MICROSPEC

USER'S GUIDE

CBM 64
ACCOUNTS RECEIVABLE

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Backup system diskettes are available for a one-time charge of US $7.50 when requested on the Registration Card. Additional backups and/or upgrades may be obtained for a charge of US $20.00 per diskette when accompanied by the original system diskette.

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INTRODUCTION

Welcome to the MicroSpec Inc. Commodore 64 Accounts Receivable System. This comprehensive, menu-driven system is designed and written to be "user-friendly", requiring a minimum of input to operate. All functions are initiated through "multiple choice" selections and can be easily exited from in the event they are reached in error. This section contains a general description of the system, its requirements and features, and some suggested precautions.

A. General Overview of the Accounts Receivable System.

This system enables the user to create and maintain an Accounts Receivable file with a capacity of 150 accounts per diskette. Each account record contains the name, address, telephone number, contact name, last transaction/payment dates and financial information for each customer. Each customer can have up to 18 transactions on file per accounting period. Account records are accessed by 6-digit alphanumeric keys assigned by the user. The system allows the user to set a finance charge for each account and keeps track of amounts due for current, 30, 60, and 90 day periods. The user may create any number of Accounts Receivable master files on separate diskettes and maintain each of them with the same program.

The file is maintained using ADD, DELETE, CHANGE, and SCAN functions. Using the SCAN function, the user may search the file for a particular record or records, then use the CHANGE and DELETE functions to change or delete them as required.

Sales, payments, debits, and credits are entered as transactions and are immediately posted to the account. Outstanding transactions may be viewed in conjunction with the account information using the SCAN function. A CLOSE PERIOD function is used to update the current-due and balance forward amounts and also compute and generate finance charges transactions.

Statements are produced for each account as required by the user as well as an Ageing Report and Sales Report. Mailing labels may also be produced for each account on file.

A separate program is provided to enable the user to update specified accounts in the MicroSpec General Ledger file. In this manner, all revenues, taxes, etc. can be properly accounted for without the need to manually re-enter the A/R transactions into the General Ledger system.

B. Hardware Requirements.

This system is designed to operate on the Commodore 64 with a 1541 disk drive. A printer addressed as device # 4 is required for hardcopy reports. While the system is designed to use a VIC-1525E printer, any dot-matrix or letter-quality device with an appropriate interface may be used. The user should be aware, however, that some printer/interface combinations may not function properly when used with this program.

C. Care of diskettes.

Diskettes should be treated with the utmost care. Each diskette containing an Accounts Receivable file can be the product of extensive time and effort, and therefore represents a substantial investment by the user. PLEASE observe the following precautionary measures:

1. NEVER touch the recording surfaces of the diskette. Dirt and body oil can contaminate the surface and render the files unreadable.

2. NEVER take the diskette out of the drive without replacing the protective paper jacket.

3. NEVER place the diskette near any magnetic force. Doing so can completely scramble or erase all recorded information.

4. It is recommended that data diskettes created with this program be "backed up" (copied) each time major updates are performed. Such backups are essential in preventing loss of data due to physical disk damage. MS-BACKUP, available from MicroSpec, will perform a complete BAM-oriented disk copy with a single or multiple disk drive configuration.

For additional information on the care of diskettes, refer to the back of the paper diskette jacket.

D. File Structure.

The Accounts Receivable Master File is a true random-access file. Any record in the file may be accessed directly without reading any intervening records. This is accomplished by using a "key" file to locate the record's position on the disk before reading the record.

E. Syntax

Througout this manual certain formats are used to designate user input syntax. The statement "enter ..." instructs the user to type the specified input string followed by pressing RETURN. In statements where input values are enclosed by brackets ([0], [del], etc.), only the value within the brackets should be typed.

SYSTEM STARTUP

Start the system by first turning on all hardware components. Insert the system diskette into the drive and enter [LOAD ":*",8] and press RETURN. The system will respond:

"SEARCHING FOR *"
"LOADING"
"READY"

Now enter [RUN] and press RETURN. The system will now begin execution. The first screen will appear and direct the user to insert a data disk into the drive. Remove the system diskette from the drive and replace it with a blank formatted diskette or one that may be written over. If no formatted diskettes are available, leave the system diskette in the drive until the CREATE function instructs the user to insert a blank diskette. When this action is completed, press RETURN. The system will next prompt:

"Enter Date [MMDDYY]"

Enter the desired date in MMDDYY format where MM is the month, DD is the day, and YY is the year. The system will now proceed to the Main Menu screen.

MAIN MENU

The following Main Menu will be displayed:

```
MicroSpec Accounts Receivable    [Date] Main Menu
Enter Option: #

CHange date
CReate File
FIle Maintenance
TRansaction Entry
STatements
LAbels
CLose period
AGeing report
SAles report
GL post
COlor Selections
PRinter Setup
REdefine company name/GL #s
EXit Program
```

Enter the first two characters of the desired option and press RETURN. For example, to create a new file enter [CR] and press RETURN. Any combination of characters other than those in upper case on the above menu will be ignored by the system. If an option is entered in error, pressing the f7 key immediately will cause the system to return to the Main Menu.

When the system is used for the first time, the CREATE and EXIT options are the only choices that may be used. All other options require a valid Accounts Receivable File in order to operate properly. Each of the above options are discussed in detail in the remaining chapters of this manual.

CREATE

This option creates an Accounts Receivable Master File on a blank or "scratch" diskette. The process will erase any previously recorded data on the diskette. If the diskette in the drive already contains a MicroSpec Accounts Receivable data file, the system will prompt:

"Disk contains data. Continue [y/n]"

To over-write the existing file, enter [y]. Entering [n] will return to the Main Menu.

The system now requests information for Company name, address, city, state, and Zip Code. The next prompt is:

"Update General Ledger [y/n]"

If the user desires to update a MicroSpec General Ledger file directly from this system, enter [y]. If the user does not have the MicroSpec GL system, or does not wish to update it, enter [n] and the system will skip past the next prompt:

"Enter General Ledger Account #s"

"Cash"
"Accounts Receivable"
"Sales Tax"
"Sales"
"Discounts Taken"
"Finance Charges"
"Shipping"

If the response to the previous prompt was [y], enter the Type 0 (regular) account numbers previously defined in the General

Ledger system that are to accumulate each category. While the actual account names may differ, the equivalent GL accounts should be specifed. The AR system will automatically extract the correct amounts from AR transactions and create GL transactions for posting with the GL POST function. NOTE: The GL account numbers MUST exist on a MicroSpec General Ledger data diskette or the Post will not occur.

At this point, the system will prompt:

"Continue [y/n]"

"Insert Blank Disk"
"Process Will Erase Disk"

To bypass formatting and return to the Main Menu, enter [n]. To proceed, enter [y]. The diskette will be formatted, 450 sectors are allocated, and a key file is created. At the completion of this function, the diskette directory will contain an entry for the key file, the GL file (if used), and reflect the remaining sectors not allocated to the data file. The system now exits to the Main Menu. The user may now proceed to use the other system options.

FILE MAINTENANCE

This option consists of four functions:

1. ADD record.
2. DELETE record.
3. CHANGE record.
4. SCAN file sequentially

Each of these functions will be discussed in detail in this chapter. To proceed, enter the number of the desired function and press RETURN. To return to the Main Menu, press the f7 key. The key file will be re-written after any records have been added or deleted to the file before the system redisplays the Main Menu Screen.

1. The ADD function.

   This function is used to add records to the data file. The first prompt is:

   "Enter Account ID, f7=Exit"

   The account ID is used as a key to locate the record in the data file. It is six characters in length and may be any combination of letters and/or numbers. Each account ID should allow the user to easily recognize each account; therefore, each key should include part of the account's business name or acronym. If an account ID is already in use, an error message is displayed. To cancel the ADD function and return to the File Maintenance Menu, press the f7 key. The system next prompts:

   "Enter Data, f7=Save, f5=Cancel"

The system is now ready for the user to supply information for the account. The user can scroll between fields using the CURSOR UP and CURSOR DOWN keys. Pressing RETURN will advance the cursor to the next available field. The account entry may be canceled by pressing the f5 key at any time. To clear a field from the cursor position to the end of the field, press the CLR/HOME key (unshifted). Information is requested for the following fields:

1. Name: Enter the account's business name or acronym.

2. Address: Enter the account's street or mailing address.

3. City: Enter the city where the account is located.

4. State: Enter the two-character postal abbreviation for the state where the account is located.

5. Zip: Enter the postal zip code where the account is located.

6. Contact: Enter the name or title of a person at the account with whom transactions are carried out.

7. Phone: Enter the telephone number for the Contact person at the account.

8. Last Purchase Date: Enter the date of the last purchase by the account in MMDDYY format.

9. Last Payment Date: Enter the date of the latest payment received from the account in MMDDYY format.

10. Balance Forward: Enter the current balance forward for the account or press ENTER if a new account with no balance.

11. Current Charges: Enter the total current charges for the account accumulated since the last billing or leave blank if a new account with no charges.

12. Current Payments: Enter the total payments accrued since the last billing or leave blank if a new account.

13. Finance %: Enter the finance interest rate, expressed as a percentage, to be used in computing carrying charges for the account. The percentage may be entered as an integer or with up to two decimal places. If the account is not to accrue finance charges, enter zero.

18. QTD: Enter the total current quarter-to-date charges for the account or leave blank if a new account.

15. YTD: Enter the total current year-to-date charges or leave blank if a new account.

19. Prev.: Enter the total YTD charges for the previous year or leave blank if a new account.

Fields 14-17 and 20 are tracked and maintained by the system as transactions are entered. Fields 14-17 indicate the charges due over 30, 60, and 90-day periods. Field 20 indicates the number of outstanding transactions on file for the account. Fields 8-12 and 18-20 are maintained by the system after initial values are set. Pressing RETURN without a value for these fields will set them to zero. Press the f7 key to save the record or press the f5 key to cancel the account entry. Upon completion of this function the system exits to the File Maintenance Menu.

2. The DELETE Function.

This function is used to delete any previously stored records from the data file. The system prompts:

"Enter Account ID, f7=Exit"

Pressing the f7 key will cancel the function and exit to the File Maintenance Menu. Enter the account ID for the record to be deleted. If the specified account ID does not exist, an error message is displayed and the system returns to the "Enter Account ID" prompt. The system now prompts:

"Forced Delete [y/n]"

This feature allows deletion of a "bad" record without attempting to read and display its contents. It is especially useful in salvaging the remaining records on a diskette when a "string too long" or other error occurs when attempting to read a record. Enter [y] to proceed without attempting to read the record or [n] to display the record for verification. The system next prompts:

"Enter [del] Code?"

Enter [n] and press RETURN to cancel the delete. To complete the deletion process, enter [del]. The record will be deleted from the index file and the space will be made available to the system. Upon completion of this function the system exits to the File Maintenance Menu.

3. The CHANGE Function.

This function is used to change (edit) any record previously stored in the data file. The system prompts:

"Enter Account ID, f7=Exit"

To cancel the function, press the f7 key and the system will exit to the File Maintenance Menu. To proceed, enter the account ID of the desired record. The system will attempt to locate the record. An error message will be displayed if it cannot be found, returning to the "Enter Account ID" prompt. If the record is located, its contents are displayed and the system prompts:

"Enter Data, f7=Save, f5=Cancel"

If the record is not the desired record to be changed, press the f5 and the system will exit to the File Maintenance Menu. To proceed, use the CRSR-UP and CRSR-DOWN keys to scroll up or down to the appropriate field. Enter the desired information and press RETURN or the cursor controls to move to another field. To clear a field from the cursor position to the end ot the field, press the CLR/HOME key. This process may be repeated for all fields to be changed. When the process is completed, press the f7 key to re-write the record to the data file. The system will return to the "Enter Account ID" prompt until the f7 key is pressed in response. Upon completion of this process, the system exits to the File Maintenance Menu.

4. The SCAN Function.

This function is used to sequentially scan records previously stored in the data file starting with a user-specified account ID. The system prompts:

"Enter Account ID, f7=Exit"

To cancel this function, press the f7 key. Enter the account ID to begin the scan with. If the record does not exist, the system displays an error message and retrieves the record for the next sequential account ID. If the record is located, its contents are displayed along with the following prompt:

"f1=Next f3=Prev f5=Trans. f7=Exit"

To exit to the File Maintenance menu, press the f7 key. To continue scanning forward, press the f1 key. To return to the previous record, press the f3 key. To view the outstanding transactions, press the f5 key. The system will display the outstanding transactions and balance information along with the prompt:

"RETURN, f7=Exit, [p]=Print"

To return to the next record, press RETURN. The transaction screen can be "dumped" to the printer by entering [p]. To exit from the SCAN function, press the f7 key and the system will exit to the File Maintenance menu.

TRANSACTION ENTRY

This option is used to enter transactions into the Accounts Receivable System. The first prompt is:

"Enter Account ID, f7=Exit"

To cancel this function and return to the Main Menu, press the f7 key. To proceed, enter the account ID for which the transaction is being entered. The system will display an error message if the record cannot be located. When the record is found, the system displays the account name and number of outstanding transactions and requests input for the follwing fields:

1. Date: The system displays the current system date which can be changed later after all initial field values are entered (see below).

2. Type: The system displays the follwing prompt:

   "[1]=Sale [2]=Pmt. [3]=Cr. [4]=Db."

   Enter [1] for a sale transaction, [2] for a payment, [3] for a credit entry, and [4] for a debit entry.

3. Description: Enter a comment describing the type or reason for the transaction to be used for later reference on reports. A good practice would be to use the Invoice or Credit number.

4. Amount: Enter the total dollar amount, including tax, shipping, etc. where applicable, of the invoice/receipt.

5. Sales Tax (Type 1 only): Enter the sales tax, in dollars, if applicable.

6. Shipping: Enter the shipping costs, in dollars, if applicable.

The system next prompts:

"Enter # To Change, f5=Cancel, f7=OK"

To cancel the transaction and return to the account ID prompt, press the f5 key. Fields may be edited by entering the number of the field to be changed. The cursor will move to the indicated field, allowing the contents to be changed as desired. When all fields are correct, press the f7 key and the system will update the account record on the master file and return to the "Enter Account ID" prompt. This process may be continued for a maximum of 18 outstanding transactions per account or until the f7 key is pressed in response to the account ID prompt.

STATEMENTS

This function prints statements based on the outstanding transactions for each account on file. The first prompt is:

"Enter Starting Account #, [a]=All"

"Beginning"
"Ending"

To exit from this function and return to the Main Menu, press the f7 key. To proceed, enter [a] to create statements for all accounts on file or, to process a range of accounts, enter the starting account ID. If other than [a] is entered. the next prompt is:

"Enter Ending Account #"

Enter the account ID for the ending account in the range to be processed. This may be the same as the starting ID to process only one account. The system next prompts:

"Enter Standard Message"

Enter up to three lines of message text to appear on the bottom of each statement. Next, the system prompts:

"Ready Printer, Press RETURN"

Set the printer to top-of-form and press RETURN when ready. The system will begin displaying account IDs as they are processed and displays the prompt:

"Press RETURN To Pause"

To pause after the current displayed account ID has been processed, press RETURN and hold it until the follwing prompt appears:

"Press RETURN To Continue, [c]=Cancel"

To continue with the next account, press RETURN. To cancel the statements, enter [c] and the system will return to the Main Menu.

LABELS

This function prints labels for all or selected accounts on file. The first prompt is:

"Enter Starting Account #, [a]=All"

"Beginning"
"Ending"

To exit from this function and return to the Main Menu, press the f7 key. To proceed, enter [a] to create labels for all accounts on file or enter the beginning account ID, press RETURN, and then enter the ending account ID to process a range of accounts. The next prompt is:

"Enter # Of Tab Positions"

Enter the number of characters to the right from the left edge of the label form to begin printing. Press RETURN for zero. Next, the system prompts:

"Enter # Of Linefeeds Between Labels"

The system prints three lines per label. Enter the number of blank lines required to begin printing on the next label on the form. The next prompt is:

"Ready Printer, Press RETURN"

Set the printer to top-of-form and press RETURN when ready. The system will begin displaying the accounts as it processes them and displays the prompt:

"Press RETURN To Pause"

To pause after the current displayed account has been processed, press RETURN and hold it until the follwing prompt appears:

"Press RETURN To Continue, [c]=Cancel"

To continue with the next account, press RETURN. To cancel the labels, enter [c] and the system will return to the Main Menu.

CLOSE PERIOD

This function is used to close the accounting period, age current and past charges to the next category, update the QTD and YTD fields, and zero the current charges field for each account on file. The system first prompts:

"Apply Finance Charges [y/n], f7=Exit"

Enter [y] to apply finance charges (if any) for the period being closed. Finance charges will be accrued on all outstanding balances past due 30 or more days. Enter [n] to close the period without applying charges. The system next prompts:

"Close: [m]=Month [q]=Quarter [y]=Year"

Enter the appropriate character to close the desired period. The next prompt is:

"Ready Printer, Press RETURN"

Align the printer to top-of-form and press RETURN when ready. The system produces a transaction report for each account on file reflecting finance charge transactions. Upon completion of this function, the system returns to the Main Menu.

AGEING REPORT

This function prints an ageing report indicating amounts owed for current, 30, 60, and 90-day periods and a total amount for each account. The first prompt is:

"Ready Printer, Press RETURN"

Set the printer to top-of-form and press RETURN when ready. The system will begin displaying account IDs as it processes them and prompts:

"Press RETURN To Pause"

To pause after the current displayed account has been processed, press RETURN and hold it until the follwing prompt appears:

"Press RETURN To Continue, [c]=Cancel"

To continue with the next account, press RETURN. To cancel the report, enter [c] and the system will return to the Main Menu.

SALES REPORT

This function prints a sales report for each account. The first prompt is:

"Ready Printer, Press RETURN"

Set the printer to top-of-form and press RETURN when ready. The system will begin displaying account IDs as it processes them and prompts:

"Press RETURN To Pause"

To pause after the current displayed account has been processed, press RETURN and hold it until the follwing prompt appears:

"Press RETURN To Continue, [c]=Cancel"

To continue with the next account, press RETURN. To cancel the report, enter [c] and the system will return to the Main Menu.

GL POST

This function loads the universal GL Posting program used to update the MicroSpec General Ledger file. The first prompt is:

"Insert System Disk, Press RETURN"

Insert the system diskette and press RETURN. The system will load the update program. Insert the Accounts Receivable data diskette into the drive and press RETURN in response to the first screen. The program will read the GL transaction file, then request the GL data diskette to be inserted into the drive. The posting program will then verify that the accounts exist on the GL disk before performing the actual transfer of data.

Since this function is handled by a separate program, the GL post should be done after all other AR functions are completed, as it does not return to the AR Main Menu. To continue using the Accounts Receivable program, it must be loaded and "run" as detailed in SYSTEM STARTUP (chapter II).

COLOR SELECTION

This function is used to change the color selection for screen and text. The system displays a list of 16 available colors along with the following list of selections:

[1]=Screen
[2]=Prompt
[3]=Response
[4]=Message
[5]=Border
[6]=Menu

The system prompts:

"Enter Selection, f7=Exit"

Enter the appropriate selection number, then RETURN. For example to change the border color, enter [5]. The system will then prompt:

"Enter Border Color"

Now enter the number of the desired color for the selected item. The color will immediately be changed. The user may continue to change colors until satisfied with the combinations. The system will record the color selections on the data diskette and set them each time the system is started. To exit from this function, press the f7 key. If any changes have been made, the system will rewrite the key file prior to returning to the Main Menu.

PRINTER SETUP

This function is used to set up the printer if the user is not using a Commodore or CBM printer, or wishes to send special characters to initialize special modes, etc. It also allows the user to specify a printer delay time in seconds (approximately) for synchronization purposes and to specify if the system should send linefeeds or if the printer will provide them. The system prompts:

"Enter Selection, f7=Exit"

"1. Codes"
"2. Secondary Address"
"3. Delay"
"4. Linefeed"

At this point, the user may exit from this option by pressing the f7 key. If any changes are made, the system will update the printer setup file prior to returning to the Main Menu. The valid responses are:

1. Initialize Codes - Enter a [1] and the system will prompt:

   "Enter ASC$ Value"

   Enter the ASC$ numeric value for the characters to be sent. The system will continue to accept values one at a time until the user enters RETURN without any value. This string of characters will be sent to the printer immediately after it is OPENed by the system. The user may send ESCAPE sequences, etc. to configure or use any special features of the printer.

2. Secondary Address - Enter the secondary addrss for the printer device/interface. If using a CBM printer, enter [7]. For

most other types of printers/interfaces, the proper secondary address is specified in the user guide for the device and will vary according to switch settings, etc.

3. Delay - Enter an integer number, multiplied by 1000, representing the approximate number of seconds the printer should delay before printing the next line. Press RETURN with no value to exit.

4. Linefeed - The system will prompt:

   "Send Linefeed [y/n]"

   Enter [y] to cause the system to send linefeeds to the printer. If the printer supplies its own linefeeds, enter [n] (this is the default). This function is included due to some printers having a switchable option that can cause the device to "carriage return" without spacing vertically (linefeed). The user should carefully consult the operation manual for the printer being used to insure that it is properly set up before using this function.

REDEFINE CO/GL INFO

This function is used to redefine the user's company name and address information and, if appropriate, the account numbers to transfer information to in the General Ledger system. The fields are:

1. Company Name: Enter the name of the company or individual using the Accounts Receivable system. This name is used throughout the system on all reports and statements.

2. Street: Enter the street or mailing address for the company or individual as it is to appear on reports and statements.

3. City, ST, Zip: Enter the City, State abbreviation, and Zip Code as they are to appear on reports and statements.

The system next prompts:

"Update General Ledger [y/n]"

If the user does not intend to update a MicroSpec General Ledger system from the Accounts Receivable system, enter [n] and the system will rewrite the above information to the data file. If [y] is entered, the system requests account numbers for the following General Ledger account descriptions:

1. Cash
2. Accounts Receivable
3. Sales Tax
4. Sales
5. Discounts Taken
6. Finance Charges
7. Shipping

Enter the four-digit account number, ranging from 1000 to 4999, that represents each of these categories in the General Ledger Chart of Accounts. While the actual account names may differ, the equivalent Type 0 (regular) accounts must exist on the General Ledger data file diskette that is to be updated with AR transactions; otherwise, the GL POST function will not update the GL file. After all fields are filled in, the system updates the data file and returns to the Main Menu.

EXIT

This function insures that all system files are properly closed before exiting to BASIC. Always exit the system using this function in order to insure that all channels and disk files are properly closed.