	89-6743	210481
3	VICTORS RADIO PARTS	561 FOREST WAY TELOPEA N.S.W. 2113	451-9045	210481

Sample Customer Details

021672

PEAK ELECTRONICS PTY LTD

CUSTOMER DETAILS 21.04.81 PAGE 1

CUSTOMER NUMBER.....: 1 NAME.....: GOLDAIR TAXI SERVICE
 TELEPHONE.....: 452-6721 ADDRESS...: 21 THE BOULEVARDE
 WESTLEIGH N.S.W.
 2101

OPENING BALANCE	120	90	60	30	CURRENT	TOTAL
300.00	0.00	40.00	60.00	130.00	70.00	300.00
CURRENT	0.00	40.00	60.00	130.00	209.05	439.05

LAST TRANS - REFERENCE : 424 FIRST BATCH : 1
 DATE..... : 210481 SEQUENCE : 4
 AMOUNT... : 176.02 LAST BATCH : 2
 SEQUENCE : 12

CUSTOMER NUMBER.....: 2 NAME.....: ADAM'S MEAT MARKETS
 TELEPHONE.....: 89-6743 ADDRESS...: 311 PACIFIC HWY
 WAHROONGA N.S.W.
 2118

OPENING BALANCE	120	90	60	30	CURRENT	TOTAL
85.00	0.00	0.00	40.00	30.00	15.00	85.00
CURRENT	0.00	0.00	40.00	30.00	306.27	376.27

LAST TRANS - REFERENCE : 426 FIRST BATCH : 1
 DATE..... : 210481 SEQUENCE : 9
 AMOUNT... : 89.70 LAST BATCH : 2
 SEQUENCE : 14

2. Choose the type of report you want, hit = or <S> and <NE'~, ' LINE> and these extra lines will be added to the screen

THE REPORT CAN BE BY <I>DIVIDUAL CUSTOMER
 <R>ANGE OF CUSTOMERS
 <A>LL CUSTOMERS

ENTER REQUIRED PROCEDURE

3. To select a single customer hit <I><NEW LINE> and you will be asked to enter customer number. Do that and hit <NEW LINE> the screen will then say.

SET PRINTER ON -

4. Got the pr5nter on by lining up the top of the page and pressing the SEL button (or the ON LINE button if you have the word procesing printer). The screen will then say

HIT 'NEW LINE' WHEN READY : ?-

5. Do this, and your report will be printed.

6. To a range of customers hit <R><NEWLIN> and the screen will ask you to enter the first customer number and the last customer number. You can then repeat steps 3 and 4 above and print the report on customers with all those numbers within the range you have selected.

7. If you hit <A><NEW LINE>, the computer will move to steps 3 and 4 above and print a report on all the customers.

<E>XIT

This option r2turns you to the main menu. To use it, hit <E><NEW LINE>.

8. <S>STATEMENT PRINTING

This option from the main menu provides you with summary copies of each customer's debts which can be sent out as statements at the end of the month. We suggest that it is sound business practice to send monthly statements out to your customers.

1. Hit <S> and the screen will say

**PLEASE LOAD DEBTORS SYSTEM DISK NUMBER 2 INTO DRIVE"1"
HIT 'NEW LINE' WHEN READY ?**

2. Do this and the screen will say

**PLEASE LOAD BACK THE DEBTORS DATA DISK INTO DRIVE "1"
HIT 'NEW LINE' WHEN READY ?**

3. Do this and the screen will say

THE STATEMENTS CAN BE PRODUCED FOR :

- 1 - ALL CUSTOMERS**
- 2 - A RANGE OF CUSTOMERS**
- 3 - SINGLE CUSTOMER**
- 4 - EXIT**

ACTION : ?

4. The above range of options allows you to obtain statements of account for any or all of your customers.

If you hit <<3><NEW LINE> you will be asked to enter the customer number. If you hit <2><NEW LINE>, you will be asked to enter the first and last customer numbers in the range you want printed.

If you select option 1, you could have statements printed for cutomers who have no debts to you. The computer gives you the chance to avoid printing statements for those in the following way. Hit <1><NEW LINE> and you will see

PRINT NON ACTIVE, ZERO BALANCE CUSTOMERS (Y/N) : ?

If you hit <Y><NEW LINE>, every customer in your file will have a statement printed. if you hit <N><NEW LINE>, all customers with an account balance will be printed.

5. once you have selected which customers you want statements for and chosen your option from the list above, you will see

**DEBTORS SYSTEM
STATEMENT PRINTING PROGRAM 21.04.81**

DO YOU WISH TO SET UP YOUR OWN STATEMENT HEADING (Y/N)

5. This choice allows you to print statements on preprinted stationery (in which case you will probably say NO to this option) or create a heading for your statements (in which case you will say YES).

6. If you hit <N><NEW LINE> go down to step 3 for further instructions. If you hit <Y><NEW LINE> the following message will appear on the screen -

- THIS PROGRAM WILL ASK YOU FOR THE FOLLOWING**
- 1 - THE NAME AND ADDRESS YOU WANT TO APPEAR ON THE STATEMENTS**
 - 2 - AN ADVERTISING MESSAGE**
 - 3 - IF YOU WANT AN INDIVIDUAL MESSAGE ON EVERY STATEMENT**

PLEASE ENTER THE COMPANY NAME

←-----→
?-

7. This gives you the chance to choose what you want printed on the top of each statement. The number of dashes (ie 20) gives you the number of characters you can use. Any more than 20 characters will not be printed. Enter the first line of the heading (which will usually be your company name) and hit <NEWLINE>. The screen will then say -

PLEASE ENTER THE STREET NO. & NAME
←-----→
?-

Enter the second line, using- up to 20 characters. Hit <NEW LINE> and the screen will say -

PLEASE ENTER THE SUBURB AND POST CODE
 ←----->

Enter this, hit <NEW LINE> and the screen will say -

PLEASE ENTER THE TELEPHONE NUMBER
 < ----->

Enter this and hit <NEW LINE>.

8. The screen will say

PLEASE ENTER THE ADVERTISING MESSAGE OR HIT 'NEW LINE' IF NONE

< ----->

?-

This is a feature allowing you to enter a novelty message of up to 28 characters to your statements (eg "May Sale now on"). Do this and hit <NEW LINE>.

NOTE: If at any stage you don't want to use a line of print, simply hit <NEW LINE> and you can move on to the next stage.

9. The screen will then say -

THE STATEMENT HEADING IS SHOWN BELOW

(Then follows a screen display of the heading you have entered. This will be centred on the statement)

DO YOU WISH TO ACCEPT

(Y/N) ?-

Hit <NEW LINE> to be returned to step 7. Hit <Y><NEW LINE> and the screen will say -

AN INDIVIDUAL MESSAGE ON EVERY STATEMENT (Y/N) : ?

10. If you hit <N><NEW LINE> you will be moved to step 11. If you hit <Y><NEW LINE> the screen will say -

PRINTING WILL BE STOPPED AT THE END OF EACH STATEMENT FOR YOU TO ENTER YOUR MESSAGE

you will be moved to the next step and will be able to type in your individual message at the end of each statement. If you change your mind at the printing stage, you can hit <NEW LINE> when asked to enter the message and printing will continue without it.

11. The screen next says

DO YOU WISH TO CREATE A LABEL FILE FROM STATEMENT RUN (Y/N) : ?

If you hit <Y><NEW LINE> the program will create a label file that contains only those customers for which you printed statements. When you choose the =ABEL option from the main menu you can then choose to print labels from that file. If you choose YES to this option the screen will say -

LABEL FILE BEING CREATED

and move to the next stage. If you choose NO, it will simply move to the next stage. The screen will say -

SET PRINTER ON

HIT 'NEW LINE' WHEN PRINTER IS READY ?-

12. Load the printer with your statement stationery, set it on, hit <NEW LINE> and the first statement will be printed. Then the screen will say -

DO YOU WISH TO REPRINT (Y/N) : ?

This allows you to check that your stationery is lined up correctly and manually adjust it if necessary. If you hit <Y><NEW LINE> the first statement will be reprinted after you have realigned the stationery. If you hit <N><NEW LINE>, statement printing will be continued.

When printing is complete the screen will say -

ALL STATEMENTS HAVE BEEN PRINTED

THIS PROGRAM WILL NOW LOAD THE MAIN MENU

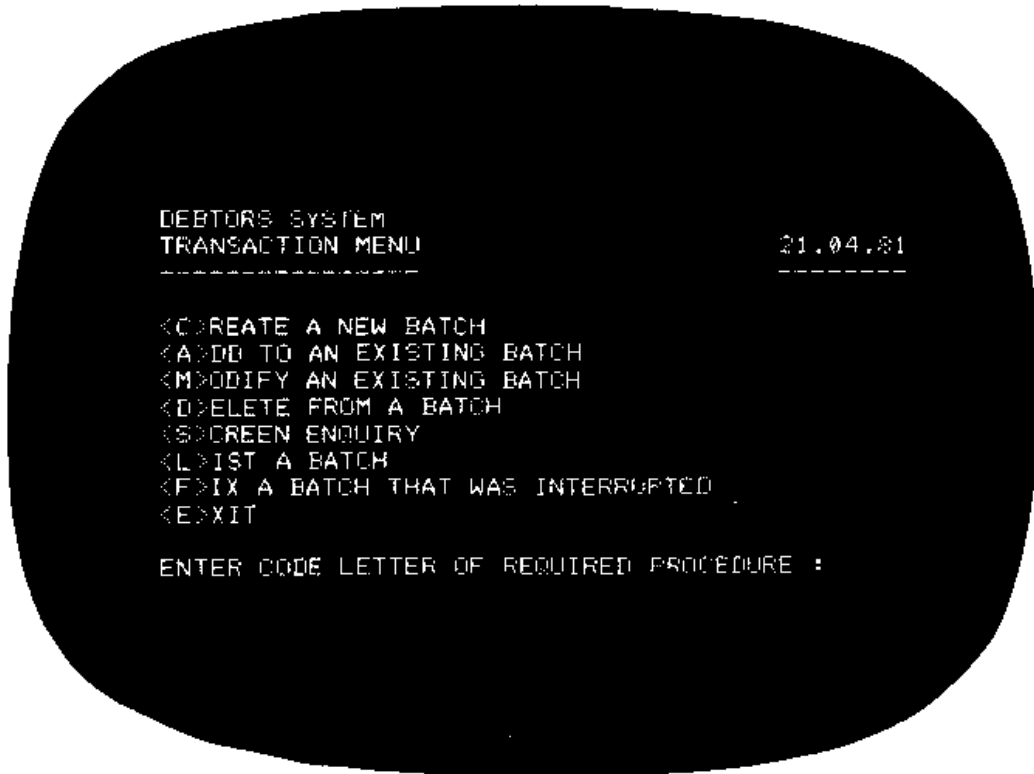
And you will be returned to the main menu.

9. <T>RANSACTION FILE MAINTENANCE

General information

This is the program that you use daily to enter records of the transactions you have with your customers. These records are divided into batches according to the type of transaction entered (ie. A batch may be all invoices, cash payments, credit notes, journal debits or journal credits).

You are now ready to enter your record of transactions. The main menu is showing, hit <T> for <T>RANSACTION FILE MAINTENANCE and you will see this sub-menu -



Data is entered in batches. That is, in bundles of similar transactions (eg. invoices, cash payments, credit notes etc). etc). Each batch record will be set up on the screen like this -

TRANSACTION TYPE : 1 - INVOICES

SEQ.	CUST.	----- TRANSACTION -----			
NO.	NO.	DATE	REF.	DESCRIPTION	AMOUNT
		DDMMYY			

A question mark ?-) will move across the screen as you hit <NEW LINE> to allow you to enter your data. The computer will automatically allocate and display a sequence number for each transaction that you enter. The information should be added as follows -

1. First, enter the number of the customer whose transaction you are recording. This is the number you allocated when you set up the customer file. The computer will verify the number by showing the name and address of the customer with that number and asking

DO YOU WISH TO ACCEPT (Y/N) : ?

If it is right, accept by entering <Y><NEW LINE> or just hitting <NEW LINE%. If it is wrong, hit <=NEW LINE> and you can re-enter the number.

2. Use 6 characters to enter the date here. There are no stops required. March 4th, 1981 would, for example be 040381. Note that the zeros must be added before one digit numbers.

Dates are automatically verified for you. That is, if you enter a figure of more than 31 for day, more than 12 for month or a year of more than five years ago the screen will tell you that it is unacceptable and you will be able to re-enter it.

Hit <NEW LINE> after entering the date and the cursor will move across to the REF. column.

3. The REF. column refers to the transaction reference that you can get the computer to allocate for you. This is useful for cash receipts or invoices as you can save yourself typing in invoice or receipt numbers by getting the system to allocate and enter them for you. Each entry in the batch has a sequence number (the SEQ. NO. column) which is automatically allocated. The REF. is just an additional check for your convenience.

If you choose an automatic transaction reference, a number will appear in this column and the cursor will move straight to the DESCRIPTION column. If you don't, you can enter your own reference number of up to 6 digits. If you don't want a number in that column, hit <NEW LIN= and a 0 will be entered there. When you have entered your reference number hit <NEW LINE> to move on to DESCRIPTION.

4. You Can describe the transaction (eg the item being paid for or the customer's reference etc.) in up to 20 characters. Hit<New Line> to get to the last column which records the amount.

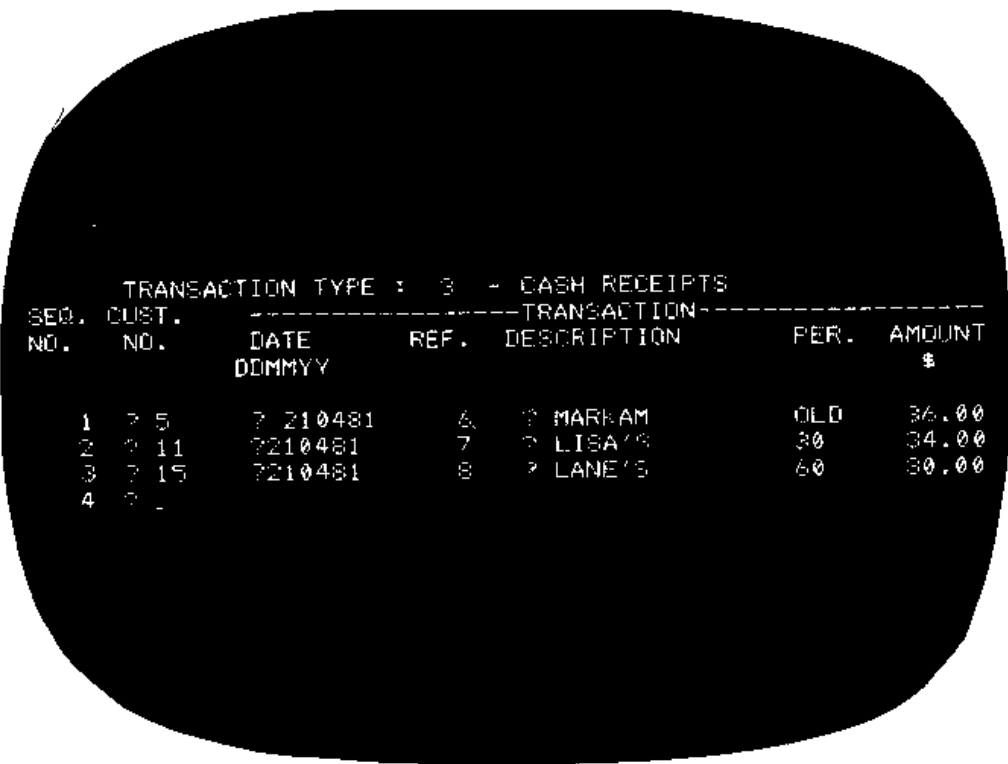
5. Enter the transaction amount using stops if necessary but no commas. You have up to 9 characters. Hit <NEW LINE> to continue.

For Example:

If you are entering the third transaction in your batch. Let us assume it is a cash receipts batch and automatically generated reference starts at 006 for that batch.

The amount received is \$30.00 and the customer is Number 15, Lanes' Investments.

Your entry will look like this -



TRANSACTION TYPE : 3 - CASH RECEIPTS						
SEQ. NO.	CUST. NO.	DATE	REF.	DESCRIPTION	PER.	AMOUNT
		DDMMYY				\$
1	25	7210481	6	P MARKAM	000	36.00
2	11	7210481	7	P LISAKS	30	34.00
3	15	7210481	8	P LANES	60	30.00
4						

Creating a batch

1. If you want to create a batch (ie, enter a bundle of transactions of the same type), choose = and the screen will show you some further options -

1. INVOICES
2. CREDIT NOTES
3. CASH RECEIPTS
4. JOURNAL DEBITS
5. JOURNAL CREDITS
6. EXIT

ENTER BATCH TYPE REQUIRED : ?

2. Group your daily transactions into bundles of invoices, credit notes, cash receipts etc and prepare to enter a separate hatch for each one. Then you have bundled your batches, total the amount for each batch. Choose the batch type for the one you want to create first and <NEW LINE>. The screen will then ask -

PLEASE ENTER BATCH TOTAL \$? -

3. This is where you enter the total for the batch. For example, if you are to enter a hatch of 4 cash receipts, say, \$40, \$5, \$55, \$100, enter the total amount (ie \$200) received in that batch. Then you have made all the entries in the hatch, the computer adds the figures and compares them with your EATCH TOTAL. It will then tell you if they don't agree. This acts as a cross check for you to ensure you have included all the enitries you should, and haven't accidentally double entered or made unnoticed typing errors with the figures. Then you, entered batch total, hit <NEWLINE> and the and the screen will say:-

**DO YOU WISH THE SYSTEM TO GENERATE ITS OWN
TRANSACTION REFERENCE (Y/N) : ?**

4. Choosing <Y> means you will be asked to enter the starting reference number (up to 6 digits). This allows you to enter the current invoice or receipt number and have Me computer automatically add references from that number up. When you have clone that (or if you picked <N>) hit <NEWLINE> and you can make your entries.

5. Enter the details of your transactions according to the information on pages 27 and 28.

5. If you are using either the CASH RECIEIPTS or the CREDIT MOTES options, the screen will show this message when you have entered the amount -

DO YOU WISH TO AGE AGAINST OLDEST AMOUNT (Y/N) : ?

and will show the different balance periods (explained on pages 15 and 11) on the screen.

If you choose <Y>, the amount will be added to (or taken from in the case of cash receipts) the oldest amounts owing.

That is, if you have 0.00 under 120 and 90 but 30.30 under 60 and 20.00 under 30 and you are entering \$50. It will be applied to the 60 and 30 figures. The screen will then say -OLD next to the amount you entered.

If you hit <N><NEW LINE>, you will be shown the table of the balance periods with a ?- sign under the 120. You can allocate your amount to any period you like by moving the ?- along the list with <NEWI LINE> and entering the figure. The computer will double check your entry for you and if it doesn't equal the amount owed for that chosen period. The screen will say -

****AMOUNT DOES NOT AGREE WITH OUTSTANDING AMOUNT****

and return you to the amounts column.

7. AFter each transaction has been entered correctly the screen says -

ANY MORE TRANSACTIONS TO ADD (Y/N) : ?

Choose <Y> to enter another transaction and <N> when you have Cinished. The computer checks the sum of your entries against the batch total you entered in step 2. You will then get a screen summary (HEADER) of the batch you have just entered and the computer will tell you whether or not your batch balances. If the batch does not balance, the screen says -

BATCH TOTAL DOES NOT AGREE

PLEASE CHECK ENTRIES BY LISTING THE BATCH

DO YOU WANT TO LIST THE BATCH (Y/N) : ?

We strongly suggest that you list the batch to double check your entries and find the error. If you choose <Y> you will be automatically moved to the <L> option otherwise you will be returned to the Transactions Sub-menu.

8. An error in your batch can be changed by adding to, deleting from or modifying it. That is, you can choose <A>, <D>, or <M> options.

Adding to a batch

1. From screen number 6 hit <NEW LINE> You will be asked to enter the number of the batch you wish to access. Key in the number and hit MEW LINEM Your batch will show with the last entry on it saying -

**THIS WAS THE LAST TRANSACTION ADDED TO THIS BATCH DO
YOU WISH TO CONTINUE (Y/N) : ?**

Hit <Y><NEW LINE> if you do and <N><NEW LINE> if you don't.

2. The computer will offer the option for transaction reference numbers (points 3 and 4 on page 30).

3. You can then enter your additions.

Modifying a batch

1. Hit <M> from the sub-menu. You will be asked to enter the batch number you wish to access. Key in the number and <NEW LINE> and the screen will say -

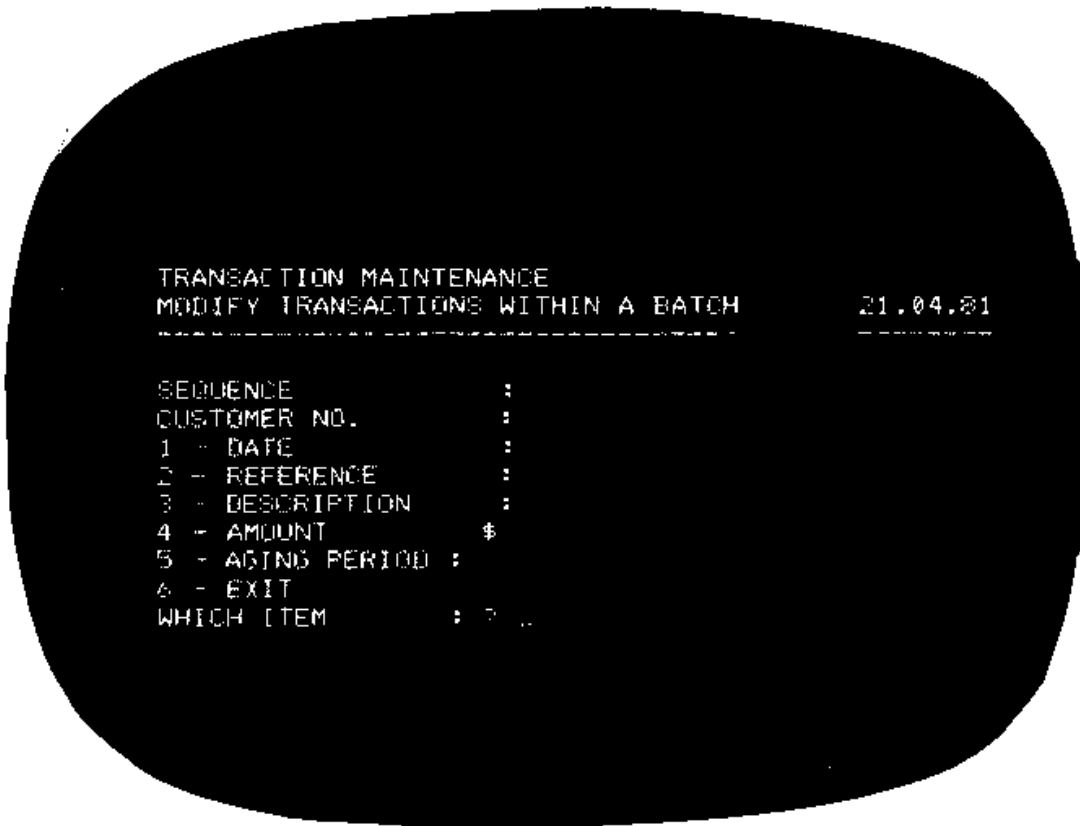
DO YOU WISH TO MODIFY THE BATCH TOTAL OR TRANSACTIONS (B/T) : ?

2. If you select you, will be able to change your batch total. The screen will give you simple instructions to follow.

3. If you select <T> you will see this message -

PLEASE ENTER THE SEQUENCE NUMBER : ?

Enter the number of the transaction you want to change and <NEWLINE> and the following screen will appear -



4. Select the number of the item you wish to change and you will be given a chance to enter the new value. Hit <NEW LINE> after each modification and again when you have made all the changes you wish in that transaction.

5. After you have changed either the transaction or the batch total you will be asked -

DO WISH TO ENTER THE CHANGES (Y/N) : ?

This option gives you the chance to make sure the changes are absolutely correct before they are made permanent.

Choose YES if you are satisfied and the changes will be made permanent, and NO if you aren't. After choosing NO you will be returned to the Transactions sub-menu.

Deleting from a batch

1. Option <D> in the Transaction Sub-menu allows you to delete or remove records from a batch. You will be asked to enter the batch number you want to access. Enter that number and <NEW LINE> and you will see -

PLEASE ENTER THE SEQUENCE NUMBER : ?

2. Enter the number and <NEW LINE> and the transaction with that number: will appear on the screen with this question -

O.K. TO BE DELETED (Y/N) : ?

3. Select <Y> OR <N> hit <NEW LINE> you will be asked -

DO YOU WISH TO DELETE ANY MORE TRANSACTIONS (Y/N) : ?

4. If you select YES, you will be returned to step 1, if No you will get the sub-menu again.

Enquiring about a batch

1. Hit <S><NEW LINE> from the sub-menu and you will see -

DO YOU WISH TO SEE THE HEADER OR A TRANSACTION (H/T) : ?

2. Make your selection and nominate the batch number when the screen asks you. You will be shown the header or (after you have nominated the sequence number) the transactions. You will then see -

DO YOU WISH TO SEE ANY FURTHER TRANSACTIONS (Y/N) : ?

3. Hit <Y><NEW LINE> if you do and <N><NEW LINE> to return to the Transactions Sub-menu.

Fixing a batch that was interrupted

This is the procedure you use to recall a batch that was interrupted by a power failure or some other event. The batch is recalled and re-allocated to the computer's memory.

1. From the Transactions Sub-menu hit <F><NEW LINE> For this option you will have to change the disks in drive 1. The instructions are the same as those in points 1 and 2 page 23.

2. When you have done this you will be shown the following list of choices
-

1. INVOICES
2. CREDIT NOTES
3. CASH RECEIPTS
4. JOURNAL DEBITS
5. JOURNAL CREDITS
5. EXIT

ENTER BATCH TYPE REQUIRED : ?

3. Pick one of the above numbers and hit it and <NEW LINE>. It will then say -

PLEASE ENTER THE BATCH NUMBER : ?

4. Do this and hit <NEW LINE> If you have entered the wrong batch number (for example, choosing an invoice batch and then entering the number of a credit notes batch), the screen will tell you to try again. When you have entered this correctly, the screen will show you a summary (HEADER) of the batch and, suggest you get the hatch printed prior to proceeding. This is a double check on the fixing for you as the batch can only be printed if it is in memory.

5. Print your batch using the next option. When the printing is complete, the batch has been fixed and you will return to the sub-menu.

Listing a batch

This option gets you a printout of any batch you choose.

1. Select <L> and <NEW LINE> from the Transactions Sub-menu.
2. You will then be asked to enter the batch number - do this and hit MEW LINEM The screen will say -

DO YOU WISH THE BATCH TO BE PRINTED (Y/N) : ?

3. If you choose <Y> it will be printed after you have set the printer (see instructions 3 and 4 on page 22) , and you are given a further option -

THE REPORT CAN BE PRODUCED FOR 1 - ALL SEQUENCES 2 - RANGE OF SEQUENCES ACTION : ?

4. If you choose <N><NEW LINE> you will be asked if you wish to list another batch and will be given a chance to do so. If you do not choose to list another batch, you will be returned to the Transactions Sub-menu.
5. Choose 1 or 2 and hit <NEW LINE> If you choose 2 you will be asked to enter the first and last sequence number of the transactions you want printed. The program will then be returned to step 3.

Exit

If you choose this option you will be returned to the main Menu

10. <D>EBTORS LEDGER REPORT

If you select this option, you will get a detailed listing of all dealings for a particular customer for the month to date. This listing is called the Debtors Ledger Report.

1. From the main menu hit <D> and you will be asked to change the disks in drive 2 (see points 1 and 2 on page 23). When this is done you will see this on the screen -

DEBTORS LEDGER REPORT

21.04.81

THE REPORT CAN BE PRODUCED FOR

1 - ALL CUSTOMERS

2 - A RANGE OF CUSTOMERS

3 - SINGLE CUSTOMER

4 - EXIT

ACTION ?

2. If you select option 1 the screen will say -

SET PRINTER ON - HIT 'NEW LINE* WHEN READY : ?

3. Do this (see steps 4 and 5 on page 22) and the computer will print a report on all your customers. There is a sample report in Appendix B.

4. If you select option 2 the screen will ask you to enter the first and last customer numbers in the range you want printed. Do this, hitting <NEW LINE> after each entry and the computer will check to see if the customers nominated are on file. If they are not, you will be asked to re-enter the range of numbers. If they are, you will be returned to step 2.

5. If you select option 3 the screen will ask you to enter the customer number. Again, the number will be checked. Enter the number, hit <NEW LINE> and you will be returned to step 2.

6. After each printing the screen asks

DO YOU WISH TO PRODUCE ANY MORE REPORTS (Y/M) : ?

If you choose <Y> you will be returned to the options shown in step 1. Choose <N> to be returned to the main menu. Before you are returned to the main menu, the computer will print a general ledger posting summary for you to use when entering information into a general ledger system (naturally, we recommend the Dick Smith General Ledger X-3752).

7. Hitting <4><NEW LINE> from the options list will also return you to the main menu.

<A>GED TRIAL BALANCE

This program provides a listing of customers and the amounts they owe over each monthly period including the current month. See the sample in Appendix B

1. Hit <A> from the main menu and you will be asked to change the disks in drive 1 (see points 1 and 2 on page 23). When you have done this, the screen will show you the same list of options as for step 1 on page 40.

2. Select your option - the steps are the same as those on page = except that after you have made your selection you are given a second set of options. The screen will say -

**BY ..1 - CUSTOMER DETAILS
2 - GRAND TOTALS ONLY
3 - EXIT**

ACTION : ?

3. When you have made your selection you will be asked to set on the printer (as in points 4 and 5 on page 15). If you hit <1><NEW LINE> you will receive a report of the trial balances for each customer (see Appendix B). If you hit <2><NEWLIN> you receive areport of the totals you are owed without listing customer by customer.

4. Then printing is complete, the screen will ask -

DO YOU WISH TO PRODUCE ANY MORE REPORTS (Y/N) : ?

If you select <Y> you will be able to go through this process again, if <N> you are returned to the main menu.

5. Then you have obtained all the reports you want, you will be returned to the main menu.

12. LABEL PRINTING

This option allows you to obtain a printout of customer names and addresses on label paper. Before you select this option prepare the printer by loading it with the label paper. You can buy single column label stationery that will fit into your 80 column printer. The sprockets can be easily adjusted by moving the right sprocket wheel across.

1. From screen 2 hit <L> and you will be asked to change the disks in drive 1 (see points 1 and 2 on page 23) When you have done this, the screen will say -

DO YOU WISH TO PRINT LABELS FROM STATEMENT RUN (Y/N) : ?

2. If you choose NO, your main customer file will be used for labels and the screen will say -

LABEL FILE BEING CREATED FROM DEBTORS MASTER

You will see customer name and address files as they would appear on the printout. This could take a few minutes. The screen will then say -

THE LABEL PRINTING PROGRAM IS NOW BEING LOADED

DO YOU WISH TO START AT THE BEGINNING OF THE FILE (Y/N) : ?

If you hit <Y><NEW LINE> labels All be printed. If you HIT <N><NEW LINE> the screen will say -

PLEASE ENTER THE FIRST LABEL NUMBER : ?

Labels are then printed from that number.

3. If you want labels printed from the file set up when you had your statements printed hit <Y><NEW LINE> and the screen will say -

STATEMENT LABEL FILE WILL BE USED

LABEL PRINTING PROGRAM IS NOW BEING LOADED

SET PRINTER ON - HIT 'NEW LINE' WHEN READY

4. Then the labels have been printed you will be automatically returned to the main menu.

13. <R>ESET END-OF-MONTH

Select this option at the end of the accounting period you are using (usually the end of the month) This will automatically move your customer balances back one month, clear the transaction files and reset batch numbering to 1 ready for the start of the next month's work.

It is important, therefore to obtain hard copies of the batch listings, trial balance and debtors ledger reports before you use this option. You should also backup your data disks.

1. From the main menu hit <R> and you will be asked to change the disks in drive 1 (see points 1 and 2 on page 23) . Do this and the following screen message will appear -

HAVE ALL THE STATEMENTS BEEN PRINTED (Y/N) : ?

2. If you hit <N><NEW LINE> you are warned to have the statements printed and returned to the main menu. Ensure that the statements have all been printed and hit <Y><NEW LINE>. The screen will say -

HAS A BACKUP COPY OF ALL THE TRANSACTIONS BEEN TAKEN (Y/N) : ?

3. If you have not taken a backup of your data disk hit <N><NEWLINE> and take your copy. When your backup is taken, hit <Y><NEW LINE> and the update and aging will occur showing the customers on the screen as their files are updated.

4. When the reset has finished you will be returned to the main menu.

14. NORMAL PROCEDURES

- DAILY

Every day you will need to do the following.

* start of day

1. Turn on -
-video monitor and disk drives

-expansion unit -printer in that order. Then -
2. Load system disk 1 into disk drive 0 and the data disk into drive 1 and shut the disk drive latches.
3. Turn on the computer.
4. Enter the password, verify the transaction file drive number (see page 7) and enter the date (see a 1. so page 7). This all occurs before you reach the main menu.

* **Backup** - We recommend that you backup your data disk either at the start or the end of each day.

The instructions for backup are listed on pages 9 and 1C follow them remembering that your source disk is the data disk.

Then backup is over, remove the backup disk from drive 1, label it, put a write protect tab on its sensing notch and put it away. Then load your data disk into drive 1 and your system disk into drive 0 and follow steps 4 to 6 on page 31.

- MONTHLY

These next procedures must be followed at the end of each month.

*** Statement printing**

This gets you a set of printed customer statements for you to send out, with an optional label file set up for you. Obtain these statements according to the instructions on pages 23 - 25

*** Batch listings**

These are listings of the batches of transactions you have entered for the month. They are important for providing audit trail information. obtain these according to the instructions on page 39 before you RESET.

*** Other reports**

Obtain a Debtors Ledger report (see page 40), an Aged trial Balance (see page 41) and a Customer Report (see pages 20-21)

*** Reset**

To update your aged balances and clear your file for the next month's transactions follow the instructions on page 43.

APPENDIX A.

ERROR MESSAGES

```
DEBTORS SYSTEM                                DATE : 21.04.81
-----

PLEASE ENTER YOUR PASSWORD                    : ? 1234
WRONG PASSWORD. PLEASE RE-ENTER.
PLEASE ENTER YOUR PASSWORD                    : ? _

CUSTOMER FILE MAINTENANCE
ADDING CUSTOMERS                                21.04.81
-----

PLEASE ENTER CUSTOMER NUMBER : ? 20
PLEASE ENTER THE FOLLOWING DETAILS

NAME           : THE MAIN STREET STORE
ADDRESS        :
SUBURB & STATE :
POST-CODE     :
TELEPHONE     :
-----
THIS FIELD MUST HAVE A MAXIMUM OF 20 CHARACTERS.
ADDRESS       : ? .....

TRANSACTION MAINTENANCE
CREATE A BATCH OF NEW TRANSACTIONS            21.04.81
-----

1. INVOICES
2. CREDIT NOTES
3. CASH RECEIPTS
4. JOURNAL DEBITS
5. JOURNAL CREDITS
6. EXIT

ENTER BATCH TYPE REQUIRED : ? I
?REDO
ENTER BATCH TYPE REQUIRED : ? _
```

021642

DEBTORS SYSTEM
CHANGE CUSTOMER INFORMATION 21.04.81

1 - NAME : GOLDAIR COURIER SERVICE
2 - ADDRESS : 21 THE BOULEVARDE
3 - SUBURB : WESTLEIGH N.S.W.
4 - POST-CODE : 2101
5 - TELEPHONE : 487-0931

WHICH ITEM : ? 8
*** INVALID SELECTION.PLEASE RE-ENTER ***
WHICH ITEM : ? _

DEBTORS SYSTEM
CHANGE CUSTOMER INFORMATION 21.04.81

1 - NAME : GOLDAIR COURIER SERVICE
2 - ADDRESS : 21 THE BOULEVARDE
3 - SUBURB : WESTLEIGH
4 - POST-CODE : 2101
5 - TELEPHONE : 487-0931

?REDO WHICH ITEM : ? WESTLEIGH ,, N.S.W.
WHICH ITEM : ? _

THE STATEMENTS CAN BE PRODUCED FOR : 1 - ALL CUSTOMERS
2 - A RANGE OF CUSTOMERS
3 - SINGLE CUSTOMER
4 - EXIT

ACTION : ? 8
*** ERROR - ILLEGAL INPUT PLEASE RE-ENTER *** 1,2,3,4 ONLY

DEBTORS SYSTEM
STATEMENT PRINTING PROGRAM 21.04.81

DO YOU WISH TO SET UP YOUR OWN STATEMENT HEADING (Y/N) ? N

PLEASE ENTER THE ADVERTISING MESSAGE OR HIT 'NEW LINE' IF NONE

<----->
? THIS IS A TEST OF THE LENGTH OF ENTRY
PLEASE SHORTEN INPUT BY 9 CHARACTERS
PLEASE RE-ENTER : ? _

TRANSACTION MAINTENANCE
CREATE A BATCH OF NEW TRANSACTIONS 21.04.81

- 1. INVOICES
- 2. CREDIT NOTES
- 3. CASH RECEIPTS
- 4. JOURNAL DEBITS
- 5. JOURNAL CREDITS
- 6. EXIT

ENTER BATCH TYPE REQUIRED : ? 9
*** ERROR - ILLEGAL INPUT. PLEASE RE-ENTER ***
ENTER BATCH TYPE REQUIRED : ? _

021643

TRANSACTION TYPE : 1 - INVOICES

SEQ. NO.	CUST. NO.	DATE DDMMYY	REF.	DESCRIPTION	AMOUNT \$
1	? 12	? 210451			

INCORRECT DATE . PLEASE RE-ENTER

TRANSACTION TYPE : 1 - INVOICES

SEQ. NO.	CUST. NO.	DATE DDMMYY	REF.	DESCRIPTION	AMOUNT \$
1	? 12	? 210481	? 54		? 12
2	? 8	? 210481	? 55	? DESCRIPTION TOO LONG	

DESCRIPTION HAS A MAXIMUM OF 15 CHARACTERS.PLEASE RE-ENTER.

PEAK ELECTRONICS PTY LTD
 CUSTOMER SUMMARY 21.04.81 PAGE 1

CUST. NO.	NAME	ADDRESS	TELEPHONE	LAST TR. DATE
1	GOLDAIR TAXI SERVICE	21 THE BOULEVARDE WESTLEIGH N.S.W. 2101	452-6721	210481
2	ADAM'S MEAT MARKETS	311 PACIFIC HWY WAHROONGA N.S.W. 2118	89-6743	210481
3	VICTORS RADIO PARTS	561 FOREST WAY TELOPEA N.S.W. 2113	451-9045	210481
4	THE IRISH RESTAURANT	56 CHURCH POINT RD ST. CLARE N.S.W. 2119	980-7841	210481
5	MARKAM MARINE CENTRE	WHARF 9 LOT 14 THE BASIN N.S.W. 2167	459-6701	210481
6	THE JEWELLERY SHOP	45 VYMEERA RD NORTH RYDE N.S.W. 2115	878-9548	210481
7	MEDIA PRODUCTIONS	119 MERRYWEATHER RD. ST. ALBANS VIC. 3115	45-0932	210481
8	THE BEAUTY SHOPPE	SHOP 19 THE MALL CASTLE HILL N.S.W. 2313	561-7664	210481
9	STEVENS BIKE SHOP	81 NEWMAN RD. GLEN WAVERLY N.S.W. 3155	65-0113	210481
10	RADIO SERVICE CENTRE	SHOP 19 THE CENTRE FRENCHS FOREST N.S.W. 2117	452-7744	210481
11	LISA'S SPORTSWEAR	418 REDFERN RD WAITARA N.S.W. 2151	478-5031	210481
12	ANDREW'S HOME REPAIRS	45 WODEN RD WODEN A.C.T. 2660	(041)23-3981	210481
13	RAYMOND'S MECHANICAL P/L	451 GLOUCESTER TERR. PADDINGTON N.S.W. 2188	875-9021	210481
14	THE HOME MADE PIE SHOP	78 WESTERN RD. MOSMAN N.S.W. 2090	990-6312	210481
15	LANES INVESTMENTS	78 CLARENCE ST SYDNEY N.S.W. 2001	212-5121	210481

CUSTOMER DETAILS 21.04.81 PAGE 1

CUSTOMER NUMBER.....: 1 NAME.....: GOLDAIR COURIER SERVICE

TELEPHONE.....: 487-0931 ADDRESS...: 21 THE BOULEVARDE
WESTLEIGH N.S.W.
2101

OPENING	-----BALANCE-----					TOTAL
BALANCE	120	90	60	30	CURRENT	
300.00	0.00	40.00	60.00	130.00	70.00	300.00
CURRENT	0.00	40.00	60.00	130.00	310.90	540.90

LAST TRANS - REFERENCE : 12 FIRST BATCH : 1
DATE..... : 210481 SEQUENCE : 4
AMOUNT... : 0.00 LAST BATCH : 3
SEQUENCE : 1

CUSTOMER NUMBER.....: 2 NAME.....: ADAM'S MEAT MARKETS

TELEPHONE.....: 89-6743 ADDRESS...: 311 PACIFIC HWY
WAHROONGA N.S.W.
2118

OPENING	-----BALANCE-----					TOTAL
BALANCE	120	90	60	30	CURRENT	
85.00	0.00	0.00	40.00	30.00	15.00	85.00
CURRENT	0.00	0.00	40.00	-6.00	160.00	194.00

LAST TRANS - REFERENCE : 328 FIRST BATCH : 1
DATE..... : 210481 SEQUENCE : 9
AMOUNT... : 54.89 LAST BATCH : 4
SEQUENCE : 5

CUSTOMER NUMBER.....: 3 NAME.....: VICTORS RADIO PARTS

TELEPHONE.....: 451-9045 ADDRESS...: 561 FOREST WAY
TELOPEA N.S.W.
2113

OPENING	-----BALANCE-----					TOTAL
BALANCE	120	90	60	30	CURRENT	
670.00	0.00	0.00	300.00	240.00	130.00	670.00
CURRENT	0.00	0.00	300.00	240.00	178.00	718.00

LAST TRANS - REFERENCE : 2 FIRST BATCH : 1
DATE..... : 210481 SEQUENCE : 7
AMOUNT... : 15.00 LAST BATCH : 3
SEQUENCE : 2

PEAK ELECTRONICS PTY LTD 21.04.81
 DEBTORS LEDGER LISTING REPORT PAGE 1

-----CUSTOMER-----		-----TRANSACTION-----			TOTAL
NO.	NAME	DATE	REF.	AMOUNT	
1	GOLDAIR TAXI SERVICE				300.00
	INVOICE	210481	404	47.78	347.78
	INVOICE	210481	419	91.27	439.05
2	ADAM'S MEAT MARKETS				85.00
	INVOICE	210481	409	187.12	272.12
	INVOICE	210481	414	14.45	286.57
	INVOICE	210481	426	89.70	376.27
3	VICTORS RADIO PARTS				670.00
	INVOICE	210481	407	67.45	737.45
	INVOICE	210481	416	142.33	879.78
	INVOICE	210481	417	17.42	897.20
	INVOICE	210481	424	176.02	1073.22
4	THE IRISH RESTAURANT				145.00
	INVOICE	210481	405	81.21	226.21
	INVOICE	210481	413	95.99	322.20
	INVOICE	210481	421	145.90	468.10
5	MARKAM MARINE CENTRE				421.00
	INVOICE	210481	313	231.12	652.12
	INVOICE	210481	333	218.90	871.02
	INVOICE	210481	402	13.42	884.44
	INVOICE	210481	415	89.90	974.34
					TOTAL
OPENING BALANCES:					1621.00
CLOSING BALANCES:					3330.98

TOTAL TO BE POSTED TO DEBTORS CONTROL ACCOUNT ON GENERAL LEDGER
 = CLOSING - OPENING TOTALS = 1709.98

PEAK ELECTRONICS PTY LTD
 CURRENT AGED TRIAL BALANCE

21.04.81

PAGE: 1

021656

CUST. NAME NO.	BALANCE					GRAND TOTAL
	120	90	60	30	CURR.	
1 GOLDAIR TAXI SERVICE	0.00	40.00	60.00	130.00	209.05	439.05
2 ADAM'S MEAT MARKETS	0.00	0.00	40.00	30.00	306.27	376.27
3 VICTORS RADIO PARTS	0.00	0.00	300.00	240.00	533.22	1073.22
4 THE IRISH RESTAURANT	0.00	0.00	40.00	60.00	368.10	468.10
5 MARKAM MARINE CENTRE	0.00	40.00	160.00	121.00	653.34	974.34
6 THE JEWELLERY SHOP	0.00	0.00	0.00	58.00	502.77	560.77
7 MEDIA PRODUCTIONS	0.00	0.00	330.00	0.00	443.32	773.32
8 THE BEAUTY SHOPPE	0.00	0.00	0.00	110.00	109.78	219.78
9 STEVENS BIKE SHOP	0.00	130.00	170.00	261.00	270.62	831.62
10 RADIO SERVICE CENTRE	0.00	0.00	0.00	90.00	248.67	338.67
11 LISA'S SPORTSWEAR	0.00	0.00	0.00	120.00	429.91	549.91
12 ANDREW'S HOME REPAIR	0.00	0.00	189.00	0.00	678.12	867.12
13 RAYMOND'S MECHANICAL	0.00	0.00	90.00	50.00	65.70	205.70
14 THE HOME MADE PIE SH	0.00	0.00	110.00	20.00	50.00	180.00
15 LANES INVESTMENTS	0.00	0.00	110.00	79.00	221.79	410.79
TOTAL	0.00	210.00	1599.00	1369.00	5090.66	8268.66

PEAK ELECTRONICS PTY LTD

DETAILS OF BATCH 2 21.04.81

BATCH FILE : BATCH 2
 TYPE OF TRANSACTIONS : 1 - INVOICES
 DATE CREATED : 21.04.81
 NUMBER OF TRANSACTIONS : 14 (NO.DELETED : 0)
 TOTAL GIVEN \$ 1282.55
 TOTAL CALCULATED \$ 1282.55
 BATCH STATUS : 0 - BALANCING

PEAK ELECTRONICS PTY LTD

INVOICES 21.04.81 PAGE: 1

SEQ.	DATE	CUST. NO.	NAME	DESC.	REF.	AMOUNT	DR.	CR.
1	210481	7	MEDIA PRODUCTIONS	INVOICE SERVICE	413	95.99		
2	210481	2	ADAM'S MEAT MARKETS	INVOICE GOODS	414	14.45		
3	210481	5	MARKAM MARINE CENTRE	INVOICE PARTS	415	89.90		
4	210481	1	GOLDAIR TAXI SERVICE	INVOICE PARTS	416	142.33		
5	210481	1	GOLDAIR TAXI SERVICE	INVOICE GOODS	417	17.42		
6	210481	4	THE IRISH RESTAURANT	INVOICE GOODS	418	212.56		
7	210481	3	VICTORS RADIO PARTS	INVOICE PARTS	419	91.27		
8	210481	12	ANDREW'S HOME REPAIR	INVOICE PARTS	420	21.78		
9	210481	7	MEDIA PRODUCTIONS	INVOICE SERVICE	421	145.90		
10	210481	9	STEVENS BIKE SHOP	INVOICE PARTS	422	57.87		
11	210481	11	LISA'S SPORTSWEAR	INVOICE GOODS	423	83.90		
12	210481	1	GOLDAIR TAXI SERVICE	INVOICE SERVICE	424	176.02		
13	210481	4	THE IRISH RESTAURANT	INVOICE GOODS	425	43.46		
14	210481	2	ADAM'S MEAT MARKETS	INVOICE GOODS	426	89.70		

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PEAK ELECTRONICS
 421 ROUNDTREE RD
 SMITHVILLE 2119

THANK YOU FOR THE BUSINESS

2 ADAM'S MEAT MARKETS
 311 PACIFIC HWY
 WAHROONGA N.S.W. 2118

STATEMENT PAGE 1
 for month of 21.04.81

Designed and printed by PEPPERDAY business forms Sydney 519-4411 for DICK SMITH ELECTRONICS
 FOR REORDERING QUOTE THIS REF. NO. 001DS

DATE	DETAILS	REFERENCE	DEBIT	CREDIT	BALANCE
	OPENING BALANCE				85.00
21/04/81	INVOICE	409	187.12		
21/04/81	INVOICE	414	14.45		
21/04/81	INVOICE	426	89.70		
	CLOSING BALANCE				376.27

CLOSING BALANCE SHOWN HERE	120 DAYS	90 DAYS	60 DAYS	30 DAYS	CURRENT	BALANCE DUE
	0.00	0.00	40.00	30.00	306.27	376.27

AMOUNT DUE \$ 376.27

Remittance Advice - PLEASE TEAR OFF & FORWARD WITH PAYMENT

2 ADAM'S MEAT MARKETS AMOUNT DUE \$376.27
 311 PACIFIC HWY
 WAHROONGA N.S.W. 2118 AMOUNT ENCLOSED \$.

APPENDIX C.

DO YOU NEED MORE THAN 2 DISK DRIVES ?

The data disk as used in the standard 2 drive configuration stores both the customer detail (name, address etc) and the records of transactions.

If your company has a large customer base and carries out many transactions, you may require more than the standard 2 disk drives. That is, you may need three drives, one for programs and two for data.

To help you decide whether or not you need the extra disk drives, you will need to work out what file sizes you require to suit your particular needs. You will need to know

- How many customers you have
- How many transactions per month you carry out

A data disk has 380 'sectors' available for storing data -

2 customers can be stored per sector

4 transactions can be stored per sector

If you have say 200 customers:

200 / 2 = 100 sectors used

380-100 = 280 sectors left (for transactions)

280 X 4 = 1120 transactions available

This allows four transactions a month per customer. Once you know how many customers you have and the number of transactions per month they require, you can work out (as above) whether or not you will need the extra drive.

If you do use an extra drive you must re-allocate the Transaction File Drive Number - select <I>NITIALISATION and enter 2 when asked for the new transaction file drive number. The customer master file will ALWAYS be on drive 1 and the transactions will now be stored on the disk in drive 2.

An alternative method to the above is to split your customer base across 2 data disks and run each as a separate file.

APPENDIX D

CREATING A NEW DATA DISK

If you do not have an unused data disk for copying and you need to set one up, you can use this method:

Start up the system normally and select <>EXIT from the main menu.

Select <N> to the question "DO YOU WISH TO ENTER BACKUP

The screen will say:

DOS READY

Remove the data disk from drive 1 and replace it with a new disk. Type in the following - **NOTE THE SPACES.**

```
FORMAT 1 DBDATA 04/21/81 PASSWORD
```

We have entered a date here but PLEASE NOTE that it is entered in the format MM/DD/YY . The Password may be any that you choose of up to six characters in length.

Hit <NEWLINE> and the screen will say:

**STARTING DISKETTE FORMAT
PRESS ENTER WHEN DESTINATION DISKETTE MOUNTED IN
DRIVE 1**

Hit <NEWLINE> and after about one minute the screen will say:

DOS READY

Type in the command BASIC and hit <NEWLIN= and the screen will show the prompt- READY>

Type in the command RUN FORMAT/BAS" and hit <NEWLINE>.

The screen will display the sectors as they are being formatted and should run to 380 sectors. This will take a couple of minutes to complete. When done the screen will return to READY>

Press the RESET button to start operating the system again.