

**USING THE
CMS ACCOUNTING SYSTEM
ON THE**

COMMODORE

128

COMPUTER

For your convenience, the program disks provided with the CMS Accounting System are not copy protected. There is a \$10,000 reward for information leading to the arrest and conviction of anyone making or selling illegal copies of this program or program documentation.

CMS ACCOUNTING SYSTEM 128

Your CMS Accounting System for the Commodore 128 Computer should contain the following items:

- 1) One Instruction Manual.
- 2) One General Ledger program disk.
- 3) One Accounts Receivable program disk.
- 4) One Accounts Payable program disk.
- 5) One Payroll program disk.
- 6) One Sample Data disk.
- 7) One Registration Card.

Billing is part of the Accounts Receivable program and Job Costing is part of the Accounts Payable program.

MINIMUM HARDWARE REQUIREMENTS

- 1) One Commodore 128 Computer set to the 80 column mode.
- 2) One 80 column monitor.
- 3) One Commodore 1571 disk drive.
- X 4) One 80 column printer.

The CMS Accounting System will operate perfectly well with the above listed hardware compliment. However, we would like to make a few suggestions concerning hardware.

MONITORS: An RGBI/Color monitor is preferred although a standard 80 column monitor may be used with the proper cables. The quality of the color on the Commodore 128 is outstanding. We recommend the Commodore 1902 RGBI/Composite color monitor or equivalent to get the most from your Commodore 128 computer.

DISK DRIVES: The CMS Accounting System will support any disk drive combination you can hook up to the Commodore 128 computer. A single 1541 or 1571 disk drive works fine but we recommend the use of two disk drives if possible. Two disk drives eliminates the need to continually swap between the program disk and data disk. Even if you don't mind the hassle to save a few bucks, the constant swaping in and out is hard on the disks and disk drives.

If you use a 1541 single sided disk drive, we recommend the purchase of one of the many fast load cartridges or update kits available for the 1541. Even better is the purchase of a pair of Commodore 1571 disk drives. These drives store twice as much data for about the same price and are much faster. A program that takes almost a minute to load on a 1541 disk drive, loads in only six or seven seconds on a 1571 disk drive. If you try to hook a 1571 on line with a 1541, you won't gain anything. The Commodore 128 will treat both disk drives as though they were 1541s.

MAKING WORKING DISKS

The program disks supplied with the CMS Accounting System are in the Commodore 1571 DOUBLE SIDED FORMAT. THESE ARE YOUR MASTER PROGRAM DISKS. THEY SHOULD BE USED ONLY FOR MAKING WORKING COPIES. NEVER USE YOUR MASTER PROGRAM DISKS FOR ENTERING DATA. Working copies may be made using the DOS SHELL program that came with your 1571 disk drive.

If you are using 1541 disk drive(s), you may return the 1571 format master disks for a set in the 1541 format. There is no charge for this service.

If you are using one of the larger disk drives such as a Hard Disk with at least one megabyte of storage, you may copy all of the programs onto the same disk and eliminate disk swapping altogether. The first two programs on each master program disk are the same. When copying more than one master disk onto the same working disk, the first two programs need only be copied from the first master disk. All of the remaining programs on each master disk must be copied to the working disk.

```
*****
*
* 1) NEVER USE YOUR MASTER DISKS FOR ENTERING DATA. *
*
* 2) MAKE WORKING COPIES OF ALL MASTER DISKS.      *
*
* 3) STORE ALL MASTER DISKS IN A SAFE PLACE.       *
*
*****
```

GETTING STARTED

Once all of the working disks have been made, perform the following steps to begin using your CMS Accounting System.

- 1) Insert the desired program disk into the program drive. The program drive is unit 8 if you are using two single drives or drive 0 if you are using a dual drive disk.
- 2) Be sure the 40/80 column key on the Commodore 128 computer is depressed to place the computer into the 80 column mode.
- 3) Turn the computer ON if it is turned OFF, or press the reset button if the computer is already ON.
- 4) Hold the SHIFT key down and press the RUN/STOP key. The CMS logo will be displayed on the screen. Read the copyright notice very carefully and then press RETURN.
- 5) REMEMBER! WHEN ALL ELSE FAILS, READ THE INSTRUCTIONS.

Good luck with your CMS Accounting System and your Commodore 128 computer. Be sure to fill out and return the Purchase Registration Card so that we may place you on our mailing list to receive future notices of new products.

Best wishes,

Chuck Stuart

Chuck Stuart, President
CMS Software Systems, Inc.

* ALWAYS EXIT BACK TO THE MENU BEFORE TURNING OFF YOUR *
* COMMODORE 128 COMPUTER. FAILURE TO DO SO MAY DAMAGE *
* YOUR CMS DATA FILES. *

CMS SOFTWARE SYSTEMS, INC.

PREPRINTED FORMS PRICE LIST AND ORDER SHEET

ORDER FROM

CMS SOFTWARE SYSTEMS, INC.
 2204 CAMP DAVID
 MESQUITE, TX 75149

TELEPHONE ORDERS CALL 214/289-0677

ACCOUNTS PAYABLE CHECK

DESCRIPTION		4000	2000	1000	500
1 PART	DF20-1	179.95	109.25	74.00	57.95
2 PART	DF20-2	353.00	203.00	127.50	85.00
3 PART	DF20-3	429.00	238.50	136.75	92.00
ENVELOPES	DE75	157.50	85.75	47.50	28.50

TOTAL FOR ACCOUNTS PAYABLE CHECKS \$ _____

PAYROLL CHECK

DESCRIPTION		4000	2000	1000	500
1 PART	DF01-1	179.95	109.25	74.00	57.95
ENVELOPES	DE75	157.50	85.75	47.50	28.50

TOTAL FOR PAYROLL CHECKS \$ _____

ACCOUNTS RECEIVABLE STATEMENT

DESCRIPTION		4000	2000	1000	500
1 PART	DF63-1	182.00	106.25	73.50	58.95
2 PART	DF63-2	287.50	158.50	99.00	69.95
ENVELOPES	DE71	131.25	66.75	39.50	25.75

TOTAL FOR ACCOUNTS RECEIVABLE STATEMENTS \$ _____

ACCOUNTS RECEIVABLE INVOICES

DESCRIPTION		4000	2000	1000	500
2 PART	DF40-2	287.50	158.50	99.00	69.95
3 PART	DF40-3	399.00	223.75	129.95	85.50
4 PART	DF40-4	499.00	275.00	143.95	98.50
5 PART	DF40-5	611.00	325.00	183.95	108.50
ENVELOPES	DE71	131.25	66.75	39.50	25.75

TOTAL FOR ACCOUNTS RECEIVABLE INVOICES \$ _____

TOTAL FOR THIS ORDER \$ _____

I HAVE ENCLOSED MY CHECK IN THE AMOUNT OF \$ _____

BILL MY (VISA) (MASTERCARD) ACCT NO. _____
 EXPIRES: _____

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

CHECK ORDERS MUST INCLUDE SAMPLE VOIDED CHECK FOR MICR NUMBER.



CMS ACCOUNTING SYSTEM

USER GUIDE

GENERAL LEDGER

ACCOUNTS RECEIVABLE

BILLING

JOB COSTING

ACCOUNTS PAYABLE

PAYROLL

COPYRIGHT © 1985 BY CMS SOFTWARE SYSTEMS, INC.

**THIS MANUAL MAY NOT BE REPRODUCED , IN WHOLE OR IN PART, FOR
ANY REASON WITHOUT PRIOR WRITTEN PERMISSION.**

FROM

**CMS SOFTWARE SYSTEMS, INC.
2204 CAMP DAVID • MESQUITE, TEXAS 75149**

PROGRAM AND DOCUMENTATION WRITTEN BY CHUCK STUART

CMS ACCOUNTING SYSTEM OVERVIEW

The CMS ACCOUNTING SYSTEM is a fast, easy to use, fully integrated accounting system designed especially for today's modern micro computers. This section contains general information about the system and how it is used. Overviews and step by step operating instructions for each accounting module will be found in the individual sections for that module.

USING THIS MANUAL:

Before attempting to use the programs, read through the manual in order to become familiar with the contents. The more familiar you are with the manual, the easier it will be to use the system.

The manual is divided into STEPS and PROMPTS. The STEPS are those steps necessary to perform a specific accounting function such as entering an invoice or printing a report. These STEPS are further divided into more detailed explanations called PROMPTS.

Lines three and four of the display screen are reserved for USER PROMPTS. PROMPTS generally ask a question and expect a response. Most screen prompts are self explanatory but each one is shown in this manual with a full explanation of its purpose and the expected action. By following these prompts on the screen with reference to the manual when necessary, you should quickly become fully familiar with the operation of the program.

A THIRTEEN MONTH ACCOUNTING SYSTEM:

The CMS Accounting System is a thirteen month system. This means you do not have to close one month's books before beginning on the next month. When the date in the Information File changes to a new month, General Ledger postings for the new month will automatically be separated from the previous month's postings.

✓ To enter transactions for a previous month, it is only necessary to reset the date in the Information File to the previous month. The CMS Accounting System will automatically group transactions by month.

POSTING TO THE CMS GENERAL LEDGER:

The CMS Accounting System provides you with three options regarding automatic posting to the General Ledger.

CMS ACCOUNTING SYSTEM OVERVIEW

OPTION 1: FULLY INTEGRATED: (CODE Y)

All necessary General Ledger postings will be automatically generated during processing. An Audit Trail Report will be printed, the postings will be added to the General Ledger Transaction File, and detailed entries will be made into the G/L Postings Journal.

OPTION 2: STAND ALONE: (CODE X)

No General Ledger Postings will be generated. All functions for each module will be active but none of the information will be passed along to the CMS General Ledger.

OPTION 3: SEMI-INTEGRATED: (CODE N)

This option is similar to option 1 in that all necessary General Ledger Postings are generated and printed. But with this option, the postings are not passed along to the CMS General Ledger. This option is for the owner of a small business who keeps up with his Accounts Receivable, Accounts Payable, and Payroll himself, but passes the postings to his accountant who maintains the General Ledger.

Each accounting module may be set up differently. For instance, the Payroll might be set up to stand alone, the Accounts Receivable set up to be fully integrated, and the Accounts Payable set up to be semi-integrated. Any configuration is allowed.

It is not necessary to use all the available modules. You may want to start out with just the Accounts Receivable and then bring the other modules on line later.

THE GENERAL LEDGER AUDIT TRAIL:

The General Ledger Audit Trail allows any posting in the General Ledger Transaction File to be traced back to the point of original entry.

Each transaction on the General Ledger Transaction File contains a numeric Posting Code that is continually updated by the system each time transactions are added to the General Ledger Transaction File. The posting code also appears in the upper left corner of each General Ledger Update Report and next to the date in each group of postings in the G/L Postings Journal. The posting code can be identified by the initials PC preceding it. (PC 15).

CMS ACCOUNTING SYSTEM OVERVIEW

Using this posting code to locate the associated General Ledger Update Report and G/L Postings Journal entries, gives a complete Audit Trail from point of original entry, through the General Ledger Update Report, and eventually to the General Ledger Transaction File.

ENTERING DATA FROM THE KEYBOARD:

The CMS Accounting System makes data entry easier than ever before. You will find features not available on any other accounting system such as single keystroke recall of previous data. Even printer control is provided from the keyboard.

In the entry mode you will see a line of one or more asterisks with the leftmost asterisk blinking. As you type in the requested information, it will replace the asterisks character by character until the asterisk string is completely filled with data or until you press RETURN. Return is automatic if enough characters are entered to completely fill the asterisk string.

It is not necessary to enter trailing zeros when entering dollar amounts. Fifteen dollars may be entered as 15, 15., 15.0, or 15.00.

When using the General Ledger, or when using some other module such as Accounts Payable fully integrated with the General Ledger, it is not necessary to enter trailing zeros on General Ledger account numbers. When entering account number 12300.00 for instance, it is only necessary to enter 123 and press RETURN. The trailing zeros will be added automatically.

THE RETURN KEY:

Pressing the RETURN key without entering data is always the same as entering zero and pressing RETURN. The RETURN key can be used in many instances to indicate to the program that you are finished with a particular program step and want to proceed to the next step. It also can be used to back out of a particular step and return to the previous step. Continuous pressing of the RETURN key can back you completely out of the program.

THE ESC KEY:

The ESC (escape) key is used ^{to} back out of a procedure and return to the beginning step. Use the ESC key when nothing else seems to work.

CMS ACCOUNTING SYSTEM OVERVIEW

THE F1 KEY:

Pressing F1 when the program is requesting information will automatically recall the last information in that particular field. If the program is requesting an invoice date for example, press F1 to insert the date from the previous invoice.

Pressing F1 when the program is requesting a range, such as the beginning customer in a customer range, is the same as entering A to indicate that you want ALL customers printed.

THE F7 AND F8 KEYS:

printer
Keyboard printer control is provided by the F7 and F8 keys. Press F8 to advance the paper one line. Press F7 to advance the paper one page.

THE DELETE KEY:

If you make a mistake while entering information, press the DELETE key to erase the character to the left of the cursor.

ENTERING DATES:

Dates are expected in the format MMDDYY. The month will be checked to verify that it is between 1 and 12 and the day will be verified as between 1 and the maximum number of days in that month. If no errors are encountered, the date will be formatted and displayed as MM/DD/YY. Leading zeros are not required for months. January 1, 1981 may be entered as either 010181 or 10181. In both cases it would be redisplayed as 01/01/81.

ENTERING A DATE RANGE:

Several reports allow you to print a selected date range. Press F2 to set the current date as both the beginning and ending dates in the range.

PRINTING REPORTS:

Most reports generated by the system may be printed either on the screen or on the printer. The exceptions are those reports generated during an update phase which are required for audit trail purposes. Reports may be halted at any time by pressing the RETURN key. You must then press C to continue from that point, or press S to stop the report completely.

CMS ACCOUNTING SYSTEM OVERVIEW

PREPRINTED FORMS:

All preprinted forms used by the CMS ACCOUNTING SYSTEM may be ordered directly from CMS Software Systems.

SPEED OF OPERATION:

The speed of operation depends primarily upon disk drive speed. Overall speed of operation is especially critical during data entry. An extra fifteen seconds waiting for the disk drive between invoices, means an extra twenty five minutes for every 100 invoices entered.

Data entry can be handled two ways. The data can be stored in memory until all data has been entered, and then written to the disk. This method is the fastest because no disk access is required until all the data has been entered. Unfortunately, a power failure during data entry would cause a complete loss of all data entered. This could mean hours of lost work.

The second method is to update all disk files each time an invoice is entered. This is the safest but slowest method since several disk accesses are required between each item being entered.

The CMS Accounting System uses a third method that we have found over the years to be the best compromise between speed and data integrity. As invoices are entered, all data is written immediately to the disk in one temporary holding file. This takes only a single disk access between invoices and still retains complete data integrity even in the event of a total power failure.

After all data has been entered and the operator exits the system, this temporary holding file is then used to update all of the permanent files. Since this requires no operator assistance, the operator is free to perform other tasks until the updating is completed. The more invoices entered at one time, the more efficient is this method.

** END OF CMS ACCOUNTING SYSTEM OVERVIEW **



CMS ACCOUNTING SYSTEM

GENERAL LEDGER

USER GUIDE

CMS GENERAL LEDGER PROGRAM MENU

**0=System Menu
Enter Program Number ***

- 1) General Journal**
- 2) Cash Journal**

- 3) Print Transaction File**
- 4) Post Transaction File**
- 5) Print Financial Reports**

- 6) End Of Month**

- 7) Account File Maintenance**
- 8) G/L Information File**
- 9) File Utilities**

COPYRIGHT (C) 1985 BY CMS SOFTWARE SYSTEMS, INC.
2204 CAMP DAVID * MESQUITE, TX 75149

THIS MANUAL MAY NOT BE REPRODUCED, IN WHOLE OR PART,
WITHOUT PRIOR WRITTEN PERMISSION FROM
CMS SOFTWARE SYSTEMS, INC.

CMS GENERAL LEDGER TABLE OF CONTENTS

CMS GENERAL LEDGER OVERVIEW	
GENERAL JOURNAL	PAGE 1.1
CASH JOURNAL	PAGE 1.1
PRINT TRANSACTION FILE	PAGE 1.1
POST TRANSACTION FILE	PAGE 1.1
PRINT FINANCIAL REPORTS	PAGE 1.2
END OF MONTH	PAGE 1.2
ACCOUNT FILE MAINTENANCE	PAGE 1.2
GENERAL INFORMATION FILE	PAGE 1.2
FILE UTILITIES	PAGE 1.2
GETTING STARTED	PAGE 1.3
THE GENERAL LEDGER PROCESSING CYCLE	PAGE 1.4
GENERAL JOURNAL	PAGE 1.5
ENTER TRANSACTIONS	PAGE 1.5
PRINT THE GENERAL JOURNAL	PAGE 1.7
CASH JOURNAL	PAGE 1.8
ENTER CASH RECEIPTS	PAGE 1.8
ENTER CASH PAYMENTS	PAGE 1.8
PRINT THE CASH JOURNAL	PAGE 1.10
PRINT THE TRANSACTION FILE	PAGE 1.11
POST THE TRANSACTION FILE	PAGE 1.13
PRINT THE FINANCIAL REPORTS	PAGE 1.15
TRIAL BALANCE	PAGE 1.15
BALANCE SHEET	PAGE 1.15
STATEMENT OF INCOME AND EXPENSE	PAGE 1.15
BUDGET ANALYSIS REPORT	PAGE 1.15
END-OF-MONTH OPERATIONS	PAGE 1.18
PRINT THE FINANCIAL REPORTS	PAGE 1.18
PRINT AND ERASE THE GENERAL JOURNAL	PAGE 1.19
PRINT AND ERASE THE CASH JOURNAL	PAGE 1.19
CLOSE THE INCOME AND EXPENSE ACCOUNTS	PAGE 1.19
GENERAL LEDGER ACCOUNT FILE MAINTENANCE	PAGE 1.20
ENTER NEW ACCOUNTS	PAGE 1.21
CHANGE OR DELETE CURRENT ACCOUNTS	PAGE 1.25
PRINT THE ACCOUNT FILE	PAGE 1.25
THE GENERAL LEDGER INFORMATION FILE	PAGE 1.26
FILE UTILITIES	PAGE 1.29
INITIALIZE THE GENERAL LEDGER FILES	PAGE 1.30
BACKUP THE GENERAL LEDGER FILES	PAGE 1.31
REORGANIZE THE GENERAL LEDGER FILES	PAGE 1.31
ZERO ACCOUNT BALANCES	PAGE 1.31
ERASE TRANSACTION FILE	PAGE 1.31

CMS GENERAL LEDGER TABLE OF CONTENTS

BLANK PAGE

CMS GENERAL LEDGER OVERVIEW

The CMS General Ledger has nine functions which are shown on the General Ledger Menu. An overview of each of these functions is shown below. Detailed, step-by-step operating instructions for each function follow this General Ledger overview.

The CMS General Ledger can be used alone as a cash based accounting system for small businesses or can be used in conjunction with one or more of the CMS Accounts Receivable, Accounts Payable, Billing, Job Costing, or Payroll programs to form a completely integrated accounting system suitable for large companies. Up to 99 departments are available.

THE GENERAL JOURNAL:

General Journal transactions may consist of Opening Entries, Adjusting Entries, Closing Entries, or any other entries required in normal day to day bookkeeping. Each transaction may contain up to 99 separate debit and credit postings. The number of transactions is limited only by available disk space. A General Journal showing all activity may be printed at any time.

THE CASH JOURNAL:

The Cash Journal is used for entering transactions which directly affect the cash account(s). Each entry may be distributed to as many as nine different General Ledger Accounts. There is no limit to the number of different cash accounts which may be used. Entries are limited only by the available disk space. A Cash Receipts and Disbursements Journal may be printed at any time.

PRINT TRANSACTION FILE:

The General Ledger Transaction File contains all postings from the various CMS accounting modules and is a vital link in the Audit Trail. Postings may easily be traced from this file back to their point of entry.

POST TRANSACTION FILE:

This program posts the transactions from the Transaction File to the corresponding accounts in the General Ledger Account File. Until this program has been run, no General Ledger, Accounts Receivable, Billing, Accounts Payable, Job Costing, or Payroll activity will be reflected in the General Ledger Account File. During posting, an update report is generated showing each account that received postings, each transaction that was posted to that account, the opening balance, amount posted, and the closing balance. The net profit or loss created by these transactions is then calculated and automatically posted to the Earnings Account.

CMS GENERAL LEDGER OVERVIEW

FINANCIAL STATEMENTS:

This program is used to print the Trial Balance, Balance Sheet, Income Statement, and Budget Analysis Report. Any or all departments may be shown. Several formats and options are available for each report.

END OF MONTH:

This program provides a convenient means of performing all of the necessary end-of-month accounting functions. All of the desired financial statements may be printed from this module as well as the Cash and General Journals. The journals can then be erased and the income and expence accounts automatically closed in preparation for the next month's entries.

ACCOUNT FILE MAINTENANCE:

This program is used to set up and maintain the General Ledger Chart Of Accounts. Accounts may be added to or deleted from this file at any time. The number of accounts is limited only by available disk space.

GENERAL LEDGER INFORMATION FILE:

The General Ledger Information File contains the company name, date, screen colors, earnings account number, location of data disk, and other General Ledger information.

FILE UTILITIES:

This program is used to initialize and backup the General Ledger data files.

**** END OF CMS GENERAL LEDGER OVERVIEW ****

GETTING STARTED WITH THE CMS GENERAL LEDGER

SET UP THE GENERAL LEDGER INFORMATION FILE

The General Ledger Information File contains the Company Name, Date, Screen Colors, Location of Data Disk, and other information used by the system. Once established, this information seldom changes.

To set up the General Ledger Information File, follow the instructions on page 1.26.

INITIALIZE THE GENERAL LEDGER FILES

The first step in initializing the General Ledger files is to select a good brand of disks to use as the data disk and backup data disks. This is not the place to save a few pennies.

The disks must be Double Sided/Double Density, sometimes called double-double or DS/DD. Consult your dealer if possible.

You should have one data disk and two backup data disks. It is a good idea to label the disks before using them.

To initialize the General Ledger data disk, follow the instructions on page 1.30. After you have initialized the files, you are ready to begin entering your own Chart of Accounts.

USING THE SAMPLE GENERAL LEDGER FILES

Before trying to set up your own General Ledger files, you should practice using the General Ledger files on the sample data disk. To access these files, you must set a January date in the General Ledger Information File.

If you want to copy the sample Chart of Accounts onto your own data disk to use as a basis for your Chart of Accounts, use the File Backup Utility in the File Utilities program. Don't forget to erase the sample General Journal, Cash Journal, and Transaction File before starting to enter your own data.

** END OF SET UP INSTRUCTIONS **

THE GENERAL LEDGER PROCESSING CYCLE

The exact General Ledger Processing Cycle depends on whether the General Ledger is being used alone or being used with the complete CMS ACCOUNTING SYSTEM. If the General Ledger is being used alone, there would be daily entries into the Cash and General Journals in addition to the End-Of-Month procedure shown below.

- 1) Make any necessary entries into the Cash Journal.
- 2) Make any necessary entries into the General Journal.
- 3) Print the Transaction File and check for entry errors. If any are found, repeat steps 1 and 2.
- 4) Print the Current Trial Balance and check for any incorrect postings. If any are found, repeat steps 1 and 2.
- 5) Run POST TRANSACTION FILE to post the entries in the Transaction File to the General Ledger Account File.
- 6) Print all desired Trial Balance, Balance Sheet, Statement Of Income And Expense, and Budget Reports.
- 7) Check all reports for errors. Repeat above steps if entry errors are found.
- 8) From the END OF MONTH program, close the Income and Expense Accounts for the Month, Quarter, or Year, as appropriate to the period just ended.
** THIS STEP IS VERY IMPORTANT. **
- 9) Add any new accounts needed for next month's processing to the General Ledger Account File.
- 10) File all reports for future Audit Trail requirements.
- 11) Backup the CMS General Ledger data disk.

* Steps 6, 7, and 8 may be conveniently performed from *
* the END OF MONTH program. *

** END OF CMS GENERAL LEDGER PROCESSING CYCLE **

USING THE GENERAL JOURNAL

The CMS General Journal is used for making Opening Entries, Adjusting Entries, and other miscellaneous entries required in normal day-to-day bookkeeping. You may enter up to 99 debits and credits for each transaction.

Once entered, the transactions are placed on the CMS General Ledger Transaction File. You may add entries to the General Journal at any time or you may erase the present General Journal and start a new one at any time. Erasing the General Journal has no effect on any other files.

The number of entries which may be made is limited only by the available disk space.

FROM THE CMS GENERAL LEDGER PROGRAM MENU

Select Program No. 1) GENERAL JOURNAL

STEP 0: CMS GENERAL JOURNAL ENTRY / PRINT

PROMPT 1: 1=POST, 2=PRINT, 3=ERASE JOURNAL
0=MENU, ENTER OPERATION CODE *

Enter 0 to return to the CMS General Ledger Menu.
Enter 1 to make General Journal entries
and proceed to STEP 1.
Enter 2 to print the CMS General Journal
and proceed to STEP 2.
Enter 3 to erase the CMS General Journal
and proceed to STEP 3.

STEP 1: CMS GENERAL JOURNAL ENTRIES

PROMPT 1: ENTER TRANSACTION DATE

Enter the date for this transaction in the format MMDD.
Press RETURN with no entry to return to STEP 0.

PROMPT 2: ENTER ACCOUNT NUMBER

Enter the Account Number of the account to be debited or credited. Pressing RETURN will return you to PROMPT 1 if no entries have been made, or if entries have been made, indicates that all entries for this transaction have been entered and you will proceed to PROMPT 5.

USING THE GENERAL JOURNAL

PROMPT 3: ENTER REFERENCE

Enter the reference code for this entry.

PROMPT 4: ENTER AMOUNT FOR THIS TRANSACTION

Enter the amount for this entry. If this is a debit entry, just type in the amount. If this is a credit entry, press RETURN without entering an amount and the request field will move over under the credit column for you to enter the amount. Pressing RETURN twice will return you to PROMPT 3.

Continue to cycle through PROMPTS 2, 3, and 4 until you have entered all the entries for this transaction. Then press RETURN instead of entering another account number to proceed to PROMPT 5.

PROMPT 5: ENTER TRANSACTION DESCRIPTION

Enter a description of this transaction.

PROMPT 6: 0=POST, A=ADD, C=CANCEL, D=DATE, DE=DESCRIPT
ENTER LINE TO CHANGE **

Enter 0 to record these entries.
Enter A to add an entry.
Enter C to Cancel the entries.
Enter D to Change the date.
Enter DE to change the description.
Enter the line number of any entry to change.

```
*****
* Use the cursor up and cursor down keys to scroll the *
* entries vertically on the screen. *
* *
* To delete a line after it is entered, return to that *
* line and then press RETURN. *
* *
* To insert a line, enter the number where you wish the*
* line to be inserted. Then press the F4 key. All *
* lines from that line will be pushed down one and you *
* may enter the new account number. *
*****
```

USING THE GENERAL JOURNAL

STEP 2: PRINT THE GENERAL JOURNAL

PROMPT 1: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to STEP 0.
Enter 1 to print to the screen.
Enter 2 to print to the printer.

At any time while the report is printing, you may press RETURN to halt the report. You must then enter C to continue the report or S to stop the report.

** END OF CMS GENERAL JOURNAL INSTRUCTIONS **

USING THE CASH JOURNAL

The Cash Journal is used for entering cash receipts and payments such as checks written on a Cash Account or deposits made to a Cash Account. Each check or deposit may be distributed to as many as nine different General Ledger accounts. A Cash Journal is created during processing which may be printed at any time. The number of Cash Journal entries is limited only by the available disk space.

FROM THE CMS GENERAL LEDGER PROGRAM MENU

Select Program No. 2) CASH JOURNAL

STEP 0: CMS GENERAL LEDGER CASH JOURNAL

PROMPT 1: 1=RECEIPTS, 2=PAYMENTS, 3=PRINT, 4=ERASE
0=MENU, ENTER OPERATION CODE *

Enter 0 to return to the CMS General Ledger Menu.
Enter 1 to enter Cash Receipts and proceed to STEP 1.
Enter 2 to enter Cash Payments and proceed to STEP 1.
Enter 3 to print the Cash Journal and proceed to STEP 2.
Enter 4 to erase the Cash Journal.

STEP 1: CASH RECEIPTS/PAYMENTS ENTRY

PROMPT 1: ENTER CASH ACCOUNT NUMBER

Enter the Cash Account number. Pressing RETURN without entering an account number will return you to STEP 0.

PROMPT 2: ENTER REFERENCE NUMBER

Enter the reference number for this transaction. Pressing RETURN without entering a reference will return you to PROMPT 1.

PROMPT 3: ENTER DATE

Enter the date in the format MMDD.

NOTE: VOIDED CHECKS may be entered by entering the word "void" in the date field.

USING THE CASH JOURNAL

PROMPT 4: ENTER ACCOUNT NUMBER

Enter the desired account number. Pressing RETURN without entering an account number will indicate that you have entered all distributions for this transaction and you will proceed to PROMPT 6.

PROMPT 5: ENTER AMOUNT

Enter the portion of this transaction you wish distributed to the account number entered at PROMPT 4. Pressing RETURN without entering an amount will return you to PROMPT 4.

Continue to cycle between PROMPTS 4 and 5 until nine distributions have been entered or until you press RETURN in PROMPT 4 without entering an account number.

PROMPT 6: ENTER DESCRIPTION

Enter any desired description of this transaction.

PROMPT 7: 0=RECORD, C=CANCEL, D=DATE, R=REFERENCE ENTER LINE TO CHANGE **

Enter 0 to record this entry into the Cash Journal.
Enter C to cancel this entry.
Enter D to change the date.
Enter R to change the reference number.

If you want to change a line, enter the number of the line you wish to change and then enter the correct information.

To delete a line, return to that line and press RETURN.

After this entry has been recorded, the reference number will be displayed in the upper left corner of the screen as a reminder of where you are in case you are interrupted.

It is very important to always check the total shown on the bottom of the screen against the actual amount of the deposit or payment, especially if you have entered any negative amounts. If the total shown on the bottom of the screen does not reflect the actual net amount being deposited or paid, you have made an incorrect entry that should be corrected before proceeding.

USING THE CASH JOURNAL

STEP 3: PRINT CASH JOURNAL

PROMPT 1: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to PROMPT 1 in STEP 0.

Enter 1 to print on the screen.

Enter 2 to print on the printer.

At any time during printing, you may press RETURN to halt the report. You must then press C to continue the report or press S to stop the report.

Two numbers are displayed in the upper right corner of the screen. The top number is the total number of transactions on file for the current month. The second number is the total number of transactions created since entering the General Journal this time.

** END OF CASH JOURNAL INSTRUCTIONS **

PRINTING THE GENERAL LEDGER TRANSACTION FILE

This program will allow you to print the General Ledger Transaction File at any time either to the screen or to the printer. You may print the entire file or just those postings for one or more specified account numbers. Since the Transaction File may contain both posted and unposted transactions, posted transactions will be highlighted when the file is printed on the screen.

During printing, the name of each account is shown followed by all the transactions for that particular account. The last line for each group of transactions shows the current account balance, the net posting, and the closing balance that would result if these transactions were posted.

After the file is printed, the total number of Debit and Credit entries is shown along with the amount totals for each entry type. You are also shown a proof total to confirm that all Debit and Credit entries balance. You should always print the Transaction File just before posting it. If the proof total is anything other than zero, you should examine the listing to find the problem. Posting an unbalanced Transaction File will cause your Balance Sheet to be out of balance.

FROM THE CMS GENERAL LEDGER PROGRAM MENU

Select Program No. 3) PRINT TRANSACTION FILE

PROMPT 1: 0=MENU, C=CURRENT FILE, M=MASTER FILE
OR ENTER NUMBER OF DESIRED MONTH (1-12) **

Enter 0 to return to the General Ledger Menu.
Enter C to print the current Transaction File.
Enter M to print the Master Transaction File.
Enter the number of the desired month.
(1=January, 12=December)

PROMPT 2: 0=EXIT, A=ALL
ENTER BEGINNING ACCOUNT NUMBER

Enter 0 to return to PROMPT 1.
Enter A to print the entire Transaction File or
Enter the beginning account number in a desired range.

PRINTING THE GENERAL LEDGER TRANSACTION FILE

PROMPT 3: ENTER ENDING ACCOUNT NUMBER

Enter the ending account number in the desired account number range. Pressing RETURN without entering an account number will return you to PROMPT 2.

PROMPT 4: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to PROMPT 1.
Enter 1 to print to the screen.
Enter 2 to print to the printer.

At any time during printing, you may press RETURN to halt the report. You must then press C to continue the report or press S to stop the report.

** END OF TRANSACTION FILE PRINT INSTRUCTIONS **

POSTING THE GENERAL LEDGER TRANSACTION FILE

The General Ledger Posting Update program reads the General Ledger Transaction File and posts those transactions to the General Ledger Account File. Up to this point, all transactions created through General Ledger, Accounts Receivable, Accounts Payable, and Payroll activity have only affected the Transaction File. They have not been actually posted to the General Ledger Account File.

The Transaction File is first searched to verify that all transactions have corresponding accounts on the Account File. If any transactions are found which do not have corresponding accounts on the Account File, an error report is generated listing all such transactions and the update is cancelled.

After all transactions have been verified, they are posted to the Account File and flagged as posted. A report is then generated showing each account that has received postings, all transactions posted to that account, the opening balance, the amount posted, and the closing balance. All of this is automatic and requires no operator assistance. At the end of the report, the Net Profit or Net Loss created by these transactions is posted to the Earnings Account number entered into the General Ledger Information File.

STEP 1: POST TRANSACTION FILE

PROMPT 1: 0=MENU, VERIFY (MONTH) AS CORRECT MONTH *

Enter 0 to return to the General Ledger Menu.
Enter N if the month shown is not the correct month.
Enter Y if the month shown is correct.

```
*****
* Update looks for a transaction file corresponding *
* to the current month as indicated by the date in *
* the General Ledger Information File. It also *
* checks to make sure that no Transaction File exists *
* for any earlier month. If Transaction Files exist *
* for more than one month, they must be updated in *
* calendar order. *
*
* If the month shown in PROMPT 1 is incorrect, you *
* must return to the General Ledger Information File *
* and set the date to the desired month. *
*****
```

POSTING THE GENERAL LEDGER TRANSACTION FILE

Verifying and posting the Transaction File is automatic and no operator response is required during this phase.

PROMPT 2: ADD TRANSACTIONS TO THE
TRANSACTION MASTER FILE? (Y/N) *

Press Y to add these transactions to the Master File.
Press N if no Master File is being kept and proceed to
PROMPT 5.

A Master copy of all transactions may be kept on a separate disk as an additional audit aid. This disk must be formatted prior to being used for the first time.

PROMPT 3: INSERT TRANSACTION MASTER FILE DISK
AND PRESS RETURN *

Insert the Transaction Master File disk as instructed in the PROMPT. If the Transaction Master File is found on the disk, the new transactions will be merged into that file and you may proceed to PROMPT 5.

PROMPT 4: TRANSACTION MASTER FILE NOT ON DISK.
1=PROCEED, 2=CANCEL, 3=TRY AGAIN *

The Transaction Master File has not been found on the disk. If this is because this is the first time you have added transactions to the Transaction Master File, press 1. If a Transaction Master File exists but you accidentally inserted the wrong disk, you may now insert the correct disk and press 3. Press 2 to cancel the Transaction Master File Update.

PROMPT 5: ERASE TRANSACTION FILE? (Y/N) *

You now have the option of erasing the Transaction File. Since transactions are flagged to prevent accidental double posting, you may continue to add new transactions to the file and not erase it until the end of the month. This will allow you to print out the entire Transaction File at the end of the month and then erase it using the Erase Transaction File feature of the General Ledger File Utilities.

** END OF POST TRANSACTION FILE INSTRUCTIONS **

PRINTING THE GENERAL LEDGER FINANCIAL REPORTS

This program will allow you to print the Trial Balance, Balance Sheet, Statement of Income and Expenses, and the Budget Analysis Report. You may print these reports either to the printer or to the screen. The Statement of Income and Expenses may be formatted to show either Quarter-to-Date and Year-to-Date totals or else Month-to-Date and Year-to-Date totals.

STEP 0: CMS GENERAL LEDGER FINANCIAL REPORTS

PROMPT 1 0=MENU, ENTER OPERATION CODE *

Enter 0 to return to the General Ledger Menu.
Enter 1 to print the Trial Balance and proceed to STEP 1.
Enter 2 to print the Balance Sheet and proceed to STEP 2.
Enter 3 to print a Statement of Income & Expense
and proceed to STEP 3.
Enter 4 to print the Budget Analysis Report
and proceed to STEP 4.

```
*****
* The following PROMPTS are common to all reports:      *
*                                                         *
* PROMPT:  0=EXIT, 1=SCREEN, 2=PRINTER *                *
*                                                         *
* Enter 0 to return to STEP 0.                            *
* Enter 1 to print to the screen.                         *
* Enter 2 to print to the printer.                        *
*                                                         *
* PROMPT:  PRINT ACCOUNT NUMBERS? (Y/N) *                *
*                                                         *
* Enter Y to include account numbers on the report.     *
* Enter N to print account descriptions only.            *
*                                                         *
* PROMPT:  NUMBER OF COPIES (1+99) **                    *
*                                                         *
* Enter the number of copies to print or                 *
* Press RETURN to cancel the operation.                  *
*                                                         *
* PROMPT:  0=ALL DEPARTMENTS, 'S'=SUMMARY                *
*          ENTER DEPARTMENT NUMBER (1+99) **            *
*                                                         *
* Enter 0 to print all departments or                     *
* Enter the desired department number.                    *
* Enter 'S' to print a Summary Report.                   *
*                                                         *
* SUMMARY FINANCIAL STATEMENTS:                          *
* Only Title, Heading, and Total accounts are printed.  *
*****
```

PRINTING THE GENERAL LEDGER FINANCIAL REPORTS

STEP 1: PRINT THE TRIAL BALANCE

PROMPT 1: C=CURRENT, M=MONTH, Q=QUARTER, Y=YEAR TO DATE
ENTER DESIRED PERIOD (C/M/Q/Y) *

Enter C to print balances from the current
Transaction File.
Enter M to print monthly balances.
Enter Q to print quarterly balances.
Enter Y to print year to date balances.

The Current Trial Balance will give you a detailed picture of where you are at any point in the month. The Monthly Trial Balance is informative at the end of the month after all transactions have been posted.

STEP 2: PRINT THE BALANCE SHEET

SEE COMMON PROMPTS ON PREVIOUS PAGE.

STEP 3: PRINT A STATEMENT OF INCOME AND EXPENSE

PROMPT 1: 1=MONTH-TO-DATE, 2=QUARTER-TO-DATE
ENTER DESIRED PERIOD *

Press RETURN to return to STEP 0.
Enter 1 for Month-to-Date totals.
Enter 2 for Quarter-to-Date totals.

Year-To-Date totals will be printed with both formats.

STEP 4: PRINT A BUDGET ANALYSIS REPORT

PROMPT 1: 1=MONTHLY, 2=QUARTERLY, 3=YEAR TO DATE
ENTER BUDGET REPORT PERIOD *

Enter 1 to print a comparison of the Month-To-Date balances to 1/12th the annual budget.
Enter 2 to print a comparison of the Quarter-To-Date balances to an appropriate portion of the annual budget.
Enter 3 to print a comparison of the Year-To-Date balances to an appropriate portion of the annual budget.

PRINTING THE GENERAL LEDGER FINANCIAL REPORTS

PROMPT 2: HOW MANY MONTHS INTO PERIOD? (1-X) **

Enter the number of months of the annual budget amount to use for comparison. If the report is Quarter-To-Date, the maximum allowed (X) is 3, for Year-To-Date, the maximum is 12.

While any report is printing, you may press RETURN to halt the report. You must then press C to continue the report, or else press S to stop the report.

** END OF PRINT FINANCIAL STATEMENTS INSTRUCTIONS **

END OF MONTH PROCEDURE

This program is the last step in the monthly accounting cycle. All current month transactions must be posted before running this program.

From this program you may print all desired financial reports, print and erase the current month's Cash and General Journals, and automatically close the income and expense accounts.

Do not run this program unless you are sure all transactions for the current month have been entered. Remember, when using the CMS Accounting System, it is not necessary to close one month before entering transactions for the following month. You may jump back and forth between months simply by changing the date in the CMS General Ledger Information File.

FROM THE CMS GENERAL LEDGER MENU

Select Program No. 6) END OF MONTH

STEP 0: GENERAL LEDGER END OF MONTH PROCEDURES

PROMPT 1 0=MENU, ENTER OPERATION CODE *

Enter 0 to return to the General Ledger Menu.

Enter 1 to print the Financial Statements
and proceed to STEP 1.

Enter 2 to print the General Journal
and proceed to STEP 2.

Enter 3 to print the Cash Journal
and proceed to STEP 2.

Enter 4 to close the Income and Expense accounts for the
Month, Quarter, or Year, and proceed to STEP 3.

STEP 1: PRINT THE FINANCIAL REPORTS

Refer to page 1.15 for instructions on printing the financial reports.

END OF MONTH PROCEDURE

STEP 2: PRINT AND ERASE THE GENERAL LEDGER JOURNALS

PROMPT 1: HOW MANY COPIES? (1-9) **

Enter the desired number of copies or press RETURN to cancel.

At any time while the Journal is printing, you may press RETURN to halt the report. You must then press C to continue the report or 'S to stop the report.

PROMPT 2: OK TO ERASE THE JOURNAL? (Y/N) *

Enter Y to erase the Journal or
Enter N to cancel this procedure and return to STEP 0.

STEP 3: CLOSE INCOME AND EXPENSE ACCOUNTS

PROMPT 1: 0=EXIT, 1=MONTHLY, 2=QUARTERLY, 3=YEARLY
ENTER PERIOD TO CLOSE *

Enter 0 to return to STEP 0.
Enter 1 to close for the month.
Enter 2 to close for the month and quarter.
Enter 3 to close for the month, quarter, and year.

PROMPT 2: CORRECT SELECTION? (Y/N) *

Enter Y to continue or
Enter N to return to PROMPT 1.

PROMPT 3: ALL REPORTS RUN? (Y/N) *

Enter Y to continue or
Enter N to return to PROMPT 1.

PROMPT 4: ENTER CLOSE TO CLOSE ACCOUNTS *****

Enter the word CLOSE (all capitals) to close all income and expense accounts for the selected period. Any other response will cancel this operation and return you to PROMPT 1.

** END OF END OF MONTH INSTRUCTIONS **

SETTING UP THE ACCOUNT FILE

This program is used for setting up and maintaining the General Ledger Chart Of Accounts. The Chart Of Accounts File is the heart of the CMS General Ledger.

Before attempting to enter your own Chart Of Accounts, you should study the sample Chart Of Accounts on the sample data disk provided with this program. Print the entire General Ledger Account File on the printer and then study the Balance Sheet and Income Statement to see how each type of account is used and how it affects the output format of the Financial Reports.

Using the features allowed in establishing the Account File, you can set up the Financial Reports to print in any desired format.

FROM THE CMS GENERAL LEDGER MENU

Select Program No. 7) ACCOUNT FILE MAINTENANCE

STEP 0: GENERAL LEDGER ACCOUNT FILE MAINTENANCE

ACCOUNT NUMBER :

1) ACCOUNT NAME :
2) ACCOUNT TYPE :
3) LINE ADVANCE :
4) NORMAL BALANCE :
5) INCOME ACCOUNT :

6) MONTH TO DATE :
7) QTR TO DATE :
8) YEAR TO DATE :
9) ANNUAL BUDGET :

PROMPT 1: 0=EXIT, 1=ADD, 2=CHANGE/DELETE, 3=PRINT
ENTER OPERATION CODE *

Enter 0 to return to the General Ledger Menu.

Enter 1 to add a new account and proceed to STEP 1.

Enter 2 to change or delete an existing account and proceed to STEP 2.

Enter 3 to print a listing of the Chart Of Accounts information and proceed to STEP 3.

Enter \$ to change the account balance and proceed to STEP 2. This is not a response normally used, since it will allow you to change a balance directly, thereby

SETTING UP THE ACCOUNT FILE

destroying the audit trail. It would only be used to correct the situation where the Balance Sheet is not in balance due to a hardware malfunction, and you want to put it back into balance.

STEP 1: ADD A NEW ACCOUNT

PROMPT 1: ENTER ACCOUNT NUMBER

The account number must be in the range 10000.00 to 99999.99. Asset accounts must begin with 1. Liability and Equity accounts with 2. Income and Expense accounts with a 3 or greater. The digits to the right of the decimal are used for department numbers. If your Chart Of Accounts is not departmentalized, leave these digits 00. The program will automatically add trailing zeros to the right of your entry if it is incomplete. For example, if you enter 23, then the program will change the account number to 23000.00 for you.

PROMPT 2: ENTER ACCOUNT NAME

Enter the account name such as Cash, Accounts Payable, etc.

PROMPT 3: 0=POSTING, 1=TITLE, 2=HEADING, 3=TOTAL ENTER ACCOUNT TYPE

If a departmentalized Chart Of Accounts is being entered, do not departmentalize TITLE, HEADING, or TOTAL Accounts which appear in all departments.

The four types of accounts; Posting, Title, Heading, and Total are explained in detail on the next two pages.

```
*****
*
* During entry, two numbers appear in the upper right *
* corner of the screen. The top number shows the total*
* number of accounts currently on file. The bottom *
* number shows how many accounts may be added before *
* running out of disk space. *
* *
*****
```

SETTING UP THE ACCOUNT FILE

Do not be intimidated by the next two pages. Setting up a Chart of Accounts is much easier to do than it is to explain. The explanations become much more clear as you study the Chart Of Accounts on the sample data disk.

TYPE 0 - POSTING ACCOUNTS:

Those accounts with Monthly, Quarterly, and Yearly balances. Only POSTING ACCOUNTS may receive postings.

TYPE 1 - TITLE ACCOUNTS:

A Chart Of Accounts is normally divided into five major groupings; Assets, Liabilities, Income, Cost of Income, and Expenses. The first account in each of these major groups MUST be a TYPE 1 - TITLE ACCOUNT. The Account Number and Normal Balance for each required TITLE ACCOUNT is shown below. These five Title Accounts are the only Title Accounts that will normally be required for most Charts Of Accounts, but others may be used.

ACCT NUMBER	ACCT NAME	BALANCE
10000.00	Assets	Debit
20000.00	Liabilities	Credit
30000.00	Income	Credit
40000.00	Cost Of Income	Debit
50000.00	Expenses	Debit

Title Accounts serve two purposes. The first purpose of the Title Account is to print a title on the Financial Statement, cosmetically setting off the major account groups. The account name will print centered in the middle of the page and, if expanded print is selected through the General Ledger Information File, will be in expanded print.

The second purpose is to indicate if the account balances following the title should be added or subtracted from the totals. If the Normal Balance of an account is the same as the last Title or Heading Account then the balance will be added to the totals. If the Normal Balance of an account is opposite that of the last Title or Heading Account then the balance will be subtracted from the totals. This gives you complete control of totaling and subtotaling.

TYPE 2 - HEADING ACCOUNTS:

Heading Accounts are exactly the same as Title Accounts with one exception. The account name prints indented from the left rather than in the center of the report. Heading Accounts are used to set off subgroups of accounts within major groups.

SETTING UP THE ACCOUNT FILE

TYPE 3 - TOTAL ACCOUNTS:

Used for printing totals and subtotals.

During printing of the Financial Statements, a running total of each column is maintained by the program until a Type 3 (Total) account is encountered. The program will then print the total for that column in the column to the right and the running sub-total is reset to zero.

Even though the Budget Analysis and Statement of Income and Expense are not column oriented, it is easiest to visualize the accumulation and printing of subtotals if you pretend as if there were three columns on those reports also.

CONDITIONAL PROMPT: ENTER COLUMN TO PRINT (1-3) *

Each heading and all posting accounts will have this PROMPT. It determines two things: 1) the account name will be indented the most if column 1 is selected, less if column 2 is selected, and none at all if column 3 is selected; and 2) the amount on posting accounts will be printed in the column indicated on the Balance Sheet. All amounts printed on the Income Statement are printed in a single column to allow for the percentage comparison, so this entry will not affect the location of the amount on those accounts.

Enter the column in which to print the amount.

TOTAL PROMPT: ENTER P FOR PROFIT, G FOR GRAND TOTAL OR ENTER COLUMN TO TOTAL (1-3) *

Each total account will have this PROMPT. The total account will subtotal all amounts in the selected column and then print the subtotal one column to the right. For example, a 2 entered here will cause all amounts in column 2 to be subtotaled and then printed in column 3. Totals for column 3 will be printed in column 3.

GRAND TOTALS:

Printing a Grand Total will print the difference between all debits and credits since the last Grand Total was printed. All total accumulators will be reset to zero.

PROFIT TOTALS:

Profit Totals are exactly the same as Grand Totals except the accumulator totals are NOT reset to zero.

SETTING UP THE ACCOUNT FILE

PROMPT 4: 9=TOP OF NEXT PAGE
ENTER LINE ADVANCE

Enter the number of lines to skip after this account is printed. Enter 9 to skip to the top of the next page.

PROMPT 5: C=CREDIT, D=DEBIT
ENTER NORMAL BALANCE

Enter the normal account balance. Asset and Expense Accounts normally carry a debit balance. Liability and Income Accounts normally carry a credit balance.

Enter D if this account normally has a debit balance.
Enter C if this account normally has a credit balance.

If this account number begins with a 1 or 2 then the program will proceed to PROMPT 7.

PROMPT 6: Y=YES, N=NO
ENTER INCOME ACCOUNT

The program will print all amounts on the income statement as a percentage of a total of various accounts, usually the total of all sales accounts. You may designate which accounts are included in this total in response to this PROMPT.

Enter Y if this account is included in the total for percentage comparison.
Enter N if this account is not to be included.

PROMPT 7: ENTER ANNUAL BUDGET

Enter a budget amount for this account if desired.

PROMPT 8: 0=SAVE, D=DELETE
ENTER FIELD TO CHANGE **

You may now add this record to the file, delete this record from the file, or change any information on the record. If you decide to delete the record, you must then enter a delete code. The delete code is DEL (all capitals). All balances must be set to zero through a cash or general journal entry before a record can be deleted from the file. After completing this step, you will be returned to PROMPT 1.

SETTING UP THE ACCOUNT FILE

STEP 2: CHANGE OR DELETE A RECORD

PROMPT 1: ENTER ACCOUNT NUMBER

Enter the Account Number of the record you wish to change or delete. The record will be located on the file and displayed on the screen.

PROMPT 2: 0=SAVE, D=DELETE ENTER FIELD TO CHANGE *

You may now delete this record from the file or change any information on the record. If you enter D to delete the record, you must then enter a DEL (all capitals). All balances must be zero before a record may be deleted from the file.

STEP 3: PRINT THE GENERAL LEDGER CHART OF ACCOUNTS FILE

PROMPT 1: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to PROMPT 1 in STEP 0.
Enter 1 to print the report on the screen.
Enter 2 to print the report on the printer.

PROMPT 2: ENTER ACCOUNT NUMBER TO BEGIN * *****

Enter the Account Number with which you wish the report to begin. Just press RETURN if you wish the report to begin with the first account on the file. It is not necessary to enter the complete Account Number. If for instance, you want the report to begin with the first account number beginning with a 3, enter 3 and press RETURN. The program will search the account file for the first account number which begins with a 3 and start printing with that account.

PROMPT 3: INCLUDE ACCOUNT TOTALS? (Y/N) *

Enter Y if account totals are to be included
on the report.
Enter N to print only the account descriptions.

At any time while the report is printing, you may press RETURN to halt the report. You must then press C to continue the report or press S to stop the report.

** END OF GENERAL LEDGER ACCOUNT FILE INSTRUCTIONS **

GENERAL LEDGER INFORMATION FILE

GL"U2.04"

The General Ledger Information File contains information required by the General Ledger program in order to function properly. The General Ledger Information File must be set up before any General Ledger processing may take place.

FROM THE CMS GENERAL LEDGER MENU

Select Program No. 8) GENERAL INFORMATION FILE

PROMPT 1 0=MENU, P=PRINT
ENTER FIELD TO CHANGE *

Press RETURN to return to the General Ledger Menu.
Enter P to print the contents of the
General Information File on the printer.
Enter the line number of the line you wish to change.

LINE 1) COMPANY NAME

Enter the Company Name to appear on all General Ledger reports.

LINE 2) TODAY'S DATE

Enter the Date to appear on all General Ledger reports.

LINE 3) COLOR CODES

Enter the codes for the desired screen and text colors from the choices shown at the bottom of the screen. Enter the text color first, followed by a slash (/), followed by the screen color. To display yellow text on a dark blue screen, enter 8/7. Pressing RETURN without an entry will default to this combination.

LINE 4) GENERAL LEDGER PASSWORD

The password is a four character code that must be entered in order to gain access to password protected General Ledger modules. It may consist of any four characters that can be entered from the keyboard, either shifted or unshifted. If the password begins with a shifted letter, it will not be displayed on the screen as it is typed in. You must remember what you use or

GENERAL LEDGER INFORMATION FILE

you will not be able to re-enter protected modules. If no password is required, just press RETURN.

If you enter a password, you will then be asked to indicate which of the General Ledger modules are to be password protected. Enter Y to protect a particular module or N to leave a module unprotected. When a protected module is selected from the General Ledger Menu, the password must be entered before access to that module will be allowed.

LINE 5) EARNINGS ACCOUNT *ENTER AS PART OF COMPANY SET-UP*

This account number must be entered so the net profit or loss will be posted during General Ledger Update. If this account number is not entered, the Transaction File Update will be aborted.

LINE 6) PRINTER EXPANSION CODE

If you want your report headings to print in expanded print, enter the expanded print code for your particular printer.

LINE 7) PRINTER NORMAL CODE

If you entered an expansion code in LINE 6 above, you must enter here the code that returns your printer to it's normal print mode.

LINE 8) PRINTER DEVICE NUMBER

Enter 4 or 5. Most printers are factory preset to device 4.

LINE 9) ADD LINE FEED

Enter Y if your reports print each line on top of the previous line.
Enter N if your reports are printing normally or if they are double spacing.
Check this by printing the Information File.

GENERAL LEDGER INFORMATION FILE

LINE 10) MONETARY SYMBOL

Enter a \$ or other symbol representing the money in use.

LINE 11) LINES PER PAGE

Enter 66 for standard 8.5 X 11 inch paper. For other sizes, measure the paper vertically in inches and multiply by six.

LINE 12) DATA DRIVE CODE

The data drive code tells the program where to look for the data files. There are four possible configurations as shown below.

ONE SINGLE DISK DRIVE: (CODE 80)

If you have only a single disk drive, enter 80 as the data drive code. The program will ask you to remove the program disk and insert the data disk whenever it is required.

TWO SINGLE DISK DRIVES: (CODE 90)

If you are using two single disk drives, enter 90 as the data drive code. The data drive must be setup as unit 9.

ONE DUAL DISK DRIVE: (CODE 81)

If you have a dual disk drive, enter 81 as the data drive code. The program disk goes in drive 0 and the data disk goes in drive 1.

SAME DISK: (CODE SD)

Use SD as a data drive code if you want the data to be stored on the program disk. This would normally be if you are using a large single disk drive such as a hard disk.

** END OF GENERAL INFORMATION FILE INSTRUCTIONS **

GENERAL LEDGER FILE UTILITIES

The CMS General Ledger File Utilities program contains five utilities to aid you in initialing, backing up, and maintaining the CMS General Ledger Files.

Small companies may be able to store the data from all four accounting modules on the same data disk. Larger companies may need to have a separate data disk for each module. Still larger companies may need to have more than one data disk for each module. The CMS Accounting System is designed to support any of these data disk configurations.

INITIALIZE FILES:

This procedure must be performed once on each data disk. It creates the files and makes them ready to receive data. Use the F (FORMAT) option on new disks and on data disks that contain only CMS General Ledger files. Use the I (INITIALIZE ONLY) option if the disk also contains data files from other CMS modules such as Accounts Receivable, Accounts Payable, or Payroll.

BACKUP DATA FILES:

Data files should be backed up regularly. The frequency depends entirely upon how much data you are willing to re-enter after you spill coffee on your data disk. You may elect to condense the files during the backup procedure. This will reduce the size of the file by the number of deleted records contained in the file. It is usually not necessary unless you are running short on disk space.

REBUILD KEY FILES:

If a problem occurs during processing such as a hardware or power failure, the data files may not be properly closed. If this happens, you will see a REBUILD KEY FILE error message flash the next time you try to access your data file. This utility will correct that problem.

ZERO ACCOUNT BALANCES:

This utility allows you a simple method of resetting all the account balances to zero without affecting any other information. This is normally only used after you have been practicing with the CMS General Ledger and want to clear the balances before entering your own information.

ERASE TRANSACTION FILE:

If you elect not to erase the CMS General Ledger Transaction File immediately after posting, you may use this utility to erase the file at the end of the month.

GENERAL LEDGER FILE UTILITIES

FROM THE CMS GENERAL LEDGER MENU

Select Program No. 9) FILE UTILITIES

STEP 0: FILE UTILITIES

PROMPT 1 0=MENU, ENTER UTILITY NUMBER *

Enter 0 to return to the General Ledger Menu.
Enter 1 to initialize the General Ledger Files
and proceed to STEP 1.
Enter 2 to backup the General Ledger Files
and proceed to STEP 2.
Enter 3 to rebuild the General Ledger Key File
and proceed to STEP 3.
Enter 4 to zero the General Ledger balances
and proceed to STEP 4.
Enter 5 to erase the General Ledger Transaction File
and proceed to STEP 5.

STEP 1: INITIALIZE CMS GENERAL LEDGER FILES

PROMPT 1: INSERT NEW CMS GENERAL LEDGER DATA DISK
AND PRESS RETURN *

At this point you should have a good quality data disk
labeled and ready to insert into the data drive.

PROMPT 2: FORMAT AND INITIALIZE OR INITIALIZE ONLY *

Enter F if this is a new disk or if it contains no other
data pertaining to the CMS Accounting System.
Enter I if this disk contains other CMS Accounting
System files such as Accounts Receivable,
Accounts Payable, or Payroll which have already
been initialized on this data disk.

PROMPT 3: ALL INFORMATION ON DATA DISK WILL BE LOST
ENTER FORMAT TO PROCEED *****

This PROMPT is bypassed if you selected I in PROMPT 2
above.

Enter FORMAT (all capitals) to proceed.
Any other response will return you to STEP 0.

GENERAL LEDGER FILE UTILITIES

* If you are using a single disk drive, you will be *
* requested to insert the CMS General Ledger program *
* disk and then reinsert the data disk during the file *
* initialization procedure. *

STEP 2: BACKUP THE GENERAL LEDGER FILES

The steps required for initializing a data disk are performed first. See STEP 1 instructions.

PROMPT 1: CONDENSE FILES? (Y/N) *

Enter Y to condense the data files during backup.
Enter N to copy the files intact.

STEP 3: REBUILD THE GENERAL LEDGER KEY FILE

Automatic utility. Requires no operator assistance.

STEP 4: ZERO ACCOUNT FILE BALANCES

PROMPT 1: ZERO BUDGET AMOUNT ALSO? (Y/N) *

Enter Y if Budget totals are to be cleared.
Enter N if only Month, Quarter, and Year balances are to be cleared.

STEP 5: ERASE TRANSACTION FILE

PROMPT 1: 0=EXIT, C=CURRENT MONTH
OR ENTER NUMBER OF DESIRED MONTH (1-12) **

Enter C to erase the current month's Transaction File or
Enter the number of the desired month.
(1=January, 12=December).

** END OF FILE UTILITIES INSTRUCTIONS **

** END OF GENERAL LEDGER INSTRUCTIONS **



CMS ACCOUNTING SYSTEM

ACCOUNTS RECEIVABLE

USER GUIDE

CMS ACCOUNTS RECEIVABLE PROGRAM MENU

0=System Menu

Enter Program Number **

- 1) Transaction Entry
- 2) Billing
- 3) Print Invoices

- 4) Invoice Ledger
- 5) G/L Postings Journal
- 6) Sales / Cash Receipts Journal

- 7) Finance Charge Update
- 8) Print Statements

- 9) A/R Information File

- 10) Sales Tax File
- 11) Sales Commissions File
- 12) Customer File

- 13) File Utilities

COPYRIGHT (C) 1985 BY CMS SOFTWARE SYSTEMS, INC.
2204 CAMP DAVID * MESQUITE, TX 75149

THIS MANUAL MAY NOT BE REPRODUCED, IN WHOLE OR PART,
WITHOUT PRIOR WRITTEN PERMISSION FROM
CMS SOFTWARE SYSTEMS, INC.

ACCOUNTS RECEIVABLE TABLE OF CONTENTS

ACCOUNTS RECEIVABLE OVERVIEW	
TRANSACTION ENTRY	PAGE 2.1
BILLING	PAGE 2.1
PRINT INVOICES	PAGE 2.1
INVOICE LEDGER	PAGE 2.1
G/L POSTINGS JOURNAL	PAGE 2.1
SALES/CASH RECEIPTS JOURNAL	PAGE 2.1
FINANCE CHARGE UPDATE	PAGE 2.1
PRINT STATEMENTS	PAGE 2.1
A/R INFORMATION FILE	PAGE 2.2
TAX CODE FILE	PAGE 2.2
COMMISSION SCHEDULE	PAGE 2.2
CUSTOMER FILE	PAGE 2.2
FILE UTILITIES	PAGE 2.2
GETTING STARTED	
SETTING UP THE INFORMATION FILE	PAGE 2.3
INITIALIZING THE A/R DATA DISK	PAGE 2.8
SETTING UP THE CUSTOMER FILE	PAGE 2.11
SETTING UP THE SALES TAX FILE	PAGE 2.15
SETTING UP THE SALES COMMISSION FILE	PAGE 2.17
THE ACCOUNTS RECEIVABLE PROCESSING CYCLE	PAGE 2.19
THE ACCOUNTS RECEIVABLE CUSTOMER FILE	
ADDING A NEW CUSTOMER RECORD	PAGE 2.11
REVIEWING A CUSTOMER RECORD	PAGE 2.13
DELETING A CUSTOMER RECORD	PAGE 2.13
PRINTING THE CUSTOMER FILE	PAGE 2.13
MOVE BILLED TOTALS AT YEAR END	PAGE 2.14
THE ACCOUNTS RECEIVABLE INVOICE FILE	
ENTERING AN INVOICE OR CREDIT MEMO	PAGE 2.20
ENTERING A CUSTOMER DEPOSIT	PAGE 2.24
DISTRIBUTING TO THE GENERAL LEDGER	PAGE 2.23
DELETING AN INVOICE	PAGE 2.23
PAYING AN INVOICE	PAGE 2.25
BILLINGS TO CUSTOMERS	
ENTERING INVOICES TO BE PRINTED	PAGE 2.28
PRINTING INVOICE FORMS	PAGE 2.33
PRINTING THE ACCOUNTS RECEIVABLE INVOICE FILE	
OPEN INVOICE LISTING	PAGE 2.35
OVERDUE INVOICE LISTING	PAGE 2.35
CLOSED INVOICE LISTING	PAGE 2.35
DELETING CLOSED INVOICES	PAGE 2.36
ADDING FINANCE CHARGES	PAGE 2.37
PRINTING MONTHLY STATEMENTS	PAGE 2.39

ACCOUNTS RECEIVABLE TABLE OF CONTENTS

PRINTING THE G/L POSTINGS JOURNAL	PAGE 2.41
PRINTING THE SALES/CASH RECIEPTS JOURNAL	PAGE 2.43
THE ACCOUNTS RECEIVABLE INFORMATION FILE	PAGE 2.3
FILE UTILITIES	
INITIALIZING ACCOUNTS RECEIVABLE FILES	PAGE 2.8
BACKING UP ACCOUNTS RECEIVABLE FILES	PAGE 2.8
REBUILDING THE KEY FILE	PAGE 2.8

ACCOUNTS RECEIVABLE OVERVIEW

The CMS Accounts Receivable program is an Open Item system that allows for full invoice tracking from Invoice Entry to Invoice Payment. Invoices, credit memos, deposits, time payments, full payments, and partial payments are all allowed. The CMS Accounts Receivable program may be set up to stand alone or to automatically update the CMS General Ledger. All reports may be printed either to the screen or to the printer. No knowledge of accounting is required to operate the CMS Accounts Receivable program.

INVOICE ENTRY:

Each invoice or credit memo may be distributed to as many as nine different General Ledger accounts. Full or partial payments may be made to invoices already on file. Invoice entry is fast and simple.

BILLING:

Invoices may be printed on standard invoice forms. Extensions are automatically calculated. Up to fifty line items may be entered with a separate sales tax rate applied to each item. Comments and no charge items may also be entered.

INVOICE LEDGER:

Open Invoice, Closed Invoice, and Overdue Invoice Reports may be printed at any time for any customer or range of customers. Aging periods of 30/60/90 or any other range may be used.

GENERAL LEDGER POSTINGS JOURNAL:

This is a detailed record of all activity which created postings to the General Ledger and is a vital part of the Audit Trail. Entries are made automatically during processing.

SALES / CASH RECEIPTS JOURNAL:

This is an optional journal detailing sales and cash receipts by invoice number and date with daily subtotals.

FINANCE CHARGE UPDATE:

Finance charges may be automatically added at a rate and period set by the user. A minimum charge may be indicated for service charges, etc. During processing, a report is printed showing all charges added and the total amount overdue for each customer.

STATEMENT PRINT:

Monthly statements may be printed for all customers with invoices on file. A special message may be printed on each statement.

ACCOUNTS RECEIVABLE OVERVIEW

ACCOUNTS RECEIVABLE INFORMATION FILE:

The Information File contains information such as company name, date, aging periods, finance charge rate, and other Accounts Receivable information.

TAX CODE FILE:

The Tax Code File accumulates gross sales and sales tax charged for up to twenty five separate sales tax rates. The file may be printed and the totals reset to zero at any time.

SALES COMMISSION FILE:

This file contains a record of commissions earned for up to ninty nine salespersons. Commissions are shown based on gross sales and also on receipts. If sales commissions are not required, this feature may be used to track sales and receipts for up to ninty nine separate products, stores, regions, or other classifications.

THE CUSTOMER FILE:

A record is maintained for each customer containing the name, address, telephone number, credit limit, current balance, and other desired information. The file may be printed in several formats including mailing labels.

FILE UTILITIES:

This program is used for initializing and backing up the CMS Accounts Receivable files.

** END OF ACCOUNTS RECEIVABLE OVERVIEW **

THE ACCOUNTS RECEIVABLE INFORMATION FILE

The Accounts Receivable Information File contains information required by the Accounts Receivable program in order to function properly. It also contains the General Ledger account numbers necessary to integrate the Accounts Receivable program with the CMS General Ledger. The Accounts Receivable Information File must be set up before any Accounts Receivable processing may take place.

FROM THE CMS ACCOUNTS RECEIVABLE MENU

Select Program No. 9) A/R INFORMATION FILE

PROMPT 1 0=MENU, G=GENERAL ACCTS, I=INCOME ACCTS, P=PRINT
ENTER FIELD TO CHANGE *

Enter 0 to return to the Accounts Receivable Menu.
Enter G to change or review the General Ledger Accounts and proceed to STEP 2.
Enter I to change or review the Income Accounts and proceed to STEP 3.
Enter P to print the contents of the Accounts Receivable Information File on the printer.
Enter the number of any line you wish to change.

LINE 1) COMPANY NAME

Enter the Company Name to appear on all Accounts Receivable reports.

* If the Invoice and Statement forms you are using have *
* your name and address printed on them, leave lines 2 *
* and 3 blank. *
* If you want the program to print your name and address *
* on your Invoice and Statement forms, enter your address*
* on lines 2 and 3. *

LINE 2) ADDRESS LINE 1

Enter address line 1.

LINE 3) ADDRESS LINE 2

Enter address line 2.

THE ACCOUNTS RECEIVABLE INFORMATION FILE

LINE 4) TODAY'S DATE

Enter the Date to appear on all Accounts Receivable reports.

LINE 5) COLOR CODES

Enter the codes for the desired screen and text colors from the choices shown at the bottom of the screen. Enter the text color first, followed by a slash (/), followed by the screen color. For example, to display yellow text on a dark blue screen, enter 8/7. Pressing RETURN without an entry will default to this combination.

LINE 6) ACCOUNTS RECEIVABLE PASSWORD

The password is a four character code that must be entered in order to gain access to password protected Accounts Receivable modules. It may consist of any four characters that can be entered from the keyboard, either shifted or unshifted. If the password begins with a shifted letter, it will not be displayed on the screen as it is typed in. You must remember what you use or you will not be able to re-enter protected modules. If no password is required, just press RETURN.

If you enter a password, you will then be asked to indicate which of the Accounts Receivable modules are to be password protected. Enter Y to protect a particular module or N to leave a module unprotected. When a protected module is selected from the Accounts Receivable Menu, the password must be entered before access to that module will be allowed.

LINE 7) G/L POSTING CODE

Enter X if the Accounts Receivable program is to stand alone and no General Ledger postings are to be generated.

Enter N if General Ledger postings are to be tracked and printed but not posted to the CMS General Ledger.

Enter Y if the Accounts Receivable program is to be fully integrated with the CMS General Ledger and all General Ledger postings created during Accounts Receivable processing are to be automatically posted to the CMS General Ledger.

THE ACCOUNTS RECEIVABLE INFORMATION FILE

LINE 8) FINANCE CHARGE PERIOD

Enter the grace period in days before finance charges are added to your customer's outstanding invoices.

LINE 9) FINANCE CHARGE RATE

Enter the finance charge rate. A rate of 1.5% would be entered as 1.5.

LINE 10) MINIMUM CHARGE

If you have a minimum finance charge, enter that amount here. If you charge a monthly service charge, enter 0 in LINE 9 and enter the service charge here.

LINE 11) POSTING JOURNAL

Enter Y if a journal is to be kept of all General Ledger postings generated by the Accounts Receivable program. This is a vital link in the Audit Trail and should be kept if a General Ledger Posting Code of Y or N was entered in LINE 7.
Enter N if no journal is to be kept or if a General Ledger Posting Code of X was entered in LINE 7.

LINE 12) SALES / CASH RECIEPTS JOURNAL

The Sales / Cash Reciepts Journal is a detailed record by date of all Invoices entered or deleted.

Enter Y if a Sales Journal is to be kept.
Enter N if no Sales Journal is required.

LINE 13) AGING PERIODS

Enter 306090 or any other periods for your Invoice Aging Reports.

LINE 14) PRINTER EXPANSION CODE

If you want your report headings to print in expanded print, enter the expanded print code for your particular printer.

THE ACCOUNTS RECEIVABLE INFORMATION FILE

LINE 15) PRINTER NORMAL CODE

If you entered an expansion code in LINE 14 above, you must enter here the code that returns your printer to it's normal print mode.

LINE 16) PRINTER DEVICE NUMBER

Enter 4 or 5. Most printers are factory preset to device 4.

LINE 17) ADD LINE FEED

Enter Y if your reports are printing each line on top of the previous line.
Enter N if your reports are printing normally or if your reports are double spacing.
Check this by printing the Information File.

LINE 18) LINES PER PAGE

Enter 66 for USA standard 8.5 X 11 inch paper. For other sizes, measure vertically in inches and multiply by 6.

LINE 19) MONETARY SYMBOL

Enter a \$ or other symbol for the money being used.

LINE 20) DATA DRIVE CODE

The data drive code tells the program where to look for the data files. There are four possible configurations as shown below.

ONE SINGLE DISK DRIVE: (CODE 80)

If you have only a single disk drive, enter 80 as the data drive code. The program will ask you to remove the program disk and insert the data disk whenever it is required.

TWO SINGLE DISK DRIVES: (CODE 90)

If you are using two single disk drives, enter 90 as the data drive code. The data drive must be setup as unit 9.

THE ACCOUNTS RECEIVABLE INFORMATION FILE

ONE DUAL DISK DRIVE: (CODE 81)

If you have a dual disk drive, enter 81 as the data drive code. The program disk goes in drive 0 and the data disk goes in drive 1.

SAME DISK: (CODE SD)

Use SD as a data drive code if you want the data to be stored on the program disk. This would normally be if you are using a large single disk drive such as a hard disk.

STEP 2: ENTERING THE GENERAL LEDGER ACCOUNTS

If an X is entered in LINE 7 to indicate that no General Ledger postings are to be generated, no account numbers need to be entered here or in STEP 3.

Six General Ledger account numbers are required by the Accounts Receivable program in order to generate the necessary General Ledger postings during Accounts Receivable processing.

You MUST enter the CASH and ACCOUNTS RECEIVABLE account numbers but the DEPOSITS, FINANCE CHARGES, SALES RETURNS, and FREIGHT SALES account numbers are optional depending upon your particular business. If for instance, you do not charge finance charges, you would not need to enter a FINANCE CHARGES account number.

No cross checking with the General Ledger is possible so it is your responsibility to make sure that the account numbers entered here and in STEP 3 actually exist on the General Ledger Account File.

It is best to wait until the General Ledger Chart of Accounts has been established before entering these account numbers.

STEP 3: INCOME ACCOUNTS

If you are using the Billing program and you entered a General Ledger Posting Code of Y or N in LINE 7, you must enter all Income, Returns and Allowances, and Customer Deposit account numbers here.

** END OF A/R INFORMATION FILE INSTRUCTIONS **

ACCOUNTS RECEIVABLE FILE UTILITIES

The Accounts Receivable File Utilities program contains three utilities to aid you in initializing, backing up, and maintaining the Accounts Receivable Files.

Small companies may be able to store the data from all four accounting modules on the same data disk. Larger companies may need to have a separate data disk for each module. Still larger companies may need to have more than one data disk for each module. The CMS Accounting System is designed to support any of these data disk configurations.

INITIALIZE FILES:

This procedure must be performed once on each data disk. It creates the Accounts Receivable files and makes them ready to receive data. Use the F (FORMAT) option on new disks and on data disks that contain only Accounts Receivable files. Use the I (INITIALIZE ONLY) option if the disk also contains data files from other CMS modules such as General Ledger, Accounts Payable, or Payroll which have already been initialized.

BACKUP DATA FILES:

Data files should be backed up regularly. The frequency depends entirely upon how much data you are willing to re-enter after you spill coffee on your data disk. You may elect to condense the files during the backup procedure. This will reduce the size of the files by the number of deleted records contained in the files. It is usually not necessary unless you are running short on disk space but it never hurts. If you do elect to condense the files, you would then use the backup data disk with the condensed files as your new primary data disk.

REBUILD KEY FILES:

If a problem occurs during processing such as a hardware or power failure, the data files may not be properly closed. If this happens, you will see a REBUILD KEY FILE error message flash the next time you try to access your Accounts Receivable files. This utility will correct that problem.

FROM THE CMS ACCOUNTS RECEIVABLE MENU

Select Program (No. 13) FILE UTILITIES

ACCOUNTS RECEIVABLE FILE UTILITIES

STEP 0: FILE UTILITIES

PROMPT 1 0=MENU, ENTER UTILITY NUMBER *

- Enter 0 to return to the Accounts Receivable Menu.
- Enter 1 to initialize the Accounts Receivable Files and proceed to STEP 1.
- Enter 2 to backup the Accounts Receivable Files and proceed to STEP 2.
- Enter 3 to rebuild the Accounts Receivable Key File and proceed to STEP 3.

STEP 1: INITIALIZE THE ACCOUNTS RECEIVABLE FILES

PROMPT 1: INSERT NEW ACCOUNTS RECEIVABLE DATA DISK AND PRESS RETURN *

At this point you should have a good quality data disk labeled and ready to insert into the data drive.

PROMPT 2: FORMAT AND INITIALIZE OR INITIALIZE ONLY *

- Enter F if this is a new disk or if it contains no other data pertaining to the CMS Accounting System. All information on the disk will be lost.
- Enter I if this disk contains other CMS Accounting System files such as Accounts Payable General Ledger, or Payroll which have already been initialized on this data disk.

PROMPT 3: ALL INFORMATION ON DATA DISK WILL BE LOST
ENTER FORMAT TO PROCEED *****

This PROMPT is bypassed if you selected I in PROMPT 2 above.

Enter FORMAT (all capitals) to proceed.
Any other response will return you to STEP 0.

* If you are using a single disk drive, you will be *
* requested to insert the Accounts Receivable program *
* disk and then reinsert the data disk during the file *
* initialization procedure. *

ACCOUNTS RECEIVABLE FILE UTILITIES

STEP 2: BACKUP THE ACCOUNTS RECEIVABLE FILES

The steps required for initializing a data disk are performed first. See STEP 1 instructions.

PROMPT 1: CONDENSE FILES? (Y/N) *

Enter Y to condense the data files during backup.
Enter N to backup the files as they are.

The data files will be copied onto the backup data disk. If you are using a single disk drive, you will be required to swap disks several times between the data disk and backup data disk.

The time required for this procedure depends upon the amount of data being copied and the type of disk drives being used.

STEP 3: REBUILD THE GENERAL LEDGER KEY FILE

Automatic utility. Requires no operator assistance.

** END OF A/R FILE UTILITIES INSTRUCTIONS **

SETTING UP THE ACCOUNTS RECEIVABLE CUSTOMER FILE

The Customer File program is used to set up and maintain the ACCOUNTS RECEIVABLE CUSTOMER FILE. This file must be set up before any Accounts Receivable processing can be done. Records may be added, changed, or deleted at any time. A Customer List, Activity Report, Credit Report, and labels may be printed at any time.

FROM THE ACCOUNTS RECEIVABLE PROGRAM MENU

Select Program No. 12) CUSTOMER FILE.

STEP 0: ACCOUNTS RECEIVABLE CUSTOMER FILE

PROMPT 1: 0=EXIT, 1=ADD, 2=CHANGE, 3=PRINT, 4=YEAR END
ENTER OPERATION CODE *

Enter 0 to return to the Accounts Receivable Menu.
Enter 1 to add a customer record and proceed to STEP 1.
Enter 2 to change or delete a record already on file and proceed to STEP 2.
Enter 3 to print a Customer List, Activity Report, Credit Report, or Labels and proceed to STEP 3.
Enter 4 to move billed totals at year end and proceed to STEP 4.

STEP 1: ADD A NEW CUSTOMER

PROMPT 0: ENTER CUSTOMER NUMBER

The customer number may be from 1 to 6 alphanumeric characters. ALL CUSTOMER NUMBERS MUST BE THE SAME LENGTH IN ORDER FOR THE REPORTS TO PRINT IN CORRECT CUSTOMER SEQUENCE.

Example: Whitney Bros. may be entered as W001
Scrooge, Inc. may be entered as S001

OR

Scrooge, Inc. may be entered as 00001
Whitney Bros. may be entered as 00002

LINES 1 THROUGH 4: NAME AND ADDRESS

Enter the customer name and address on lines 1 thru 4.

SETTING UP THE ACCOUNTS RECEIVABLE CUSTOMER FILE

LINE 5: TELEPHONE NUMBER

Enter the customer's telephone number. Seven and ten digit numbers will be automatically re-formatted.

LINE 6: LAST PURCHASE

Enter the date of the last purchase for this customer. This date is automatically updated during processing.

LINE 7: LAST PAYMENT

Enter the date of the last payment for this customer. This date is automatically updated during processing.

LINE 8: BILLED LAST YEAR

Enter the total amount billed to this customer in the preceding year.

LINE 9: BILLED THIS YEAR

Enter the total amount billed and PAID by this customer for this year. The UNPAID (OPEN) INVOICES should be entered either through TRANSACTION ENTRY or BILLING.

LINE 10: CREDIT LIMIT

Enter the credit limit for this customer. If no credit limit has been set, press RETURN.

LINE 11: ACCOUNT BALANCE

This is maintained automatically by the system.

PROMPT 2: 0=EXIT, D=DELETE
ENTER FIELD TO CHANGE *

Enter 0 to save the record.
Enter D to delete the record.
Enter the line number to change any field.
Enter \$ to enter an Account Balance in LINE 11.

SETTING UP THE ACCOUNTS RECEIVABLE CUSTOMER FILE

STEP 2: CHANGE OR DELETE A RECORD

PROMPT 1: ENTER CUSTOMER NUMBER

Enter the customer number to change or delete.
Enter 0 to return to STEP 0.

PROMPT 2: 0=SAVE, D=DELETE, R=READ NEXT RECORD
ENTER FIELD TO CHANGE *

Enter 0 to save the record.
Enter D to delete the record. The delete code is DEL.
Enter R to read the next customer record.
Any changes made to the current record will be saved before the next record is read.
Enter the line number of the field to change.
Enter \$ to change the Account Balance in LINE 11.
Press ESC to cancel any changes made to the current record.

STEP 3: PRINT THE CUSTOMER FILE

PROMPT 1: 0=EXIT, 1=CUSTOMER LIST, 2=ACTIVITY
3=CREDIT REPORT, 4=LABELS *

Enter 0 to return to STEP 0.
Enter 1 to print the Customer List.
Enter 2 to print an Activity Report.
Enter 3 to print a Credit Report.
Only customers over their credit limit will appear on the Credit Report.
Enter 4 to print mailing labels.

* If you do not print labels, skip PROMPTS 3 through 6.*

PROMPT 3: ENTER LABEL WIDTH **

Enter the label width in CHARACTERS.
Press F1 to default to 34. (Three inch width).

PROMPT 4: ENTER LINES FROM TOP TO TOP OF LABEL *

Press F1 to default to 6. (One inch height).
Measure your labels from the top of one label to the top of the next label and figure six lines per inch.

SETTING UP THE ACCOUNTS RECEIVABLE CUSTOMER FILE

PROMPT 5: PRINT CUSTOMER NUMBER? (Y/N) *

Enter Y to print the customer number on the label.
Enter N if the customer number is not desired.

PROMPT 6: LABELS PER CUSTOMER (1-9) *

Enter the number of labels to be printed for each customer.

PROMPT 7: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to PROMPT 1.
Enter 1 to print the report on the screen.
Enter 2 to print the report on the printer.

PROMPT 8: ENTER CUSTOMER NUMBER TO BEGIN *****

Enter the beginning customer number in a desired range. It is not necessary to enter the entire customer number. To start with the first customer whose number begins with 5, enter 5 and press RETURN. Press RETURN without entering a customer number to begin with the first customer on the file.

At any time while the report is printing, you may press RETURN to halt the report. You must then press C to continue the report or else press S to stop the report.

STEP 4: MOVE BILLED TOTALS

The BILLED THIS YEAR totals for all customers on file will be moved to the BILLED LAST YEAR totals and the BILLED THIS YEAR totals will be reset to zero. THIS PROCEDURE SHOULD BE PERFORMED AT THE CLOSE OF THE BUSINESS FISCAL YEAR.

** END OF CUSTOMER FILE INSTRUCTIONS **

SETTING UP THE SALES TAX FILE

The SALES TAX FILE contains up to twenty five different sales tax rates. These rates are used in the INVOICE ENTRY AND BILLING PROGRAMS to automatically compute sales taxes.

The total sales and sales tax charged for each tax rate is stored in the Tax Code File. This file may be printed at the end of the month in order to file the necessary Sales Tax Reports. The totals can then be reset to zero for the next month.

FROM THE ACCOUNTS RECEIVABLE PROGRAM MENU

Select Program No. 10) TAX CODE FILE.

STEP 0: SALES TAX CODES

PROMPT 1: 0=MENU, A=ADD, P=PRINT, R=RESET TOTALS TO ZERO
ENTER LINE TO CHANGE *

Enter 0 to return to the Accounts Receivable Menu.

Enter A to add a record and proceed to STEP 1.

Enter P to print the File to the printer.

Enter R to reset totals to zero.

Enter the number of any line to change.

If the number entered is not currently being displayed on the screen. The screen will scroll until that number comes into view.

Press the cursor up and cursor down keys to scroll the screen among the twenty five possible entries.

STEP 1: ADD OR CHANGE A RECORD

PROMPT 1: ENTER TAX CODE (A-Z)

Enter the tax code using the letters A through Z.
The letter X may not be used.

PROMPT 2: ENTER TAX RATE

Enter the rate in per cent for this tax code.
Enter 0 to track non taxable sales.

SETTING UP THE SALES TAX FILE

* PROMPTS 3 and 4 are skipped if a G/L Posting Code of *
* X was entered in LINE 7 of the Accounts Receivable *
* Information File. *

PROMPT 3: ENTER ACCOUNT NUMBER

Enter the General Ledger Account for posting the sales tax indicated.

PROMPT 4: ENTER ACCOUNT DESCRIPTION

Enter the name of the account entered in PROMPT 3.

PROMPT 5: ENTER SALES

This amount is updated automatically by the system as Invoices are entered.

* MULTIPLE SALES TAX RATES *

If Tax Code A stands for city taxes and Tax Code B stands for state taxes, a third Tax Code may be set up to reference both Tax Code A and Tax Code B. This will allow you to distribute the sales tax to more than one tax base, with different sales tax rates for each base, by entering only one Tax Code.

To do this, set up a third Tax Code, Tax Code C for instance, and when the TAX RATE is requested in PROMPT 2, enter '=AB' instead of a tax rate. This tells the program that when Tax Code C is entered for a particular Invoice, it should be treated as though both Tax Codes A and B had been entered. Up to four Sales Tax Rates may be referenced with a single Sales Tax Code.

See the Tax Code File on the sample data disk for an example of this concept.

** END OF SALES TAX FILE INSTRUCTIONS **

SETTING UP THE SALES COMMISSION FILE

The SALES COMMISSION FILE may be set up to automatically track commissions on both sales and receipts for up to ninety nine salespersons.

If tracking commissions is not required, this feature may be used to keep a record of sales and receipts for up to ninety nine different products, types, colors, sizes, regions, territories, etc.

FROM THE ACCOUNTS RECEIVABLE PROGRAM MENU

Select Program No. 11) SALES COMMISSION FILE

STEP 0: SALES COMMISSION FILE

PROMPT 1: 0=MENU, A=ADD, P=PRINT, R=RESET TOTALS TO ZERO
ENTER LINE TO CHANGE *

Enter 0 to return to the Accounts Receivable Menu.

Enter A to add a record and proceed to STEP 1.

Enter P to print the file on the printer.

Enter R to reset the totals to zero.

Enter the number of any line to change.

If you enter the desired salesperson code, the screen will automatically scroll until the code comes into view.

Press the cursor up and cursor down keys to scroll the screen among the ninety nine possible entries.

STEP 1: ENTERING OR CHANGING A RECORD

PROMPT 1: ENTER SALESPERSON CODE

Enter a unique alphabetic code for each salesperson.

PROMPT 2: ENTER COMMISSION RATE

Enter the commission rate for this salesperson.

PROMPT 3: ENTER TOTAL SALES

Enter total sales to date.

SETTING UP THE SALES COMMISSION FILE

PROMPT 4: ENTER TOTAL RECEIPTS

Enter total receipts to date.

* Total Sales and Total Receipts should only be entered*
* when transferring totals from other records. These *
* amounts are automatically updated by the system when *
* Invoices are entered or paid. *

The entries are automatically sorted alphabetically upon exiting the program.

** END OF SALES COMMISSION SCHEDULE INSTRUCTIONS **

ACCOUNTS RECEIVABLE PROCESSING CYCLE

The Accounts Receivable Processing Cycle may vary from user to user depending upon how the system is being used in different installations. All the steps shown below may not be required in every installation.

DAILY PROCESSING CYCLE

- 1) Enter any new Customers into the Customer File.
- 2) Enter invoices to be printed on the printer into the BILLING program.
- 3) Print invoices entered at step 2 and erase Invoice Billing File.
- 4) Enter invoices not required to be printed into the INVOICE ENTRY program.
- 5) Enter payments received into the INVOICE ENTRY program.
- 6) Print any desired Reports.

END OF MONTH PROCESSING CYCLE

- 1) Run FINANCE CHARGE UPDATE to add finance charges to all overdue invoices.
- 2) Print monthly statements.
- 3) Erase Invoice Billing File.
- 4) Print and erase Sales Journal.
- 5) Print and erase G/L Postings Journal
- 6) Print any desired Aging Reports.
- 7) Print a Closed Invoice Listing to delete the fully paid invoices from the Invoice File.

** END OF ACCOUNTS RECEIVABLE PROCESSING CYCLE **

INVOICE ENTRY INSTRUCTIONS

It is necessary to set up the CUSTOMER FILE before TRANSACTION ENTRY may be used.

This program will create an invoice and record it on the Invoice Master File but does not print it. If a printed invoice is required, the BILLING program should be used.

Each invoice entered may be distributed to as many as nine different General Ledger accounts. Invoices, credit memos, and deposits from customers may be entered or deleted. Sales Tax and Sales Commissions are computed automatically. Returns and Allowances as well as Finance and Freight Charges may be entered.

If General Ledger postings are being tracked, an Audit Trail report is printed, transactions are added to the CMS General Ledger Transaction File, and detailed entries are made to the G/L Postings Journal.

FROM THE ACCOUNTS RECEIVABLE MENU

Select Program No. 1) TRANSACTION ENTRY.

STEP 0: SELECT DESIRED OPERATION

PROMPT 1: 0=MENU, ENTER OPERATION CODE *

Enter 0 to return to the Accounts Receivable Menu.

Enter 1 to enter an invoice, credit memo, or deposit and proceed to STEP 1.

Enter 2 to delete an invoice, credit memo, or deposit and proceed to STEP 2.

Enter 3 to enter a payment received. See next section for instructions on entering payments.

Enter 4 to use a different Cash or Accounts Receivable account number from what is entered in the Accounts Receivable Information File.

Enter 5 to change department number.

STEP 1: ACCOUNTS RECEIVABLE INVOICE ENTRY

PROMPT 1: ENTER CUSTOMER NUMBER

Enter the Customer Number.

INVOICE ENTRY INSTRUCTIONS

PROMPT 2: 1=INVOICE, 2=CREDIT MEMO, 3=DEPOSIT
ENTER INVOICE TYPE CODE *

Enter the type code for this entry.

* See box at the end of this section on Deposits. *

PROMPT 3: ENTER INVOICE NUMBER

Enter the invoice number.

PROMPT 4: ENTER INVOICE DATE

Enter the invoice date in MMDDYY format.
This date will be used in aging the invoice and in
determining when finance charges should be added.
Press RETURN to use the current date.

PROMPT 5: ENTER DESCRIPTION

Enter the invoice description.

PROMPT 6: ENTER SALESPERSON CODE

This PROMPT is bypassed if no Sales Commission File has
been established.

PROMPT 7: ENTER TAX CODE

Enter the Tax Code from the Tax Code File.
Enter a shifted Tax Code if sales tax is charged
on freight.
Enter X if you want to enter the sales tax directly and
not have it computed automatically.
Press RETURN if no sales tax is charged on this invoice.
This PROMPT is bypassed if no Tax Code File has been
established.

PROMPT 8: ENTER INVOICE AMOUNT

Enter the net amount of the invoice on Line 5.

INVOICE ENTRY INSTRUCTIONS

PROMPT 9: ENTER FREIGHT

Enter the amount of freight for this invoice on Line 6. Press ESC if no freight is to be charged to ANY invoices being entered at this time.

You will now proceed to PROMPT 14. You may come back to PROMPTS 10, 11, 12, and 13 if entries are to be made in those lines.

PROMPT 10: ENTER SALES TAX

If an X was entered for the SALES TAX CODE, the actual sales tax for this invoice may now be entered, otherwise this PROMPT will be bypassed.

PROMPT 11: FINANCE CHARGES

Enter any finance charges that may have accrued.
Enter X and finance charges will not be added to this invoice, regardless of its age.
Enter Y and finance charges will not be added to this invoice nor will this invoice ever appear on the customer's statement. For example, a COD invoice should not appear on a statement.
Enter Z if term payments are to be made on this invoice. The invoice will appear on the statement but no finance charges will be added.

PROMPT 12: ENTER PAYMENT

Enter any payments that have been made on this invoice.

PROMPT 13: ENTER ALLOWANCE

Enter any returns or allowances.
No entry may be made unless the allowance plus the payment equals the full amount of the invoice.

PROMPT 14: 0=RECORD INVOICE, C=CANCEL INVOICE ENTER LINE TO CHANGE **

Enter 0 to record the invoice.
Enter C to cancel the invoice.
Enter any line to change.

INVOICE ENTRY INSTRUCTIONS

* If a General Ledger Posting Code of X was entered *
* in the Accounts Receivable Information File, you *
* will return to PROMPT 1. Otherwise you will proceed *
* to STEP 1A to enter the General Ledger distributions.*

STEP 1A: GENERAL LEDGER INCOME DISTRIBUTIONS

The invoice may be distributed to as many as nine different General Ledger Accounts. Do not enter postings for the Cash and Accounts Receivable Accounts. These are entered automatically by the system.

Allowances and Returns must be entered as negative amounts (preceded by a minus '-').

The amounts to be distributed are shown on the bottom of the screen display. If the required account numbers have been entered into the Accounts Receivable Information File, the distribution screen will be automatically filled in. If the distributions are correct as shown, just press RETURN to record the invoice and distributions. If not, enter the line to change and enter the desired distributions.

PROMPT 1: 0=RECORD, D=DISPLAY INVOICE, C=CANCEL
ENTER LINE TO CHANGE *

Enter 0 to record the invoice.
Enter D to redisplay the invoice and return to PROMPT 1A
in STEP 1.
Enter C to cancel the operation.

STEP 2: DELETE AN INVOICE/MEMO

PROMPT 1: ENTER CUSTOMER NUMBER

Enter the Customer number for the desired invoice.

PROMPT 2: ENTER INVOICE NUMBER

Enter the number of the item to be deleted.

INVOICE ENTRY INSTRUCTIONS

PROMPT 3: ENTER DELETE CODE ***

The delete code is DEL (all capitals).
Any other response will return to PROMPT 2.

If General Ledger Postings are being tracked, you will be returned to STEP 1A to enter the reversing General Ledger Distributions. Otherwise you will return to PROMPT 3 in STEP 1.

* DEPOSITS AND OVERPAYMENTS FROM CUSTOMERS *

When deposits or overpayments are received from customers, they should be entered through the TRANSACTION ENTRY program as deposits. A deposit remains on the Invoice File until the next order is received from that customer.

When the next order is received from a customer with a deposit on file, enter the Invoice in the normal way, either through TRANSACTION ENTRY or BILLING, USING THE DEPOSIT NUMBER AS THE INVOICE NUMBER.

The program will ask if you want to convert the deposit into an invoice. If you indicate yes, the deposit will be converted into an invoice and the amount of the deposit will be entered into the payment field. You can then enter the remaining invoice information in the normal way. The invoice will be added to the Invoice File and the deposit removed from the Invoice File.

** END OF A/R INVOICE ENTRY INSTRUCTIONS **

INVOICE PAYMENT INSTRUCTIONS

Invoice payments are made through the TRANSACTION ENTRY program. Both full and partial payments may be entered as well as payments by credit memo.

There are two features which allow maximum speed when entering payments to more than one invoice for the same customer. This is especially useful for customers who pay against their balance rather than against particular invoices.

AUTOMATIC RECALL MODE:

Invoices are called up automatically for payment without having to enter the invoice number. You may choose which invoices to pay and which invoices not to pay. Credit memos may be applied and Returns and Allowances given.

AUTOMATIC PAYMENT MODE:

This is an extension of the AUTOMATIC RECALL MODE. Not only are the unpaid invoices called up automatically, but full payment is applied and the invoice is rewritten to the disk, all without operator assistance.

No credit memos may be applied in this mode nor can Returns and Allowances be given. Any overpayment may be entered as a deposit from the customer.

FROM THE CMS ACCOUNTS RECEIVABLE MENU

Select Program No. 1) TRANSACTION ENTRY

From the TRANSACTION ENTRY Menu, select option 3.

STEP 1: ENTER PAYMENT RECEIVED

PROMPT 1: ENTER CUSTOMER NUMBER

Enter the number of the customer making payment.

PROMPT 2: ENTER INVOICE NUMBER

Enter the invoice number on which payment was received. Press F3 to enter AUTOMATIC RECALL MODE if the payment is for more than one invoice. Each unpaid invoice will be brought up for payment without having to enter the invoice number.

INVOICE PAYMENT INSTRUCTIONS

If Automatic Recall Mode is not selected, proceed to PROMPT 8.

PROMPT 3: APPLY PAYMENTS AUTOMATICALLY? (Y/N) *

Enter N if you want to choose which invoices to pay and which ones not to pay and proceed to PROMPT 8.
Enter Y to select AUTOMATIC PAYMENT MODE.

PROMPT 4: ENTER PAYMENT TO APPLY

Enter the amount of the payment.

PROMPT 5: IS PAYMENT CORRECT? (Y/N) *

Enter N if the payment shown is incorrect.
Enter Y if the payment shown is correct.

PROMPT 6: ENTER CHECK NUMBER

Enter the number of the check with which payment was made.

The payment will be applied to as many of the customer's invoices as possible. If the payment is completely applied, you will be returned to PROMPT 1. If the payment exceeds the total owed by the customer, PROMPT 7 will appear.

PROMPT 7: \$XXX.XX LEFT OVER. ENTER DEPOSIT? (Y/N) *

Enter Y to enter the remaining balance as a deposit.
See preceding section on entering items.
Enter N if the balance is to be returned to the customer and return to PROMPT 1.

PROMPT 8: ENTER PAYMENT

Enter the payment received for this invoice. Indicate a credit memo payment by entering cm after the amount. (100.00cm). Only credit memos already on the invoice file may be used for payment.
Press F3 to cancel AUTOMATIC RECALL MODE and return to PROMPT 2.

INVOICE PAYMENT INSTRUCTIONS

If payment is NOT being made by credit memo, proceed to PROMPT 10.

PROMPT 9: ENTER CREDIT MEMO NUMBER

Enter the number of the credit memo being applied.

PROMPT 10: ENTER ALLOWANCE

Enter any Returns or Allowances on line 10.

NO ENTRY MAY BE MADE UNLESS THE ALLOWANCE PLUS
THE PAYMENT EQUALS THE FULL AMOUNT OF THE INVOICE.

PROMPT 5: 0=RECORD PAYMENT
ENTER LINE TO CHANGE **

Enter 0 to record the payment or
Enter any line to change.

The check number may be entered on line 2.

If an allowance was entered and General Ledger Postings are being tracked, you must distribute the allowance. Remember, Returns and Allowances must be entered as minus amounts.

** END OF INVOICE PAYMENT INSTRUCTIONS **

ACCOUNTS RECEIVABLE BILLING INSTRUCTIONS

It is necessary to set up the CUSTOMER FILE before entering invoices through BILLING.

In addition to being recorded on the INVOICE MASTER FILE, invoices entered through BILLING are recorded on a separate INVOICE BILLING FILE used only to print customer invoices on the printer. A single invoice or the entire file may be printed at any time as often as needed. The INVOICE BILLING FILE may be erased at any time without affecting the INVOICE MASTER FILE.

Invoices entered in this program are placed on the same INVOICE MASTER FILE with invoices entered through TRANSACTION ENTRY. A total of fifty line items may be entered per invoice and each line item may be distributed automatically to any one of up to twenty six different General Ledger Accounts previously entered into the Accounte Receivable Information File.

If General Ledger Postings are being tracked, an Audit Trail Report will be printed, transactions added to the CMS General Ledger Transaction File, and detailed entries made to the G/L Postings Journal.

FROM THE CMS ACCOUNTS RECEIVABLE MENU

Select Program No. 2) BILLING.

PROMPT 1: ENTER CUSTOMER NUMBER

Enter the Customer number.

Press F5 to change the Cash and Accounts Receivable Account Numbers from what is entered into the Accounts Receivable Information File.

Press F6 to change the department number.

```
*****
* You may enter new customers into the Customer File *
* at this point by first entering the Customer Number, *
* followed by the name, address, and telephone number *
* as requested. *
*****
```

PROMPT 2: ENTER INVOICE NUMBER

Enter the number for this invoice. If the previous invoice number was all numeric, it will be increased by one and displayed. In that case, this PROMPT will be

ACCOUNTS RECEIVABLE BILLING INSTRUCTIONS

bypassed. Press RETURN at PROMPT 3 to come back and change the Invoice number.

* At PROMPTS 3 through 10, you may enter an = sign and *
* press RETURN to have the remainder of the information*
* requested by those PROMPTS automatically repeated *
* from the previous Invoice. *

PROMPT 3: FORMAT IS MMDDYY
ENTER INVOICE DATE

Enter the date of the invoice. This invoice date is the date that will be used for aging the invoice.

PROMPT 4: ENTER SHIPPING ADDRESS
PRESS RETURN IF SAME AS SOLD TO

Enter the SHIP TO address.
Press RETURN if the SHIP TO address is the same as the SOLD TO address.

* If the SHIP TO address exists on your Customer File, *
* you may call that name and address up by entering *
* the Customer Number preceded by an = sign. *

PROMPT 5: ENTER DATE SHIPPED

Enter the shipping date for this invoice.
Press RETURN to use the current date.

PROMPT 6: ENTER CARRIER

Enter the method by which the items on this invoice were shipped.

PROMPT 7: ENTER SALESPERSON CODE

If the SALES COMMISSION FILE has not been established, this PROMPT is bypassed.

ACCOUNTS RECEIVABLE BILLING INSTRUCTIONS

PROMPT 8: ENTER FOB POINT

Enter the FOB point for this shipment.

PROMPT 9: ENTER PAYMENT TERMS

Enter the payment terms for this invoice.

PROMPT 10: ENTER ORDER NUMBER

Enter the order number for this invoice.
You may enter anything in this field to identify the Invoice. The order number will appear under the Description Field on the Invoice Ledger and on the monthly statement.

PROMPT 11: 0=CONTINUE, C=CANCEL
ENTER HEADING FIELD TO CHANGE *

Enter 0 to begin entering line items.
Enter C to cancel the invoice and return to PROMPT 1.
Enter any line to change.

PROMPT 12: ENTER ITEM QUANTITY

Enter the quantity for this item.
Precede the quantity with a B if these items are BACK ORDERED.
Enter C if this is a comment line only.
Press RETURN without entering a quantity to indicate that all items have been entered and proceed to PROMPT 17. If no items have been entered, you will return to PROMPT 11.

PROMPT 13: ENTER DESCRIPTION

Enter the description of this item. Descriptions may be continued over several lines using comment lines.

PROMPT 14: ENTER UNIT PRICE

Enter the unit price for this item.
The unit price will be extended and displayed in the amount column of the invoice.
Press ESC to enter the extension directly.

ACCOUNTS RECEIVABLE BILLING INSTRUCTIONS

PROMPT 15: ENTER TAX CODE (A-Z)

Enter the tax code for this item.

PROMPT 16: ENTER G/L DISTRIBUTION CODE (A-Z)

Each line item may be distributed to a separate General Ledger Income Account by entering the Distribution Code (A-Z) associated with that account number in the Accounts Receivable Information File. If the G/L Posting Code in the Accounts Receivable Information File has been set to X, this PROMPT will be bypassed.

PROMPT 17: ENTER FREIGHT EXPENSE FOR THIS INVOICE *****

Enter the freight to be charged to this invoice.

PROMPT 18: ENTER FINANCE CHARGE CODE *

Enter X and finance charges will not be added to this invoice, regardless of its age.

Enter Y and in addition to finance charges not being added to this invoice, the invoice will not appear on the customer's statement.
For example, a COD shipment.

Enter Z if term payments will be made on this Invoice. The Invoice will appear on the customer's statement but no finance charges will be added.

PROMPT 19: 0=RECORD, C=CANCEL, A=ADD ITEMS, F=FREIGHT H=HEADER. ENTER LINE TO CHANGE *

Enter 0 to record the invoice and return to PROMPT 1.
Enter C to cancel this invoice and return to PROMPT 1.
Enter A to add more items and return to PROMPT 12.
Enter F to re-enter the freight charges.
Enter H to change an entry in the Invoice header and return to PROMPT 11.

Enter the number of the item shown on the left hand side of the invoice to review or change an invoice item. If the line is not shown on the screen, the item portion of the screen will scroll until that item appears. Enter the line item again and PROMPT 12 will return in order that the line may be entered.

ACCOUNTS RECEIVABLE BILLING INSTRUCTIONS

The screen may be scrolled up and down using the cursor up and cursor down keys.

A line that has been entered may be deleted by recalling the line number and pressing RETURN instead of entering an amount in the quantity column.

A line may be inserted by entering the number where the line is to be inserted and then pressing F4 when the quantity is requested. The following lines will be pushed down and you may enter the new line.

After the Invoice has been saved, you will be returned to PROMPT 1 to enter the next Invoice.

* CONVERTING DEPOSITS TO INVOICES *

See page 2.24 concerning converting deposits to invoices.

When converting a deposit into an invoice in the BILLING program, the following steps must be observed to insure that the proper General Ledger distributions are generated to transfer the amount of the deposit from the Deposits Account to the Accounts Receivable Account. These steps apply only to deposits converted to invoices in the BILLING program, the necessary postings are generated automatically for invoices entered through the TRANSACTION ENTRY program.

- 1) Be sure that the Deposits Account number has been entered into the Income Accounts section of the Accounts Receivable Information File.
- 2) After all regular line items have been entered on the invoice, enter a line item with a quantity of one, a description reading "LESS DEPOSIT RECEIVED", the amount of the deposit entered as a minus amount, and the distribution code associated with the Deposit Account in the Accounts Receivable Information File.

If these steps are not performed, the proper entries may be made into the General Journal of the CMS General Ledger to correct the Balance Sheet, but the Customer's account balance will be understated by the amount of the deposit.

** END OF BILLING INSTRUCTIONS **

INVOICE PRINT INSTRUCTIONS

This program is designed to print the Invoices entered through the BILLING program. Preprinted Invoice Forms may be obtained directly from CMS Software Systems.

All Invoices on the Billing File or only a selected range of Invoices may be printed at any time. The Billing File should be erased after all Invoices have been printed.

If you want the program to print your name and address on the invoice forms, enter the address on lines 2 and 3 of the Accounts Receivable Information File. If you order the invoice forms preprinted with your name and address, leave lines 2 and 3 of the Accounts Receivable Information File blank.

STEP 0: PRINT OR ERASE INVOICES

PROMPT 1: 0=EXIT, ENTER SELECTION CODE *

Enter 0 to return to the ACCOUNTS RECEIVABLE MENU.
Enter 1 to print invoices and proceed to STEP 1.
Enter 2 to erase the Invoice Billing File and proceed to STEP 2.

STEP 1: PRINT INVOICES

PROMPT 1: LOAD PRINTER WITH INVOICE FORMS
AND PRESS RETURN

Load printer with invoice forms and press RETURN.

PROMPT 2: 0=EXIT, A=ALL INVOICES, F=ALIGN FORMS
ENTER FIRST INVOICE NUMBER

Enter 0 to return to STEP 0.
Enter F to print a dummy invoice for form alignment.
Enter A to print all invoices.
Enter the first invoice number in a desired range.

PROMPT 3: ENTER LAST INVOICE NUMBER

If a beginning invoice number was entered at PROMPT 2, and ending invoice number must be entered here.

INVOICE PRINT INSTRUCTIONS

PROMPT 4: RANGE CORRECT? (Y/N) *

Enter N to return to PROMPT 2.
Enter Y to proceed.

The selected invoices will be printed and the program will return to STEP 0.

STEP 2: ERASE INVOICE BILLING FILE

PROMPT 1: 0=EXIT, 1=ERASE FILE

Enter 0 to return to STEP 0.
Enter 1 to erase the Invoice Billing File.

Erasing the Invoice Billing File has no effect on any other file.

** END OF INVOICE PRINT INSTRUCTIONS **

PRINTING THE ACCOUNTS RECEIVABLE INVOICE LEDGER

The ACCOUNTS RECEIVABLE INVOICE LEDGER is used to print detailed and summary reports for any or all customers. Three different reports may be generated from the Invoice File. All customers may be included in a report or only a desired customer range may be selected. These reports may be printed at any time either to the screen or to the printer.

OPEN INVOICE LISTING:

Lists all invoices which have not been fully paid, credit memos which have not been fully used, and deposits which have not yet been converted to invoices.

OVERDUE INVOICE REPORT:

Same as OPEN INVOICE LISTING but only lists items over a specified age.

CLOSED INVOICE LISTING:

Lists all fully paid invoices and fully used credit memos. Listed items may be optionally deleted from the Invoice File during this listing.

FROM THE CMS ACCOUNTS RECEIVABLE MENU

Select Program No. 4) INVOICE LEDGER.

STEP 0: ACCOUNTS RECEIVABLE INVOICE LEDGER

PROMPT 1: 0=MENU

ENTER REPORT FORMAT CODE *

Enter 0 to return to the Accounts Receivable Menu.

Enter 1 to print an Open Invoice Listing.

Enter 2 to print an Overdue Invoice Report.

Enter 3 to print a Closed Invoice Listing.

PROMPT 2: ENTER THE MINIMUM INVOICE AGE IN DAYS ***

This PROMPT applies only to the OVERDUE INVOICE REPORT. Enter the minimum age invoice to be included in this report. Entering 60 would cause only invoices 60 days and older to appear on the report. Press RETURN without entering an age to return to PROMPT 1.

PROMPT 3: A=ALL CUSTOMERS

ENTER BEGINNING CUSTOMER

Press RETURN to return to PROMPT 1.

Enter A to print all open invoices for all customers or enter the first customer in a desired range.

PRINTING THE ACCOUNTS RECEIVABLE INVOICE LEDGER

PROMPT 4: ENTER ENDING CUSTOMER

If a beginning customer number was entered at PROMPT 3, an ending customer number must be entered here.

PROMPT 5: ENTRIES CORRECT? (Y/N) *

Enter Y to proceed to PROMPT 6.
Enter N to return to PROMPT 1.

PROMPT 6: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to PROMPT 5.
Enter 1 to print the report on the screen.
Enter 2 to print the report on the printer.

This PROMPT is bypassed if a Closed Invoice Listing with the DELETE option has been selected.

```
*****
* To delete fully paid Invoices and fully used Credit *
* Memos from the Invoice File, select a Closed Invoice *
* Listing with the Delete option. *
* *
* You have the option of deleting all closed items or *
* only those over a specified age. You may, for *
* instance, want to keep all invoices on the Invoice *
* File until they are at least 90 days old in case any *
* questions arise regarding those invoices. *
* *
* All fully paid invoices and fully used credit memos *
* will be printed on the printer and then permanently *
* deleted from the Invoice File. This procedure should *
* be performed at the end of each month. *
*****
```

** END OF A/R INVOICE LEDGER INSTRUCTIONS **

ADDING FINANCE CHARGES

This program will add finance charges to all overdue invoices on the Accounts Receivable Invoice File at the rate and period set in the Accounts Receivable Information File. A report is generated showing each overdue invoice and the finance charges added to the invoice. Totals are printed showing the amount overdue for each customer. This program should be run at the end of each month before the statements are printed.

If the General Ledger Posting Code in the Accounts Receivable Information File has been set to Y or N and the Finance Charge Income account number has been entered, the transactions to reflect this finance charge activity will automatically be posted to the CMS General Ledger.

FROM THE CMS ACCOUNTS RECEIVABLE MENU

Select Program No. 7) FINANCE CHARGE UPDATE.

PROMPT 1: LAST UPDATE ON 00/00/00
0=MENU, 1=BEGIN PROCESSING *

Enter 0 to return to the Accounts Receivable Menu.
Enter 1 to proceed.

LAST UPDATE shows the last date on which finance charges were added to overdue invoices. This program should only be run once during a billing cycle. If a finance charge update has never been processed, the LAST UPDATE ON 00/00/00 in PROMPT 1 will not be displayed.

PROMPT 2: DO YOU WANT A CUSTOMER RANGE? (Y/N) *

Enter Y to add finance charges to invoices for a specified range of customers.
Enter N to add finance charges to all overdue invoices on the Accounts Receivable Invoice File.

PROMPT 3: ENTER BEGINNING CUSTOMER *****

Enter the number of the first customer in the range.

PROMPT 4: ENTER ENDING CUSTOMER *****

Enter the number of the last customer in the range.

ADDING FINANCE CHARGES

PROMPT 5: CUSTOMER RANGE CORRECT? (Y/N) *

Enter Y to proceed.

Enter N to reset the customer range.

Finance charges will be added to all overdue invoices in the specified customer range, the Finance Charge Update Report will be printed, and if General Ledger Postings are being tracked, the necessary postings will be generated, an Audit Trail Report printed, and the postings added to the CMS General Ledger Transaction File.

** END OF A/R FINANCE CHARGE UPDATE INSTRUCTIONS **

PRINTING MONTHLY STATEMENTS

This program is used to print monthly statements for all customers with invoices on file. A special message to customers may be added at the bottom of the statement.

Statement Forms may be ordered directly from CMS Software Systems.

If you want the program to print your name and address on the statement forms, enter the address on lines 2 and 3 of the Accounts Receivable Information File. If the statement forms were ordered preprinted with your name and address, leave lines 2 and 3 of the Information File blank.

Statements may be printed in one of two formats. A summary format and a more detailed format. The summary format prints one line for each item on the Accounts Receivable Invoice File. The detailed format breaks out finance charges, allowances, and payments on separate lines. Either format may be selected.

FROM THE CMS ACCOUNTS RECEIVABLE MENU

Select Program No. 8) PRINT STATEMENTS.

PROMPT 1: LAST FINANCE CHARGE UPDATE ON 00/00/00
0=EXIT, 1=BEGIN PROCESSING *

Enter 0 to return to the Accounts Receivable Menu.
Enter 1 to proceed.

PROMPT 2: PREPARE PRINTER WITH STATEMENT FORMS
THEN PRESS RETURN *

Load printer with the statement forms and press RETURN.

PROMPT 3: 0=EXIT, A=ALL INVOICES, F=FORM ALIGNMENT
ENTER FIRST CUSTOMER NUMBER

Enter 0 to return to PROMPT 1.
Enter F to print a dummy statement for form alignment.
Enter A to print statements for all customers or
Enter the first customer number in a desired range.

PROMPT 4: ENTER LAST CUSTOMER NUMBER

If a beginning customer number was entered in PROMPT 3,
an ending customer number must be entered here.

PRINTING MONTHLY STATEMENTS

PROMPT 5: RANGE CORRECT? (Y/N) *

Enter Y to proceed.

Enter N to reset the customer range.

PROMPT 6: ENTER SPECIAL MESSAGES

One of five messages may be printed on each statement depending on the age of the oldest unpaid invoice on the customer's file. The message will print on the last line of the statement immediately below the aged totals. It is not necessary to re-enter the messages each month. The messages remain on file until they are erased or changed.

UNDER 30 - 1)
OVER 30 - 2) AGING PERIODS ARE OBTAINED FROM THE
OVER 60 - 3) ACCOUNTS RECEIVABLE INFORMATION FILE.
OVER 90 - 4)
OVER 120 - 5)

The message entered on line 1 will be printed if the oldest invoice is under 30 days. The message entered on line 5 will be printed if the oldest invoice is over 120 days.

Pressing RETURN without entering a message on lines 2 through 5 will cause the preceding message to be repeated.

Deposits, credit memos, and invoices with a Finance Charge Code of Z to indicate term payments are not considered in determining the message to be printed.

PROMPT 7: C=CANCEL, D=DETAIL, S=SUMMARY OR
ENTER ANY MESSAGE LINE TO CHANGE *

Enter C to cancel this operation and return to PROMPT 3.
Enter D to print the detail statement format.
Enter S to print the summary statement format.

** END OF STATEMENT PRINT INSTRUCTIONS **

PRINTING THE G/L POSTINGS JOURNAL

The G/L POSTINGS JOURNAL is an important link in the Audit Trail. It is automatically maintained by the CMS Accounts Receivable program if a General Ledger Posting Code of Y or N has been selected in the Accounts Receivable Information File. You must also enter a Y in LINE 7 of the Accounts Receivable Information File.

The G/L POSTINGS JOURNAL contains a detailed account by date of all activity which created postings to the General Ledger. The entire Journal or only a selected date range may be printed at any time either to the screen or to the printer.

The G/L POSTINGS JOURNAL should be erased at the end of each month to allow maximum space on the Accounts Receivable data disk for Invoices and Customers.

FROM THE CMS ACCOUNTS RECEIVABLE MENU

Select Program No. 5) G/L POSTINGS JOURNAL.

STEP 0: ENTER OPERATION CODE

PROMPT 1: 0=MENU, A=ALL, E=ERASE
ENTER BEGINNING DATE: *****

Enter 0 to return to the Accounts Receivable Menu.
Enter A to print the entire Journal or
Enter the beginning date in a selected date range
Press F2 to only print entries for the current date.
Enter E to erase the Journal and proceed to STEP 2.

STEP 1: PRINT THE JOURNAL

PROMPT 1: ENDING DATE *****

If a beginning date was entered in STEP 0,
an ending date must be entered here.

PROMPT 3: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to PROMPT 2.
Enter 1 to print the Journal on the screen.
Enter 2 to print the Journal on the printer.

PRINTING THE G/L POSTINGS JOURNAL

At any time while the Journal is printing, you may press RETURN to temporarily halt the report. You must then press C to continue the report or else press S to stop the report.

STEP 2: ERASE THE JOURNAL

PROMPT 1: ERASE THE JOURNAL? (Y/N) *

Enter N to return to STEP 0.
Enter Y to erase the Journal.

The G/L POSTINGS JOURNAL should be erased at the end of each month to allow maximum space on the data disk for Customers and Invoices. Remember to print a copy of the Journal for your records before erasing the file.

** END OF G/L POSTINGS JOURNAL INSTRUCTIONS **

PRINTING THE SALES/CASH RECEIPTS JOURNAL

The Sales/Cash Receipts Journal contains a detailed account by invoice number and date of each invoice entered or deleted. The entire Journal or only a selected date range may be printed at any time either to the screen or to the printer.

To invoke the Sales/Cash Receipts Journal, enter a Y in LINE 8 of the Accounts Receivable Information File.

FROM THE CMS ACCOUNTS RECEIVABLE MENU

Select Program No. 6) SALES/CASH RECEIPTS JOURNAL.

STEP 0: SALES/CASH RECEIPTS JOURNAL

PROMPT 1: 0=MENU, A=ALL, E=ERASE
ENTER BEGINNING DATE *****

Enter 0 to return to the Accounts Receivable Menu.
Enter A to print the entire Journal or
Enter the beginning date in a desired date range.
Press F2 to set the current date as the date range.
Enter E to erase the Journal and proceed to STEP 2.

STEP 1: PRINT THE SALES JOURNAL

PROMPT 1: ENDING DATE *****

If a beginning date was entered in STEP 0, an ending date must be entered here.

PROMPT 2: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to STEP 0.
Enter 1 to print the Journal on the screen.
Enter 2 to print the Journal on the printer.

At any time while the Journal is printing, you may press RETURN to halt the report. You must then press C to continue the report or else press S to stop the report.

PRINTING THE SALES/CASH RECEIPTS JOURNAL

STEP 2: ERASE THE SALES/CASH RECEIPTS JOURNAL

PROMPT 1: ERASE SALES/CASH RECEIPTS JOURNAL? (Y/N) *

Enter N to return to STEP 0.

Enter Y to erase the Sales/Cash Receipts Journal.

The Sales/Cash Receipts Journal should be erased at the end of each month to provide maximum space on the Accounts Receivable data disk for Customers and Invoices.

** END OF SALES/CASH RECEIPTS JOURNAL INSTRUCTIONS **

** END OF ACCOUNTS RECEIVABLE INSTRUCTIONS **

CMS ACCOUNTING SYSTEM

ACCOUNTS PAYABLE

USER GUIDE

CMS ACCOUNTS PAYABLE PROGRAM MENU

0=System Menu

Enter Program Number **

- 1) Invoice Entry / Delete**
- 2) Invoice Payment**

- 3) Invoice Ledger**
- 4) G/L Postings Journal**
- 5) Purchases Journal**
- 6) Check Register**

- 7) Job Costing**
- 8) A/P Information Files**
- 9) Vendor File**

- 10) File Utilities**

COPYRIGHT (C) 1985 BY CMS SOFTWARE SYSTEMS, INC.
2204 CAMP DAVID * MESQUITE, TX 75149

THIS MANUAL MAY NOT BE REPRODUCED, IN WHOLE OR PART,
WITHOUT PRIOR WRITTEN PERMISSION FROM
CMS SOFTWARE SYSTEMS, INC.

ACCOUNTS PAYABLE TABLE OF CONTENTS

ACCOUNTS PAYABLE OVERVIEW	
INVOICE ENTRY / DELETE	PAGE 3.1
INVOICE PAYMENT	PAGE 3.1
INVOICE LEDGER	PAGE 3.1
G/L POSTINGS JOURNAL	PAGE 3.1
PURCHASES JOURNAL	PAGE 3.1
CHECK REGISTER	PAGE 3.1
JOB COSTING	PAGE 3.2
ACCOUNTS PAYABLE INFORMATION FILE	PAGE 3.2
VENDOR FILE	PAGE 3.2
FILE UTILITIES	PAGE 3.2
GETTING STARTED	
SETTING UP THE A/P INFORMATION FILE	PAGE 3.3
INITIALIZING THE A/P DATA DISK	PAGE 3.8
SETTING UP THE VENDOR FILE	PAGE 3.12
SETTING UP THE JOB FILE	PAGE 3.16
THE ACCOUNTS PAYABLE PROCESSING CYCLE	PAGE 3.11
THE ACCOUNTS PAYABLE VENDOR FILE	
ADDING A NEW VENDOR RECORD	PAGE 3.12
REVIEWING A VENDOR RECORD	PAGE 3.14
DELETING A VENDOR RECORD	PAGE 3.14
PRINTING THE VENDOR FILE	PAGE 3.14
MOVE PURCHASE TOTALS AT YEAR END	PAGE 3.15
THE ACCOUNTS PAYABLE JOB FILE	
ADDING A NEW JOB	PAGE 3.16
REVIEWING A JOB	PAGE 3.17
PRINTING THE JOB FILE	PAGE 3.18
DELETING A JOB	PAGE 3.19
ENTERING JOB ACTIVITY	
ADDING A NEW TRANSACTION	PAGE 3.20
ADDING A NEW TRANSACTION (INVOICE ENTRY)	PAGE 3.28
CHANGE OR REVIEW A TRANSACTION	PAGE 3.21
PRINTING THE JOB TRANSACTION FILE	PAGE 3.22
DELETING A TRANSACTION	PAGE 3.23
THE ACCOUNTS PAYABLE INVOICE FILE	
ENTERING AN INVOICE OR CREDIT MEMO	PAGE 3.24
ENTERING A PREPAID INVOICE	PAGE 3.25
DISTRIBUTING TO THE GENERAL LEDGER	PAGE 3.27
DISTRIBUTING TO THE JOB FILE	PAGE 3.28
DELETING AN INVOICE OR CREDIT MEMO	PAGE 3.29
PAYING AN INVOICE	
PAYING BY INVOICE NUMBER	PAGE 3.30
PAYING BY VENDOR RANGE	PAGE 3.31
CANCELING A PAYMENT	PAGE 3.33

ACCOUNTS PAYABLE TABLE OF CONTENTS

THE CHECK REGISTER	
PRINTING THE CHECK REGISTER	PAGE 3.34
PRINTING CHECKS	PAGE 3.35
CHANGING A CHECK NUMBER	PAGE 3.36
ERASING THE CHECK REGISTER	PAGE 3.37
PRINTING THE ACCOUNTS PAYABLE INVOICE FILE	
OPEN INVOICE LISTING	PAGE 3.38
CASH REQUIREMENTS ANALYSIS	PAGE 3.38
CLOSED INVOICE LISTING	PAGE 3.38
DELETING CLOSED INVOICES	PAGE 3.39
PRINTING THE G/L POSTINGS JOURNAL	PAGE 3.40
PRINTING THE PURCHASES JOURNAL	PAGE 3.42
MAINTAINING THE A/P INFORMATION FILE	PAGE 3.3
FILE UTILITIES	
INITIALIZING THE ACCOUNTS PAYABLE FILES	PAGE 3.8
BACKING UP THE ACCOUNTS PAYABLE FILES	PAGE 3.9
REBUILDING THE KEY FILE	PAGE 3.10

ACCOUNTS PAYABLE OVERVIEW

The CMS Accounts Payable program may be set up to stand alone or to automatically update the CMS General Ledger. Full invoice tracking is maintained from invoice entry to invoice payment. Invoices and credit memos are both allowed. A detailed Audit Trail is maintained for all entries. Reports may be printed either to the screen or to the printer. Check printing with full voucher detail is an option. No knowledge of accounting is required to operate the CMS Accounts Payable program.

INVOICE ENTRY:

Each invoice or credit memo may be distributed to as many as nine different General Ledger accounts and to as many as fifteen different jobs. Prepaid as well as unpaid invoices may be entered. Term discounts may be indicated. Invoice entry is fast and simple.

INVOICE PAYMENT:

Payments may be made by invoice number or by vendor range. A date range may also be selected. Full or partial payments may be made, credit memos automatically applied, and term discounts automatically taken. Up to thirteen invoices may be paid with a single check. A Check Register is maintained showing all checks and the invoices paid by each check.

INVOICE LEDGER:

Open Invoice, Closed Invoice, and Cash Requirements Analysis reports may be generated for any vendor or range of vendors. Aging periods of 30/60/90 or any other range may be set by the user. Fully paid invoices may be deleted from the Invoice File.

GENERAL LEDGER POSTINGS JOURNAL:

This is a detailed record of all activity which created postings to the General Ledger and is a vital part of the Audit Trail. Entries are made automatically during processing.

PURCHASES JOURNAL:

This is an optional journal detailing each purchase by invoice number and date with daily subtotals.

CHECK REGISTER:

A Check Register may be printed for any check or range of checks at any time. If desired, actual checks may be printed using standard check forms.

ACCOUNTS PAYABLE OVERVIEW

JOB COSTING:

Each invoice may be automatically distributed to as many as fifteen different jobs during invoice entry. The Job Costing program prints job reports showing estimated cost, cost to date, a detailed purchase record of all items purchased for each job by date and invoice number, and other related information on each job. Job data may also be entered through this program rather than through the Invoice Entry program. Job Costing may be used without Accounts Payable if desired.

THE VENDOR FILE:

A record is maintained for each vendor containing the name, address, telephone number, last purchase date, last payment date, current balance, and other desired information. This information is automatically updated during processing.

ACCOUNTS PAYABLE INFORMATION FILE:

The information file contains the company name, date, password, aging periods, and other information used by the program.

FILE UTILITIES:

This program is used for initializing and backing up the Accounts Payable files.

** END OF ACCOUNTS PAYABLE OVERVIEW **

THE ACCOUNTS PAYABLE INFORMATION FILE

The Accounts Payable Information File contains information required by the Accounts Payable program in order to function properly. It also contains the General Ledger account numbers necessary to integrate the Accounts Payable program with the CMS General Ledger. The Accounts Payable Information File must be set up before any Accounts Payable processing may take place.

FROM THE CMS ACCOUNTS PAYABLE MENU

Select Program No. 8) A/P INFORMATION FILE

PROMPT 1 0=MENU, G=GENERAL LEDGER ACCTS, P=PRINT
ENTER FIELD TO CHANGE *

Enter 0 to return to the Accounts Payable Menu.
Enter G to review or change the General Ledger Accounts and proceed to STEP 2.
Enter P to print the contents of the Accounts Payable Information File on the printer.
Enter the number of any line you wish to change.

LINE 1) COMPANY NAME

Enter the Company Name to appear on all Accounts Payable reports.

LINE 2) TODAY'S DATE

Enter the Date to appear on all Accounts Payable reports.

LINE 3) COLOR CODES

Enter the codes for the desired screen and text colors from the choices shown at the bottom of the screen. Enter the text color first, followed by a slash (/), followed by the screen color. For example, to display yellow text on a dark blue screen, enter 8/7. Pressing RETURN without an entry will default to this combination.

THE ACCOUNTS PAYABLE INFORMATION FILE

LINE 4) ACCOUNTS PAYABLE PASSWORD

The password is a four character code that must be entered in order to gain access to password protected Accounts Payable modules. It may consist of any four characters that can be entered from the keyboard, either shifted or unshifted. If the password begins with a shifted letter, it will not be displayed on the screen as it is typed in. You must remember what you use or you will not be able to re-enter protected modules. If no password is required, just press RETURN.

If you enter a password, you will then be asked to indicate which of the Accounts Payable modules are to be password protected. Enter Y to protect a particular module or N to leave a module unprotected. When a protected module is selected from the Accounts Payable Menu, the password must be entered before access to that module will be allowed.

LINE 5) G/L POSTING CODE

Enter X if the Accounts Payable program is to stand alone and no General Ledger postings are to be generated.

Enter N if General Ledger postings are to be tracked and printed but not posted to the CMS General Ledger.

Enter Y if the Accounts Payable program is to be fully integrated with the CMS General Ledger and all General Ledger postings created during Accounts Payable processing are to be automatically posted to the CMS General Ledger.

LINE 6) LAST CHECK NUMBER

Enter the number of the last Accounts Payable check written. This number is automatically updated during processing.

LINE 7) POSTING JOURNAL

Enter Y if a journal is to be kept of all General Ledger postings generated by the Accounts Payable program. This is a vital link in the Audit Trail and should be kept if a General Ledger Posting Code of Y or N was entered in LINE 5.

Enter N if no journal is to be kept or if a General Ledger Posting Code of X was entered in LINE 5.

THE ACCOUNTS PAYABLE INFORMATION FILE

LINE 8) PURCHASES JOURNAL

The Purchases Journal is a detailed record by date of all Invoices entered or deleted.

Enter Y if a Purchases Journal is to be kept.
Enter N if no Purchases Journal is required.

LINE 9) AGING PERIODS

Enter 306090 or any other periods for your Invoice Aging Reports.

LINE 10) PRINTER EXPANSION CODE

If you want your report headings to print in expanded print, enter the expanded print code for your particular printer.

LINE 11) PRINTER NORMAL CODE

If you entered an expansion code in LINE 10 above, you must enter here the code that returns your printer to it's normal print mode.

LINE 12) PRINTER DEVICE NUMBER

Enter 4 or 5. Most printers are factory preset to device 4.

LINE 13) ADD LINE FEED

Enter Y if your reports are printing each line on top of the previous line.

Enter N if your reports are printing normally or if your reports are double spacing.

Check this by printing the Information File.

LINE 14) LINES PER PAGE

Enter 66 for USA standard 8.5 X 11 inch paper. For other sizes, measure vertically in inches and multiply by 6.

THE ACCOUNTS PAYABLE INFORMATION FILE

LINE 15) MONETARY SYMBOL

Enter a \$ or other symbol for the money being used.

LINE 16) DATA DRIVE CODE

The data drive code tells the program where to look for the data files. There are four possible configurations as shown below.

ONE SINGLE DISK DRIVE: (CODE 80)

If you have only a single disk drive, enter 80 as the data drive code. The program will ask you to remove the program disk and insert the data disk whenever it is required.

TWO SINGLE DISK DRIVES: (CODE 90)

If you are using two single disk drives, enter 90 as the data drive code. The data drive must be setup as unit 9.

ONE DUAL DISK DRIVE: (CODE 81)

If you have a dual disk drive, enter 81 as the data drive code. The program disk goes in drive 0 and the data disk goes in drive 1.

SAME DISK: (CODE SD)

Use SD as a data drive code if you want the data to be stored on the program disk. This would normally be if you are using a large single disk drive such as a hard disk.

STEP 2: ENTERING THE GENERAL LEDGER ACCOUNTS

If an X is entered in LINE 5 to indicate that no General Ledger postings are to be generated, no account numbers need to be entered here.

Five General Ledger account numbers are required by the Accounts Payable program in order to generate the necessary General Ledger postings during Accounts Payable processing.

You must enter the CASH and ACCOUNTS PAYABLE account numbers but the DISCOUNTS TAKEN, FREIGHT IN, and TAX ON PURCHASES account numbers are optional depending upon your particular business. If for instance, all your purchases are non taxable, you would not need to enter a TAX ON PURCHASES account number.

THE ACCOUNTS PAYABLE INFORMATION FILE

No cross checking with the General Ledger is possible so it is your responsibility to make sure that the account numbers entered actually exist on the General Ledger Account File.

It is best to wait until the General Ledger Chart of Accounts has been established before entering these account numbers.

** END OF A/P INFORMATION FILE INSTRUCTIONS **

ACCOUNTS PAYABLE FILE UTILITIES

The Accounts Payable File Utilities program contains three utilities to aid you in initializing, backing up, and maintaining the Accounts Payable Files.

Small companies may be able to store the data from all four accounting modules on the same data disk. Larger companies may need to have a separate data disk for each module. Still larger companies may need to have more than one data disk for each module. The CMS Accounting System is designed to support any of these data disk configurations.

INITIALIZE FILES:

This procedure must be performed once on each data disk. It creates the Accounts Payable files and makes them ready to receive data. Use the F (FORMAT) option on new disks and on data disks that contain only Accounts Payable files. Use the I (INITIALIZE ONLY) option if the disk also contains data files from other CMS modules such as General Ledger, Accounts Receivable, or Payroll which have already been initialized.

BACKUP DATA FILES:

Data files should be backed up regularly. The frequency depends entirely upon how much data you are willing to re-enter after you spill coffee on your data disk. You may elect to condense the files during the backup procedure. This will reduce the size of the files by the number of deleted records contained in the files. It is usually not necessary unless you are running short on disk space but it never hurts. If you do elect to condense the files, you would then use the backup data disk with the condensed files as your new primary data disk.

REBUILD KEY FILES:

If a problem occurs during processing such as a hardware or power failure, the data files may not be properly closed. If this happens, you will see a REBUILD KEY FILE error message flash the next time you try to access your Accounts Payable files. This utility will correct that problem.

FROM THE CMS ACCOUNTS PAYABLE MENU

Select Program No. 10) FILE UTILITIES

ACCOUNTS PAYABLE FILE UTILITIES

STEP 0: FILE UTILITIES

PROMPT 1 0=MENU, ENTER UTILITY NUMBER *

- Enter 0 to return to the Accounts Payable Menu.
- Enter 1 to initialize the Accounts Payable Files and proceed to STEP 1.
- Enter 2 to backup the Accounts Payable Files and proceed to STEP 2.
- Enter 3 to rebuild the Accounts Payable Key File and proceed to STEP 3.

STEP 1: INITIALIZE THE ACCOUNTS PAYABLE FILES

PROMPT 1: INSERT NEW ACCOUNTS PAYABLE DATA DISK AND PRESS RETURN *

At this point, you should have a good quality data disk labeled and ready to insert into the data drive.

PROMPT 2: FORMAT AND INITIALIZE OR INITIALIZE ONLY *

- Enter F if this is a new disk or if it contains no other data pertaining to the CMS Accounting System. All information on the data disk will be lost.
- Enter I if this disk contains other CMS Accounting System files such as Accounts Receivable, General Ledger, or Payroll which have already been initialized on this data disk.

PROMPT 3: ALL INFORMATION ON DATA DISK WILL BE LOST
ENTER FORMAT TO PROCEED *****

This PROMPT is bypassed if you selected I in PROMPT 2 above.

Enter FORMAT (all capitals) to proceed.
Any other response will return you to STEP 0.

* If you are using a single disk drive, you will be *
* requested to insert the Accounts Payable program *
* disk and then reinsert the data disk during the file *
* initialization procedure. *

ACCOUNTS PAYABLE FILE UTILITIES

STEP 2: BACKUP THE ACCOUNTS PAYABLE FILES

The steps required for initializing a data disk are performed first. See STEP 1 instructions.

PROMPT 1: CONDENSE FILES? (Y/N) *

Enter Y to condense the data files during backup.
Enter N to backup the files as they are.

The data files will be copied onto the backup data disk. If you are using a single disk drive, you will be required to swap disks several times between the data disk and backup data disk.

The time required for this procedure depends upon the amount of data being copied and the type of disk drives being used.

STEP 3: REBUILD GENERAL LEDGER KEY FILE

Automatic utility. Requires no operator assistance.

** END OF A/P FILE UTILITIES INSTRUCTIONS **

ACCOUNTS PAYABLE PROCESSING CYCLE

The Accounts Payable Processing Cycle may vary from user to user depending upon how the system is being used in different installations. All the steps shown below may not be required in every installation.

DAILY PROCESSING CYCLE

- 1) Enter any new vendors into the Vendor File.
- 2) Enter any new Jobs into the Job File.
- 3) Enter new invoices through Invoice Entry.
- 4) Enter new Job Transactions through Job Costing if not entered through Invoice Entry.
- 5) Print the Cash Requirements Analysis Report.
- 6) Pay any desired invoices through Invoice Payment.
- 7) Print the Check Register.
- 8) Print checks if desired.
- 9) Print the daily Purchases Journal.
- 10) Print the daily Accounts Payable Journal.
- 11) Print any desired Aging Reports.
- 12) Store all reports for future reference.

END OF MONTH PROCESSING CYCLE

- 1) Print and erase the Purchases Journal.
- 2) Print and erase the G/L Postings Journal.
- 3) Print any desired Aging Reports.
- 4) Print a Closed Invoice Listing to delete the fully paid invoices from the Invoice File.
- 5) Store all reports for future reference.

**** END OF ACCOUNTS PAYABLE PROCESSING CYCLE ****

THE ACCOUNTS PAYABLE VENDOR FILE

The Vendor File program is used to set up and maintain the ACCOUNTS PAYABLE VENDOR FILE. The Vendor File must be set up before any Accounts Payable processing can be done. The Vendor File may be printed at any time either to the screen or to the printer.

Two numbers are displayed in the upper right corner of the screen. The first number represents the number of Vendors on file. The second number shows how many more Vendors may be added to the file.

FROM THE CMS ACCOUNTS PAYABLE MENU

Select Program No. 9) VENDOR FILE

STEP 0: ACCOUNTS PAYABLE VENDOR FILE

PROMPT 1: 0=MENU, 1=ADD, 2=CHANGE, 3=PRINT, 4=YEAR END
ENTER OPERATION CODE *

Enter 0 to return to the ACCOUNTS PAYABLE MENU.

Enter 1 to add a record and proceed to STEP 1.

Enter 2 to change or delete a record already on file
and proceed to STEP 2.

Enter 3 to print a Vendor List or Vendor Activity Report
and proceed to STEP 3.

Enter 4 to move purchase totals at year end
and proceed to STEP 4.

STEP 1: ADD A NEW VENDOR

PROMPT 1: ENTER VENDOR NUMBER

The Vendor number may be from 1 to 6 alphanumeric characters. ALL VENDOR NUMBERS MUST BE THE SAME LENGTH IN ORDER FOR THE REPORTS TO PRINT IN CORRECT NUMBER ORDER. Press RETURN without entering a Vendor number to return to STEP 0.

Example: Southern Electric may be entered as S001
Dealers Supply Co. may be entered as D001

OR

Southern Electric may be entered as 00001
Dealers Supply Co. may be entered as 00002

THE ACCOUNTS PAYABLE VENDOR FILE

LINE 1 THROUGH 4: NAME AND ADDRESS

Enter the Vendor's name and address.

LINE 5: TELEPHONE NUMBER

Enter the Vendor's telephone number. Seven and ten digit numbers will be automatically reformatted.

LINE 6: DEBIT ACCOUNT NO.

Enter the General Ledger Expense Account Number normally associated with this Vendor. For example, Office Supply Company purchases may be automatically charged to the General Ledger Office Expense Account. THIS PROMPT MAY ONLY BE USED IF A GENERAL LEDGER POSTING CODE OF Y OR N HAS BEEN ENTERED IN THE ACCOUNTS PAYABLE INFORMATION FILE.

LINE 7: LAST PURCHASE DATE

Enter the date of the last purchase by this vendor. This date is updated automatically during processing.

LINE 8: LAST PAYMENT DATE

Enter the date of the last payment received from this vendor. This date is updated automatically during processing.

LINE 9: PURCHASED LAST YEAR

Enter the total amount purchased from this Vendor in the preceding year.

LINE 10: PURCHASED THIS YEAR

Enter the total amount purchased and already paid for from this Vendor this year. Do not include amounts from invoices not yet paid. Those amounts will be automatically added to this total as the invoices are entered.

THE ACCOUNTS PAYABLE VENDOR FILE

LINE 11: ACCOUNT BALANCE

The Account Balance is maintained automatically as invoices are entered and paid. It may be accessed if necessary by entering a \$.

PROMPT 2: 0=SAVE, D=DELETE
ENTER FIELD TO CHANGE *

Enter 0 to save the record
Enter D to delete the record.
Enter the number of any line you wish to change.
Enter \$ to access LINE 11.

After the record is saved or deleted, the program will return to STEP 1.

STEP 2: CHANGE OR DELETE A RECORD

PROMPT 1: ENTER VENDOR NUMBER

Enter the Vendor number of the record to change or delete.
Press RETURN without entering a Vendor number to return to STEP 0.

PROMPT 2: 0=SAVE, D=DELETE, R=READ NEXT RECORD
ENTER FIELD TO CHANGE *

Enter 0 to save the record.
Enter D to delete the record. After D is entered, the delete code (DEL) must be entered.
Enter R to go to the next vendor record. Any changes made to the current record will be automatically saved before the next record is read.
Enter the line number of the field to change.
Enter \$ to access LINE 11.

STEP 3: PRINT VENDOR LIST OR ACTIVITY REPORT

PROMPT 1: 0=EXIT, 1=VENDOR LIST, 2=ACTIVITY
ENTER REPORT TYPE *

Enter 0 to return to STEP 0.
Enter 1 to print the Vendor List.
Enter 2 to print the Activity Report.

THE ACCOUNTS PAYABLE VENDOR FILE

PROMPT 2: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to PROMPT 1.

Enter 1 to print the report on the screen.

Enter 2 to print the report on the printer.

PROMPT 3: ENTER VENDOR NUMBER TO BEGIN *****

Press RETURN to begin with the first vendor.

Enter the number of the vendor with which to begin the report. It is not necessary to enter the entire vendor number. To start with the first vendor whose number begins with a 6, enter 6 and press RETURN.

At any time while the report is printing, you may press RETURN to halt the report. You must then press C to continue the report or press S to stop the report.

STEP 4: YEAR END (MOVE PURCHASE TOTALS)

The PURCHASED THIS YEAR totals for all Vendors on file will be moved to the PURCHASED LAST YEAR field and the PURCHASED THIS YEAR field will be set to zero. THIS PROCEDURE SHOULD BE INITIATED ONLY AT THE CLOSE OF THE BUSINESS FISCAL YEAR.

** END OF ACCOUNTS PAYABLE VENDOR FILE INSTRUCTIONS **

THE ACCOUNTS PAYABLE JOB FILE

The Job File program is used to set up and maintain the ACCOUNTS PAYABLE JOB FILE. The Job File contains a list of all currently active Jobs. Each Job must be entered into the Job File before any activity may be posted to it. The Job File may be printed at any time either to the screen or to the printer.

Although the Job Costing function has been designed to interact with Accounts Payable, it is not necessary to use Accounts Payable in order to use Job Costing. Nor is it necessary to use Job Costing in order to use Accounts Payable. If no Jobs are entered into the Job File, the Accounts Payable user will never know Job Costing exists. Either function may be used alone or in conjunction with the other.

FROM THE CMS ACCOUNTS PAYABLE MENU

Select Program No. 7) JOB COSTING

STEP 0: ACCOUNTS PAYABLE JOB COSTING

PROMPT 1: 0=MENU, ENTER OPERATION CODE *

Enter 0 to return to the Accounts Payable Menu.
Enter 1 to access the Job File.
Enter 2 to access the Job Activity File.
(See next section for Job Activity).

PROMPT 2: 0=EXIT, 1=ADD, 2=CHANGE, 3=PRINT, 4=DELETE
ENTER OPERATION CODE *

Enter 0 to return to PROMPT 1.
Enter 1 to add a Job and proceed to STEP 1.
Enter 2 to change a Job and proceed to STEP 2.
Enter 3 to print a Job List and proceed to STEP 3.
Enter 4 to delete a Job and proceed to STEP 4.

STEP 1: ADD A NEW JOB

PROMPT 1: ENTER JOB NUMBER

The Job Number may be from 1 to 10 alphanumeric characters. ALL JOB NUMBERS MUST BE THE SAME LENGTH IN ORDER FOR THE REPORTS TO PRINT IN CORRECT NUMBER ORDER. Press RETURN without entering a Job Number to return to STEP 0.

THE ACCOUNTS PAYABLE JOB FILE

LINE 1 THROUGH 4: NAME AND ADDRESS

Enter the Job name and address.

LINE 5: TELEPHONE NUMBER

Enter the Job telephone number. Seven and ten digit numbers will be automatically reformatted.

LINE 6: START DATE

Enter the estimated starting date for this Job.

LINE 7: COMPLETION DATE

Enter the estimated completion date for this Job.

LINE 8: ESTIMATED COST

Enter the estimated cost for this Job.

LINE 9: COST TO DATE

The Cost To Date is maintained automatically by the system as Job Activity Transactions are entered.

PROMPT 2: 0=SAVE, C=CANCEL
ENTER LINE TO CHANGE *

Enter 0 to add this Job to the Job File or
Enter the number of any line to change.
Enter \$ to change the Cost To Date in line 9.

STEP 2: CHANGE A JOB RECORD

PROMPT 1: ENTER JOB NUMBER

Enter 0 to return to STEP 0.
Enter the number of the Job to change or review.

THE ACCOUNTS PAYABLE JOB FILE

PROMPT 2: 0=SAVE, R=READ NEXT RECORD
ENTER LINE TO CHANGE *

Enter 0 to rewrite this record to the disk.
Enter R to read the next record on the file.
Any changes made to the current record will be
saved before the next record is read.
Enter the number of any line to change.

STEP 3: PRINT THE JOB FILE

PROMPT 1: FINANCIAL INFORMATION ONLY? (Y/N) *

Enter Y to include only financial information.
Enter N to also include the Job address.

PROMPT 2: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to STEP 0.
Enter 1 to print to the screen.
Enter 2 to print to the printer.

PROMPT 3: A=ALL, ENTER BEGINNING JOB NUMBER

Enter A to begin with the first Job on the file or
Enter the Job Number with which to begin the report.
Press RETURN to return to STEP 0.

It is not necessary to enter a complete Job Number.
Enter 3 to begin the report with the first Job Number
starting with a 3. Enter tex to begin the report with
the first Job Number starting with tex.

PROMPT 4: ENTER ENDING JOB NUMBER

If a beginning Job Number was entered at PROMPT 3 above,
an ending Job Number must be entered here.
Press RETURN without entering a Job Number to return
to PROMPT 3.

THE ACCOUNTS PAYABLE JOB FILE

PROMPT 5: CORRECT JOB RANGE? (Y/N) *

Enter Y to begin printing the report.
Enter N to return to PROMPT 3.

At any time while the report is printing, you may press RETURN to halt the report. You must then press C to continue the report or else press S to stop the report.

STEP 4: DELETE A JOB

PROMPT 1: ENTER JOB NUMBER

Enter the number of the Job to delete.
Press RETURN to return to:STEP 0.

PROMPT 2: 0=EXIT, D=DELETE THIS JOB *

Enter 0 to return to PROMPT 1.
Enter D if the Job being displayed on the screen is the correct Job to delete.

PROMPT 3: ENTER DELETE CODE ***

Enter DEL (all capitals) to delete the Job.
Any other response will return to PROMPT 1.

All activity transactions associated with this Job will also be deleted from the Job Activity File.

** END OF JOB FILE INSTRUCTIONS **

ENTERING JOB ACTIVITY

Job Transactions may be entered in one of two ways. The first is through INVOICE ENTRY. The second is through JOB COSTING. Job Transactions may be entered through INVOICE ENTRY by distributing each invoice to as many as fifteen different Jobs when it is entered. This method works well if you are using Accounts Payable and materials are always purchased for a particular Job and can be allocated to that Job at the time the invoice is being entered.

Job Transactions may also be entered directly through the JOB COSTING program. This method is best if you are not using Accounts Payable or you do not always know at the time materials are purchased, to which Job they may be allocated.

It is not necessary to limit yourself to one Job Transaction entry method. Both methods of entry may be used.

FROM THE CMS ACCOUNTS PAYABLE MENU

Select Program No. 7) JOB COSTING

STEP 0: ACCOUNTS PAYABLE JOB COSTING

PROMPT 1: 0=MENU, ENTER OPERATION CODE *

Enter 0 to return to the Accounts Payable Menu.

Enter 1 to access the Job File.

See previous section on entering Jobs.

Enter 2 to access the Job Activity File.

PROMPT 2: 0=EXIT, 1=ADD, 2=CHANGE, 3=PRINT, 4=DELETE
ENTER OPERATION CODE *

Enter 0 to return to PROMPT 1.

Enter 1 to add a Transaction and proceed to STEP 1.

Enter 2 to change a Transaction and proceed to STEP 2.

Enter 3 to print an Activity List and proceed to STEP 3.

Enter 4 to delete a Transaction and proceed to STEP 4.

STEP 1: ENTER A JOB TRANSACTION

PROMPT 1: ENTER JOB NUMBER

Enter the Job number. A Job must have previously been

ENTERING JOB ACTIVITY

entered into the Job File before any transactions for that Job may be entered. Press RETURN without entering a Job Number to return to STEP 0.

PROMPT 2: ENTER VENDOR NAME

Enter the Vendor Code if the Vendor is on the Accounts Payable Vendor File. Otherwise enter the Vendor name.

PROMPT 3: ENTER INVOICE NUMBER

Enter the number of the invoice on which these materials were purchased. Press RETURN if the invoice number is unknown.

PROMPT 4: ENTER INVOICE DATE

Enter the date on which these materials were purchased. Press RETURN for the current date.

PROMPT 5: ENTER DESCRIPTION

Enter a description of the materials purchased.

PROMPT 6: ENTER AMOUNT

Enter the cost of the materials.

PROMPT 7: 0=SAVE, C=CANCEL ENTER LINE TO CHANGE *

Enter 0 to add this Transaction to the File or
Enter the number of any line to change.

STEP 2: CHANGE A JOB TRANSACTION

PROMPT 1: ENTER JOB NUMBER

Enter 0 to return to STEP 0.
Enter the number of the Job to which this transaction
was assigned.

ENTERING JOB ACTIVITY

PROMPT 2: 0=SAVE, R=READ NEXT RECORD
ENTER LINE TO CHANGE *

Enter 0 to rewrite this record to the disk.
Enter R to read the next record on the file.
Any changes made to the current record will be
saved before the next record is read.
Enter the number of any line to change.

STEP 3: PRINT THE JOB TRANSACTION FILE

PROMPT 1: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to STEP 0.
Enter 1 to print to the screen.
Enter 2 to print to the printer.

PROMPT 2: A=ALL, ENTER BEGINNING JOB NUMBER

Enter A to begin with the first Job on the file or
Enter the Job Number with which to begin the report.
Press RETURN to return to STEP 0.

It is not necessary to enter a complete Job Number.
Enter 3 to begin the report with the first Job Number
starting with a 3. Enter tex to begin the report with
the first Job Number starting with tex.

PROMPT 3: ENTER ENDING JOB NUMBER

If a beginning Job Number was entered at PROMPT 2 above,
an ending Job Number must be entered here.
Press RETURN without entering a Job Number to return
to PROMPT 2.

PROMPT 4: CORRECT JOB RANGE? (Y/N) *

Enter Y to begin printing the report.
Enter N to return to PROMPT 2.

At any time while the report is printing, you may press
RETURN to halt the report. You must then press C to
continue the report or else press S to stop the report.

ENTERING JOB ACTIVITY

STEP 4: DELETE A JOB TRANSACTION

PROMPT 1: ENTER JOB NUMBER

Enter the number of the Job to to which this transaction was assigned. Press RETURN to return to STEP 0.

PROMPT 2: ENTER INVOICE DATE

Enter the invoice date assigned to this transaction. Press RETURN for the current date.

PROMPT 3: 0=EXIT, D=DELETE, R=READ NEXT RECORD *

Enter 0 to cancel this operation and return to STEP 0.
Enter D to delete the Job Transaction displayed on the screen.

Enter R to read the next Transaction for this Job.

There may be many transactions entered for the same Job on the same date. Use the READ NEXT RECORD command to step through all the transactions for that date until the desired transaction is located.

PROMPT 3: ENTER DELETE CODE ***

Enter DEL (all capitals) to delete the transaction. Any other response will return to PROMPT 1.

** END OF JOB TRANSACTION FILE INSTRUCTIONS **

ACCOUNTS PAYABLE INVOICE ENTRY INSTRUCTIONS

It is necessary to set up the Vendor File before Invoices may be entered.

Each Invoice may be distributed to as many as nine General Ledger expense accounts and to as many as fifteen Jobs. Invoices, Credit Memos, prepaid Invoices, check numbers, term discounts, freight charges, and taxes may all be entered.

If General Ledger postings are being tracked, an Audit Trail Report will be printed showing all General Ledger postings generated.

FROM THE CMS ACCOUNTS PAYABLE MENU

Select Program No. 1) INVOICE ENTRY

STEP 0: ACCOUNTS PAYABLE INVOICE ENTRY

PROMPT 1: 0=MENU, ENTER OPERATION CODE *

Enter 0 to return to the ACCOUNTS PAYABLE MENU.
Enter 1 to enter an Invoice and proceed to STEP 1.
Enter 2 to delete an Invoice and proceed to STEP 2.
Enter 3 to modify an Invoice and proceed to STEP 3.
Enter 4 to use different Cash and/or Accounts Payable Account numbers from those entered into the Accounts Payable Information File.
Enter 5 to use a different department from the one currently being used.

STEP 1: ACCOUNTS PAYABLE INVOICE ENTRY

PROMPT 1: ENTER VENDOR NUMBER

Enter the Vendor number for this invoice.

PROMPT 2: 1=INVOICE, 2=CREDIT MEMO

Enter the type code for this Invoice or Memo.

PROMPT 3: ENTER INVOICE NUMBER

Enter the Invoice number.

ACCOUNTS PAYABLE INVOICE ENTRY INSTRUCTIONS

PROMPT 4: ENTER DESCRIPTION

Enter the Invoice description.

PROMPT 5: ENTER BUYER

Enter two letters to identify the buyer.

PROMPT 6: ENTER CHECK NUMBER

Enter 0 if you have NOT paid this Invoice. If this Invoice has been paid, enter the number of the check with which the Invoice was paid. If the invoice was paid with plastic money, you may enter visa, mc, ae, or any other designation.

If a check number other than 0 is entered, the Invoice will be stored on the Invoice File as a fully paid Invoice.

If you are entering an Invoice which has been partially paid, do not enter a check number. Enter the whole amount of the Invoice and then enter the partial payment in INVOICE PAYMENT.

* If a 0 check number is entered, PROMPTS 7 and 8 are *
* bypassed. *

* If a non zero check number is entered, the Check *
* Register will be searched to see if the check number *
* has already been used. If the check number has not *
* been used, PROMPTS 7 and 8 will be bypassed. *
* *
* If the check number is found, then either you have *
* accidentally entered the wrong check number or else *
* multiple invoices were prepaid with the same check *
* and you are entering the invoices one at a time. *
* If you are entering multiple invoices for the same *
* check, the program checks to make sure all invoices *
* are for the same Vendor. A maximum of thirteen *
* invoices may be paid with a single check. *

ACCOUNTS PAYABLE INVOICE ENTRY INSTRUCTIONS

PROMPT 7: CHECK NUMBER ALREADY ON FILE
ADD THIS INVOICE TO CHECK? (Y/N) *

Enter N if you accidentally entered the wrong number.
Enter Y if multiple invoices were paid with this check
and you are entering them one at a time.

PROMPT 8: CURRENT INVOICES ON CHECK FOR VENDOR XXX.
CANNOT ADD INVOICE FOR VENDOR YYY *

Multiple invoices paid by the same check must be for the
same Vendor.

PROMPT 9: ENTER INVOICE DATE *****

Enter the Invoice date. Format is MMDDYY.
Press RETURN for the current date.

PROMPT 10: ENTER TERM DISCOUNT

Enter any term discount allowed for this Invoice.
A discount of 2% would be entered as 2.
Enter 100 to indicate that this invoice is not to be
paid. This will keep a disputed invoice from
being paid when paying by Vendor Range.

PROMPT 11: ENTER DISCOUNT DATE

Enter the date on which the term discount expires.
If no discount was entered, this PROMPT is bypassed.

PROMPT 12: ENTER INVOICE AMOUNT

Enter the net amount of the invoice.

PROMPT 13: ENTER FREIGHT

Enter the freight or shipping charges on this invoice.
Press ESC if no freight will be charged to any invoices
being entered.

ACCOUNTS PAYABLE INVOICE ENTRY INSTRUCTIONS

PROMPT 14: ENTER TAXES

Enter any taxes shown on this invoice.
Press ESC if no taxes will be charged to any invoices
being entered.

PROMPT 15: 0=SAVE, C=CANCEL
ENTER LINE TO CHANGE *

Enter C to cancel this invoice.
Enter any line number to change.

If an Y or N has been entered as the General Ledger
Posting Code in the Accounts Payable Information File,
you will proceed to STEP 1A to enter the General Ledger
Distributions.

STEP 1A: GENERAL LEDGER EXPENSE DISTRIBUTIONS

Each Invoice may be distributed to as many as nine
General Ledger accounts. Do not enter distributions for
Cash or Accounts Payable. These distributions are
entered automatically by the system.

The amounts to be distributed are shown on the bottom of
the screen display. Each amount may be distributed to a
single GENERAL LEDGER account or may be divided among
several different accounts.

* NEVER ENTER MINUS AMOUNTS! DEBITS AND CREDITS ARE *
* HANDLED AUTOMATICALLY BY THE SYSTEM. *

PROMPT 1: 0=RECORD, D=DISPLAY INVOICE, C=CANCEL
ENTER LINE TO CHANGE *

Enter 0 to record the General Ledger postings as they
appear on the screen.
Enter D to redisplay the Invoice and return to PROMPT 15
in STEP 1.
Enter C to cancel the operation.
Enter any line number to change.

The General Ledger Expense Account number that has been
set up in the Vendor File for this Vendor, and the
Freight and Taxes account numbers entered into the

ACCOUNTS PAYABLE INVOICE ENTRY INSTRUCTIONS

Accounts Payable Information File will come up automatically on the screen. If any of these account numbers are incorrect, the line number may be entered and the account number changed.

If no Jobs exist on the Job File, pressing RETURN will record the Invoice and return to STEP 1.

If Jobs exist on the Job File, pressing RETURN will proceed to Job Distribution in STEP 1B.

STEP 1B: JOB DISTRIBUTION

PROMPT 1: ENTER JOB NUMBER

Enter the Job number.

Press RETURN when all Job numbers for this Invoice have been entered and proceed to PROMPT 4.

Press RETURN on the first Job number if there are no Job Distributions for this Invoice.

Press ESC if there are no Job Distributions for ANY Invoices being entered at this time.

PROMPT 2: ENTER ITEM DESCRIPTION

Enter the description of the item or items being charged to this Job.

PROMPT 3: ENTER COST FOR JOB

Enter the amount being charged to this Job.

PROMPT 4: 0=RECORD, D=DISTRIBUTIONS, C=CANCEL OR ENTER LINE TO CHANGE **

Enter 0 to record the Invoice and all Job distributions and return to STEP 1.

Enter D to redisplay the General Ledger Distributions and return to STEP 1A.

Enter C to cancel this operation.

ACCOUNTS PAYABLE INVOICE ENTRY INSTRUCTIONS

* It is not necessary to distribute the entire amount *
* of the Invoice but you may not enter distributions *
* for more than the total amount of the Invoice. *

STEP 2: DELETE AN INVOICE

Only unpaid Invoices and Invoices which were entered as prepaid may be deleted. Invoices which have been fully or partially paid using the Invoice Payment program may not be deleted. This is because of the possibility of Credit Memos being involved and the inability to recreate these Credit Memos.

In order to delete fully or partially paid Invoices which were paid using the Invoice Payment program, it is necessary to first unpay the Invoice by using the Check Voiding feature of the Invoice Payment program. Once the Invoice has been unpaid, it may then be deleted normally.

PROMPT 1: ENTER VENDOR NUMBER

Enter the Vendor number.

PROMPT 2: ENTER INVOICE NUMBER

Enter the number of the Invoice to be deleted.

PROMPT 3: ENTER DELETE CODE ***

The delete code is DEL. (All capitals).
Any other response will cancel the delete operation.

After entering the delete code, you will proceed to STEP 1A and STEP 1B if required.

** END OF ACCOUNTS PAYABLE INVOICE ENTRY INSTRUCTIONS **

PAYING AN INVOICE

Invoices may be paid by Vendor Range or by individual Invoice number. Up to thirteen Invoices may be paid on a single check. If an error is made, a check may simply be voided and then repaid correctly.

If General Ledger Postings are being tracked, the necessary postings will be generated during processing and then posted to the CMS General Ledger upon exiting the program.

FROM THE CMS ACCOUNTS PAYABLE MENU

Select Program No. 2) INVOICE PAYMENT

STEP 0: ACCOUNTS PAYABLE INVOICE PAYMENT

PROMPT 1: 0=MENU, ENTER DESIRED OPERATION *

Enter 1 to pay by Invoice Number and proceed to STEP 1.
Enter 2 to pay by Vendor Range and proceed to STEP 2.
Enter 3 to void a previous payment and proceed to STEP 3.

STEP 1: PAYMENT BY INDIVIDUAL INVOICE NUMBER

PROMPT 1: ENTER CHECK DATE

Enter the payment date.
Press F1 for the current date.

PROMPT 2: ENTER VENDOR TO PAY

Enter the Vendor number to pay.

PROMPT 3: ENTER INVOICE NUMBER TO PAY

Enter each invoice number to pay. Press RETURN after all desired Invoice numbers have been entered. Credit Memos should be entered last. A maximum of thirteen invoices may be entered. If there are more than thirteen invoices to pay, the Vendor number must be entered again for every thirteen invoices. A separate check will be generated for each group of thirteen invoices.

PAYING AN INVOICE

Full or partial payments may be entered. DISCOUNTS MAY ONLY BE TAKEN IF FULL PAYMENT IS ENTERED.

AUTOMATIC RECALL:

Press F3 to enter the automatic recall mode. You will then be asked for a minimum invoice age. Each unpaid invoice or unused Credit Memo over the selected age will be automatically recalled from the Invoice File and displayed on the screen for payment. Press F3 at the payment PROMPT to cancel the automatic recall mode.

PROMPT 4: ENTER PAYMENT FOR INVOICE

Enter the payment made on this invoice.
Press RETURN to indicate full payment or enter the desired partial payment. The discount is only valid on full payment of an invoice.
Enter 0 if you do not wish to pay a particular invoice.
Press F3 to cancel the automatic recall mode.

PROMPT 5: 0=PAY INVOICES, C=CANCEL, N=CHECK NUMBER ENTER LINE TO CHANGE **

Press RETURN to pay all displayed invoices.
Enter C to cancel payment.
Enter N to change the check number.
Enter the number of any line to change.

To remove an invoice from the screen, enter the desired line number and press RETURN instead of entering an invoice number.

STEP 2: PAYMENT BY VENDOR RANGE

PROMPT 1: 0=EXIT, C=CONTINUE ENTER LINE TO CHANGE *

Enter 0 to return to STEP 0.
Enter 1 to change the check number.
Enter 2 to change the payment date on the check.
Enter C to proceed.

PAYING AN INVOICE

PROMPT 2: 0=EXIT, A=ALL VENDORS
ENTER FIRST VENDOR NUMBER

Enter 0 to return to PROMPT 1
Enter A to pay all Vendors.
Enter the first Vendor number to pay.

PROMPT 3: ENTER LAST VENDOR NUMBER

If a beginning Vendor number was entered in PROMPT 2, an ending Vendor number must be entered here.

PROMPT 4: VENDOR RANGE CORRECT? (Y/N) *

Enter Y if the vendor range is correct.
Enter N to return to PROMPT 1.

PROMPT 5: DO YOU WANT A DATE RANGE? (Y/N) *

Enter Y to specify a date range.
Enter N if no date range is required and proceed to PROMPT 9.

PROMPT 6: ENTER BEGINNING DATE

Enter the beginning date in the desired range.

PROMPT 7: ENTER ENDING DATE

Enter the ending date in the desired range.

PROMPT 8: DATE RANGE CORRECT? (Y/N) *

Enter Y if the date range is correct.
Enter N to return to PROMPT 5.

PROMPT 9: 0=CALCULATE, 1=RESTART *

Enter 0 to begin paying all Invoices in the selected Vendor and date range.
Enter 1 to cancel this operation and return to STEP 0.

All open Invoices in the selected date and Vendor range will be paid and all available Credit Memos will be

PAYING AN INVOICE

automatically applied to those Invoices preceding them on the Invoice File. All allowable term discounts will be taken. A maximum of thirteen Invoices may be paid per check. A separate check will be generated for each group of thirteen Invoices. WHEN A CREDIT MEMO IS ENCOUNTERED DURING PROCESSING, IT WILL ONLY BE APPLIED TO THOSE INVOICES PRECEDING IT ON THE INVOICE FILE. To apply a Credit Memo against Invoices which follow it on the Invoice File, it is necessary to use the Individual Invoice Payment mode shown in STEP 1.

STEP 3: VOID A PREVIOUS PAYMENT

PROMPT 1: 0=EXIT, ENTER CHECK NUMBER TO VOID

Enter 0 to return to STEP 0.
Enter the number of the check to void.

PROMPT 2: CORRECT CHECK? (Y/N) *

Enter Y if the correct Invoices are displayed on the screen.
Enter N if the Invoices are not correct and return to PROMPT 1.

The amount shown beside each Invoice or Credit Memo will be added back to that Invoice or Credit Memo. The Vendor record will be adjusted, the check will be removed from the Check Register File, and if General Ledger Postings are being tracked, the necessary reverse postings will be generated and an entry made in the General Ledger Posting Journal. Everything will be reset as though the payment had never been paid.

** END OF CHECK PAYMENT INSTRUCTIONS **

ACCOUNTS PAYABLE CHECK REGISTER

A CHECK REGISTER is generated during CHECK PAYMENT processing which shows each check that may be printed as well as each invoice paid by that check. It also shows the total amount of cash required to pay the indicated invoices.

The Check Register program provides four functions for printing and maintaining the Check Register File.

PRINT THE CHECK REGISTER:

The Check Register may be printed at any time either to the screen or to the printer. The entire Check Register, a single check, or any range of checks may be printed by selecting a beginning and ending check number.

PRINT CHECKS:

Actual checks may be printed using standard preprinted check forms available directly from CMS Software Systems. Any check or range of checks may be printed whenever needed.

CHANGE A CHECK NUMBER:

If an incorrect check number was accidentally used when the invoice was entered or paid, this feature allows you to easily correct that error at any time.

ERASE THE CHECK REGISTER:

The Check Register may be erased at any time. It is usually erased at the end of the month after all payments have been entered and after all desired checks have been printed.

FROM THE CMS ACCOUNTS PAYABLE MENU

Select Program No. 6) CHECK REGISTER

STEP 0: ACCOUNTS PAYABLE CHECK REGISTER

PROMPT 1: 0=MENU, ENTER SELECTION *

Enter 0 to return to the Accounts Payable Menu.

Enter 1 to print the Check Register and proceed to STEP 1.

Enter 2 to print checks and proceed to STEP 2.

Enter 3 to change a check number and proceed to STEP 3.

Enter 4 to erase the Check Register and proceed to STEP 4.

ACCOUNTS PAYABLE CHECK REGISTER

STEP 1: PRINT THE CHECK REGISTER

PROMPT 1: 0=EXIT, A=ALL CHECKS
ENTER FIRST CHECK NUMBER

Enter 0 to return to STEP 0.
Enter A to print the entire Check Register or
Enter the beginning check number in a desired range.

PROMPT 2: ENTER LAST CHECK NUMBER

If a beginning check number was entered at PROMPT 1, an
ending check number must be entered here.

PROMPT 3: CHECK RANGE CORRECT? (Y/N) *

Enter Y if the range shown is correct.
Enter N to return to PROMPT 1.

PROMPT 4: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to STEP 0.
Enter 1 to print the Check Register to the screen.
Enter 2 to print the Check Register to the printer.

The Check Register File will be printed in the desired
range and you will return to STEP 0.

STEP 2: PRINT CHECKS

PROMPT 1: PREPARE PRINTER WITH CHECKS
THEN PRESS RETURN *

Press ESC to return to STEP 0.
Load printer with Accounts Payable checks and press
RETURN.

PROMPT 2: 0=EXIT, A=ALL CHECKS, F=FORM ALIGNMENT
ENTER FIRST CHECK NUMBER

Enter 0 to return to STEP 0.
Enter A to print the entire Check Register or
Enter F to print a dummy check to aid in aligning the
check forms in the printer.
Enter the beginning check number in a desired range.

ACCOUNTS PAYABLE CHECK REGISTER

PROMPT 3: ENTER LAST CHECK NUMBER

If a beginning check number was entered at PROMPT 2, an ending check number must be entered here.

PROMPT 4: CHECK RANGE CORRECT? (Y/N) *

Enter Y if the range shown is correct.
Enter N to return to PROMPT 1.

At any time while the checks are printing, you may press RETURN to halt the printer. You must then press C to continue printing the checks or else press S to cancel check printing.

If you press C to continue printing the checks, you have the option of continuing exactly where you stopped, or else setting a new beginning and ending check range.

STEP 3: CHANGE A CHECK NUMBER

PROMPT 1: ENTER CHECK NUMBER TO CHANGE *****

Press RETURN to return to STEP 0.
Enter the check number to be changed.

PROMPT 2: CHECK NUMBER CORRECT? (Y/N) *

Enter Y if the check number shown is correct.
Enter N to return to PROMPT 1.

PROMPT 3: ENTER NEW CHECK NUMBER

Press RETURN to return to PROMPT 1.
Enter the new check number.

PROMPT 4: CHECK NUMBER CORRECT? (Y/N) *

Enter Y if the check number shown is correct.
Enter N to return to PROMPT 3.

ACCOUNTS PAYABLE CHECK REGISTER

PROMPT 5: CHANGE CHECK NUMBER XXX TO YYY? (Y/N) *

Enter Y if the check numbers shown are correct.
Enter N to return to PROMPT 1.

The check number will be changed on the Check Register
and on all associated invoices on the Invoice File.

STEP 4: ERASE THE CHECK REGISTER

PROMPT 1: ERASE CHECK REGISTER? (Y/N) *

Enter Y if you want to erase the Check Register.
Enter N to return to STEP 0.

PROMPT 2: ALL DESIRED CHECKS PRINTED? (Y/N) *

Enter N to return to STEP 0.
Enter Y if all desired checks on the Check Register have
been printed.

Once the Check Register has been erased, no more checks
may be printed from that Check Register.

** END OF CHECK REGISTER INSTRUCTIONS **

PRINTING THE ACCOUNTS PAYABLE INVOICE LEDGER

The ACCOUNTS PAYABLE INVOICE LEDGER is used to print detailed and summary reports for any or all vendors. Three different reports may be generated from the Invoice File. All vendors may be included in a report or only a desired vendor range may be selected. These reports may be printed at any time either to the screen or to the printer.

OPEN INVOICE LISTING:

Lists all invoices which have not been fully paid and credit memos which have not been fully used.

CASH REQUIREMENTS ANALYSIS:

Same as OPEN INVOICE LISTING but only lists invoices and credit memos over a user specified age.

CLOSED INVOICE LISTING:

Lists all fully paid invoices and fully used credit memos. Listed items may be optionally deleted from the Invoice File during this listing.

FROM THE CMS ACCOUNTS PAYABLE MENU

Select Program No. 3) INVOICE LEDGER.

STEP 0: ACCOUNTS PAYABLE INVOICE LEDGER

PROMPT 1: 0=MENU

ENTER REPORT FORMAT CODE *

Enter 0 to return to the ACCOUNTS PAYABLE PROGRAM MENU.

Enter 1 to print an Open Invoice Listing.

Enter 2 to print a Cash Requirements Analysis.

Enter 3 to print a Closed Invoice Listing.

PROMPT 2: ENTER THE MINIMUM INVOICE AGE IN DAYS ***

This PROMPT applies only to the CASH REQUIREMENTS ANALYSIS REPORT. Enter the minimum age invoice to be included in this report. Entering 60 would cause only invoices 60 days and older to appear on the report. Press RETURN without entering an age to return to PROMPT 1.

PROMPT 3: A=ALL VENDORS

ENTER BEGINNING VENDOR

Press RETURN to return to PROMPT 1.

Enter A to print all open invoices for all vendors or enter the first vendor in a desired range.

PRINTING THE ACCOUNTS PAYABLE INVOICE LEDGER

PROMPT 4: ENTER ENDING VENDOR

If a beginning vendor number was entered at PROMPT 3, an ending vendor number must be entered here.

PROMPT 5: ENTRIES CORRECT? (Y/N) *

Enter Y to proceed to PROMPT 6.
Enter N to return to PROMPT 1.

PROMPT 6: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to PROMPT 5.
Enter 1 to print the report on the screen.
Enter 2 to print the report on the printer.

This PROMPT is bypassed if a Closed Invoice Listing with the DELETE option has been selected.

```
*****
* To delete fully paid Invoices and fully used Credit *
* Memos from the Accounts Payable Invoice File, select *
* a Closed Invoice Listing with the Delete option. *
*
* You have the option of deleting all closed items or *
* only those over a specified age. You may, for *
* instance, want to keep closed Invoices on the Invoice *
* File until they are at least 90 days old in case *
* questions arise regarding those Invoices. *
*
* All fully paid Invoices and fully used Credit Memos *
* will be printed on the printer and then permanently *
* deleted from the Invoice File. This procedure should *
* be performed at the end of each month. *
*****
```

** END OF A/P INVOICE LEDGER INSTRUCTIONS **

PRINTING THE G/L POSTINGS JOURNAL

The G/L POSTINGS JOURNAL is an important link in the audit trail. It is automatically maintained by the CMS Accounts Payable program if a General Ledger Posting Code of Y or N has been selected in the Accounts Payable Information File. You must also enter a Y in LINE 7 of the Accounts Payable Information File.

The G/L POSTINGS JOURNAL contains a detailed account by date of all activity which created postings to the General Ledger. The entire Journal or only a selected date range may be printed at any time either to the screen or to the printer.

The G/L POSTINGS JOURNAL should be erased at the end of each month to allow maximum space on the Accounts Payable data disk for Invoices and Vendors.

FROM THE CMS ACCOUNTS PAYABLE MENU

Select Program No. 4) G/L POSTINGS JOURNAL.

STEP 0: ENTER OPERATION CODE

PROMPT 1: 0=MENU, A=ALL, E=ERASE
ENTER BEGINNING DATE: *****

Enter 0 to return to the ACCOUNTS PAYABLE MENU.
Enter A to print the entire Journal or
Enter the beginning date in a selected date range
Press F2 to only print entries for the current date.
Enter E to erase the Journal and proceed to STEP 2.

STEP 1: PRINT THE JOURNAL

PROMPT 1: ENDING DATE *****

If a beginning date was entered in STEP 0,
an ending date must be entered here.

PROMPT 3: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to PROMPT 2.
Enter 1 to print the Journal on the screen.
Enter 2 to print the Journal on the printer.

PRINTING THE G/L POSTINGS JOURNAL

At any time while the Journal is printing, you may press RETURN to temporarily halt the report. You must then press C to continue the report or else press S to stop the report.

STEP 2: ERASE THE JOURNAL

PROMPT 1: ERASE THE JOURNAL? (Y/N) *

Enter N to return to STEP 0.
Enter Y to erase the Journal.

The G/L POSTINGS JOURNAL should be erased at the end of each month to allow maximum space on the data disk for Vendors and Invoices. Remember to print a copy of the Journal for your records before erasing the file.

** END OF G/L POSTINGS JOURNAL INSTRUCTIONS **

PRINTING THE PURCHASES JOURNAL

The Purchases Journal is maintained automatically by the Accounts Payable program if a Y is entered in LINE 8 of the Accounts Payable Information File.

The Purchases Journal contains a detailed account by date of each invoice entered or deleted. The entire Journal or only a selected date range may be printed at any time either to the screen or to the printer.

FROM THE CMS ACCOUNTS PAYABLE MENU

Select Program No. 5) PURCHASES JOURNAL.

STEP 0: PURCHASES JOURNAL

PROMPT 1: 0=MENU, A=ALL, E=ERASE
ENTER BEGINNING DATE *****

Enter 0 to return to the ACCOUNTS PAYABLE MENU.
Enter A to print the entire Journal or
Enter the beginning date in a desired date range.
Enter F2 to set the current date as the date range.
Enter E to erase the Journal and proceed to STEP 2.

STEP 1: PRINT THE PURCHASES JOURNAL

PROMPT 1: ENDING DATE *****

If a beginning date was entered in STEP 0, an ending date must be entered here.

PROMPT 2: 0=EXIT, 1=SCREEN, 2=PRINTER *

Enter 0 to return to STEP 0.
Enter 1 to print the Journal on the screen.
Enter 2 to print the Journal on the printer.

At any time while the Journal is printing, you may press RETURN to halt the report. You must then press C to continue the report or else press S to stop the report.

PRINTING THE PURCHASES JOURNAL

STEP 2: ERASE THE PURCHASES JOURNAL

PROMPT 1: ERASE PURCHASES JOURNAL? (Y/N) *

Enter N to return to STEP 0.

Enter Y to erase the Purchases Journal.

The Purchases Journal should be erased at the end of each month to provide maximum space on the Accounts Payable data disk for Vendors and Invoices.

** END OF PURCHASES JOURNAL INSTRUCTIONS **

** END OF ACCOUNTS PAYABLE INSTRUCTIONS **



CMS ACCOUNTING SYSTEM

PAYROLL

USER GUIDE

CMS PAYROLL PROGRAM MENU

Date: January 1, 1999

0=System Menu

Enter Program Number **

- | | |
|---------------------------|--------------------------------|
| 1) Employee Master File | 10) Payroll Check Register |
| 2) Transaction Entry | 11) Departmental Summary |
| 3) Transaction File Maint | 12) Payments & Deduct Register |
| 4) Misc Payments & Deduct | 13) Payroll Post |
| 5) Misc Payments & Deduct | 14) Quarterly Tax Reports |
| 6) Payroll Calculate | 15) Print W-2 Forms |
| 7) Post Manual Checks | 16) Federal Withholding Rates |
| 8) Payroll Journal | 17) Payroll Information File |
| 9) Payroll Check Writer | 18) File Utilities |

COPYRIGHT (C) 1985 BY CMS SOFTWARE SYSTEMS, INC.
2204 CAMP DAVID * MESQUITE, TX 75149

THIS MANUAL MAY NOT BE REPRODUCED, IN WHOLE OR PART,
WITHOUT PRIOR WRITTEN PERMISSION FROM
CMS SOFTWARE SYSTEMS, INC.

PAYROLL TABLE OF CONTENTS

PAYROLL OVERVIEW	
EMPLOYEE MASTER FILE	PAGE 4.1
TRANSACTION ENTRY	PAGE 4.1
MISC PAYMENTS AND DEDUCTIONS	PAGE 4.1
PAYROLL CALCULATE	PAGE 4.1
POST MANUAL CHECKS	PAGE 4.1
PAYROLL JOURNAL	PAGE 4.1
PAYROLL CHECK WRITER	PAGE 4.1
DEPARTMENTAL SUMMARY REPORT	PAGE 4.2
PAYROLL POST	PAGE 4.2
QUARTERLY TAX REPORT	PAGE 4.2
PRINT W2 FORMS	PAGE 4.2
FEDERAL WITHHOLDING TAX TABLE	PAGE 4.2
PAYROLL INFORMATION FILE	PAGE 4.2
PAYROLL FILE UTILITIES	PAGE 4.2
GETTING STARTED	
SETTING UP THE PAYROLL INFORMATION FILE	PAGE 4.3
INITIALIZING THE PAYROLL DATA DISK	PAGE 4.7
SETTING UP THE FEDERAL WITHHOLDING RATES	PAGE 4.10
SETTING UP THE EMPLOYEE MASTER FILE	PAGE 4.13
PAYROLL PROCESSING CYCLE	PAGE 4.11
MAINTAINING THE EMPLOYEE MASTER FILE	
ADDING A NEW EMPLOYEE	PAGE 4.13
REVIEWING AN EMPLOYEE RECORD	PAGE 4.17
DELETING AN EMPLOYEE RECORD	PAGE 4.18
BACKING UP THE EMPLOYEE FILES	PAGE 4.7
INPUT AND VERIFY PAYROLL DATA	
TRANSACTION ENTRY	PAGE 4.19
TRANSACTION ENTRY PRINT	PAGE 4.21
MISC PAYMENTS AND DEDUCTIONS	PAGE 4.23
MISC PAYMENTS AND DEDUCTIONS PRINT	PAGE 4.26
CALCULATE PAYROLL	PAGE 4.27
POST MANUAL CHECKS	PAGE 4.28
PAYROLL JOURNAL	PAGE 4.30
PRINTING PAYROLL CHECKS	
PAYROLL CHECK WRITER	PAGE 4.32
PAYROLL CHECK REGISTER	PAGE 4.33
ADDITIONAL PAYROLL REPORTS	
DEPARTMENTAL SUMMARY REPORT	PAGE 4.34
MISC PAYMENTS AND DEDUCTIONS REGISTER	PAGE 4.35
POSTING THE PAYROLL	PAGE 4.36
QUARTERLY AND YEAR END OPERATIONS	
QUARTERLY TAX REPORT	PAGE 4.38
PRINT W2 FORMS	PAGE 4.39

PAYROLL TABLE OF CONTENTS

BLANK PAGE

PAYROLL OVERVIEW

The CMS Payroll program has been designed to handle the most difficult payroll requirements. Weekly, Bi-Weekly, Semi-Monthly, and Monthly employees may all be processed in the same payroll run. Employees from all fifty states may also be processed during the same run. The CMS Payroll program may be set up to stand alone or to automatically update the CMS General Ledger.

THE EMPLOYEE FILE:

All Current, Quarter, and Year-To-Date information on each employee is maintained in this file. Employees may be added or deleted at any time.

TRANSACTION ENTRY:

This program is used to enter the current hours worked for each employee. Regular, overtime, piecework, holiday, and vacation hours may all be entered. The pay transactions may be reviewed and modified as necessary and then the Transaction File printed as part of the pay period records.

MISCELLANEOUS PAYMENTS AND DEDUCTIONS:

Up to seven miscellaneous payments and deductions may be entered for each employee in addition to the normal state and federal deductions. Each miscellaneous payment or deduction may be set to activate on each pay period until cancelled, only on the following pay period and then be automatically cancelled, or only on the first payroll period of each month.

PAYROLL CALCULATE:

This program calculates the payroll based on the hours entered for each employee.

POST MANUAL CHECKS:

This program is used to enter hand written checks where the calculations were made outside the system.

PAYROLL JOURNAL:

The Payroll Journal may be printed at any time. It is normally printed after calculating the payroll to verify the results. Current, Quarter-To-Date, Year-To-Date, and Company Totals may be included.

PAYROLL CHECK WRITER:

Payroll checks may be printed on standard preprinted check forms and then the Check Register may be printed as a permanent record of all payroll checks issued.

PAYROLL OVERVIEW

DEPARTMENTAL SUMMARY REPORT

The first character of the employee number may be used as a department code. The Departmental Summary Report shows all payments and deductions broken out by this code. This is especially useful if your payroll is departmentalized.

PAYROLL POST:

This program is used to actually post the current payroll to the Quarter and Year-To-Date totals in the Employee Master File after all calculations have been made and verified. This is the last step in the payroll cycle.

QUARTERLY TAX REPORT:

This program prints all information necessary to complete the state and federal quarterly reports.

W-2 PRINT:

Prints W-2 forms for all employees on the Employee Master File.

FEDERAL WITHHOLDING TAX RATES:

The Federal withholding rates, standard deduction, FICA rate, and FICA cutoff may all be entered or changed whenever necessary.

PAYROLL INFORMATION FILE:

This file contains the company name, pay period date, federal and state tax numbers, overtime rate, and other payroll information.

FILE UTILITIES:

This program is used for initializing and backing up the payroll files.

** END OF PAYROLL OVERVIEW **

THE PAYROLL INFORMATION FILE

FROM THE CMS PAYROLL MENU

Select Program No. 17) PAYROLL INFORMATION FILE

STEP 0: PAYROLL INFORMATION FILE

PROMPT 1 0=MENU, G=GENERAL LEDGER ACCTS, P=PRINT
ENTER FIELD TO CHANGE *

Enter 0 to return to the Payroll Menu.

Enter G to review or change the Payroll General Ledger accounts and proceed to STEP 2.

Enter P to print the contents of the Payroll Information File on the printer.

Enter the line number of the line you wish to change.

STEP 1: ENTER OR CHANGE PAYROLL INFORMATION

LINE 1) COMPANY NAME

Enter the Company Name to appear on all Payroll reports.

LINE 2) PAY PERIOD ENDING DATE

Enter the ending date of the current pay period.

LINE 3) COLOR CODES

Enter the codes for the desired screen and text colors from the choices shown at the bottom of the screen. Enter the text color first, followed by a slash (/), followed by the screen color. To display yellow text on a dark blue screen, enter 8/7. Pressing RETURN without an entry will default to this combination.

LINE 4) PAYROLL PASSWORD

The password is a four character code that must be entered in order to gain access to password protected Payroll modules. It may consist of any four characters that can be entered from the keyboard, either shifted or unshifted. If the password begins with a shifted letter, it will not be displayed on the screen as it is typed in. You must remember what you use or you will

THE PAYROLL INFORMATION FILE

not be able to re-enter protected modules. If no password is required, just press RETURN.

If you enter a password, you will then be asked to indicate which of the Payroll modules are to be password protected. Enter Y to protect a particular module or N to leave a module unprotected. When a protected module is selected from the Payroll Menu, the password must be entered before access to that module will be allowed.

LINE 5) GENERAL LEDGER POSTING CODE

Enter X if the Payroll program is to stand alone and not produce General Ledger postings.

Enter N if you want the Payroll to produce a General Ledger Posting Report but not post automatically to the CMS General Ledger.

Enter Y to have the Payroll automatically post to the CMS General Ledger.

LINE 6) NEXT PAYROLL CHECK NUMBER

Enter the number of the next Payroll check.

LINE 7) OVERTIME PAY RATE

Enter the overtime pay rate.
Enter 1.5 for time and a half.

LINE 8) FEDERAL TAX NUMBER

Enter the Federal Tax Number.

LINE 9) STATE TAX NUMBER

Enter the State Tax Number.

LINE 10) PRINTER EXPANSION CODE

If you want your report headings to print in expanded print, enter the expanded print code for your particular printer.

THE PAYROLL INFORMATION FILE

LINE 11) PRINTER NORMAL CODE

If you entered an expansion code in LINE 10 above, you must enter here the code that returns your printer to it's normal print mode.

LINE 12) PRINTER DEVICE NUMBER

Enter 4 or 5. Most printers are factory preset to device 4.

LINE 13) ADD LINE FEED

Enter Y if your reports print each line on top of the previous line. Enter N if your reports are double spacing. Check this by printing the Information File.

LINE 14) LINES PER PAGE

Enter 66 for standard 8.5 X 11 inch paper. For other sizes, measure the paper vertically in inches and multiply by six.

LINE 15) MONETARY SYMBOL

Enter a \$ or other symbol representing the money in use.

LINE 16) DATA DRIVE CODE

The data drive code tells the program where to look for the data files. There are four possible configurations as shown below.

ONE SINGLE DISK DRIVE: (CODE 80)

If you have only a single disk drive, enter 80 as the data drive code. The program will ask you to remove the program disk and insert the data disk whenever it is required.

TWO SINGLE DISK DRIVES: (CODE 90)

If you are using two single disk drives, enter 90 as the data drive code. The data drive must be setup as unit 9.

ONE DUAL DISK DRIVE: (CODE 81)

If you have a dual disk drive, enter 81 as the data

THE PAYROLL INFORMATION FILE

drive code. The program disk goes in drive 0 and the data disk goes in drive 1.

SAME DISK: (CODE SD)

Use SD as a data drive code if you want the data to be stored on the program disk. This would normally be if you are using a large single disk drive such as a hard disk.

STEP 2: PAYROLL GENERAL LEDGER ACCOUNTS

PROMPT 1: 0=GENERAL INFORMATION SCREEN
ENTER LINE TO CHANGE *

Enter 0 to return to STEP 0 or
Enter the number of the line to change.

The General Ledger account numbers entered here are not verified against the General Ledger Account File. If you entered a Y in line 5 to indicate that Payroll postings are to be automatically posted to the CMS General Ledger, it is your responsibility to make sure that the accounts entered here actually exist on the CMS General Ledger Account File.

** END OF PAYROLL INFORMATION FILE INSTRUCTIONS **

PAYROLL FILE UTILITIES

The CMS Payroll File Utilities program contains three utilities to aid you in initialing, backing up, and maintaining the CMS Payroll Files.

INITIALIZE FILES:

This procedure must be performed once on each data disk. It creates the Payroll Files and makes them ready to receive data. Use the F (FORMAT) option on new disks and on data disks that contain only CMS Payroll files. Use the I (INITIALIZE ONLY) option if the disk also contains data files from other CMS modules such as General Ledger, Accounts Receivable, or Accounts Payable programs.

BACKUP DATA FILES:

Data files should be backed up regularly. The frequency depends entirely upon how much data you are willing to re-enter after you spill coffee on your data disk. You may elect to condense the files during the backup procedure. This will reduce the size of the file by the number of deleted records contained in the file. It is usually not necessary unless you are running short on disk space.

REBUILD KEY FILES:

If a problem occurs during processing such as a hardware or power failure, the data files may not be properly closed. If this happens, you will see a REBUILD KEY FILE error message flash the next time you try to access the Employee File. This utility will correct that problem.

FROM THE CMS PAYROLL MENU

Select Program No. 18) FILE UTILITIES

STEP 0: FILE UTILITIES

PROMPT 1 0=MENU, ENTER UTILITY NUMBER *

Enter 0 to return to the Payroll Menu.
Enter 1 to initialize the Payroll Files
and proceed to STEP 1.
Enter 2 to backup the Payroll Files
and proceed to STEP 2.
Enter 3 to rebuild the Payroll Key File
and proceed to STEP 3.

PAYROLL FILE UTILITIES

STEP 1: INITIALIZE CMS PAYROLL FILES

PROMPT 1: INSERT NEW CMS PAYROLL DATA DISK
AND PRESS RETURN *

At this point you should have a good quality data disk labeled and ready to insert into the data drive.

PROMPT 2: FORMAT AND INITIALIZE OR INITIALIZE ONLY *

Enter F if this is a new disk or if it contains no other data pertaining to the CMS Accounting System.

Enter I if this disk contains other CMS Accounting System files such as Accounts Receivable, Accounts Payable, or General Ledger which have already been initialized on this data disk.

PROMPT 3: ALL INFORMATION ON DATA DISK WILL BE LOST
ENTER FORMAT TO PROCEED *****

This PROMPT is bypassed if you selected I in PROMPT 2 above.

Enter FORMAT (all capitals) to proceed.
Any other response will return you to STEP 0.

*
* If you are using a single disk drive, you will be *
* requested to insert the CMS Payroll program *
* disk and then reinsert the data disk during the file *
* initialization procedure. *
* *

STEP 2: BACKUP CMS PAYROLL FILES

The steps required for initializing a data disk are performed first. See STEP 1 instructions.

PROMPT 1: CONDENSE FILES? (Y/N) *

Enter Y to condense the data files during backup.
Enter N to copy the files intact.

PAYROLL FILE UTILITIES

STEP 3: REBUILD PAYROLL KEY FILE

Automatic utility. Requires no operator assistance.

** END OF FILE UTILITIES INSTRUCTIONS **

SETTING UP THE FEDERAL WITHHOLDING RATES

The tax calculations performed in the payroll program are based upon the rate method of withholding tables found in IRS Circular E, publication 15. The program utilizes the annual table (Table 7) for all computations. This method allows the program to accept all pay period lengths and still accurately withhold taxes. In the event that FICA or federal withholding rates change, those changes should be entered using this program.

FROM THE CMS PAYROLL MENU

Select Program No. 16) FEDERAL TAX FILE MAINTENANCE

The screen will appear as follows:

- 1) FICA Rate : 7.05
- 2) FICA Cutoff: 39800.00
- 3) Exemption : 1000.00

Single		Married	
Percent	Of Excess Over	Percent	Of Excess Over
4) 15	1420	15	2400
5) 18	3300	18	6600
6) 21	6800	21	10900
7) 26	10200	24	15000
8) 30	14200	28	19200
9) 34	17200	32	23600
10) 39	22500	37	28900

From table 7, enter the rate under the Percent column and the amount under the 'OF EXCESS OVER' column. The Percent column also shows an amount such as "\$900.00 plus 17%". Enter only the 17%. The program calculates everything else.

** END OF FEDERAL TAX FILE MAINTENANCE INSTRUCTIONS **

THE PAYROLL PROCESSING CYCLE

- 1) Upon entering the Payroll Menu, enter the pay period ending date and the period number as requested.
- 2) Enter any Employee Master File additions, changes, or deletions through EMPLOYEE FILE MAINTENANCE.
- 3) Enter any additions or changes to the Miscellaneous Payments And Deductions File through MISC PAYMENTS & DEDUCTIONS.
- 4) Enter the payroll transactions for each employee using TRANSACTION ENTRY.
- 5) Print the Transaction File using TRANSACTION FILE MAINTENANCE and review for errors. Correct any errors and reprint. File the final listing as an audit trail for this payroll.
- 6) Print the Miscellaneous Payments and Deductions File using MISC PAYMENTS AND DEDUCTIONS PRINT and review for errors. If correct, file report with payroll documentation, otherwise correct errors using MISC PAYMENTS & DEDUCTIONS.
- 7) Calculate the Payroll using CALCULATE PAYROLL.
- 8) Post any manually prepared checks using POST MANUAL CHECKS.
- 9) Print the Payroll Journal using PAYROLL JOURNAL and review for accuracy. At this point, any error can be corrected by reentering the correct hours, payments, or deductions and then recalculating the payroll or reposting a manually prepared check.
- 10) Print the payroll checks using PAYROLL CHECK WRITER.
- 11) Print the Check Register using PAYROLL CHECK REGISTER and file with current payroll documentation.
- 12) Print the Departmental Summary Report using DEPARTMENTAL SUMMARY REPORT and file with current payroll documentation.
- 13) Print the Deduction Register using DEDUCTION REGISTER and file with current payroll documentation.
- 15) Print Quarterly Information (941) if required.

THE PAYROLL PROCESSING CYCLE

- 16) Print W-2 forms if required.
- 17) Post the current payroll amounts to the Quarter To Date and Year To Date amounts using PAYROLL POST.
- 18) Create a backup of the Payroll data disk.

** END OF PAYROLL PROCESSING CYCLE INSTRUCTIONS **

THE PAYROLL EMPLOYEE MASTER FILE

This program provides the methods for you to Add, Change and Review, or Delete employee records on the Employee Master File.

FROM THE CMS PAYROLL MENU

Select Program No. 1) EMPLOYEE FILE MAINTENANCE

STEP 0: EMPLOYEE MASTER FILE MAINTENANCE

PROMPT 1: 0=EXIT, 1=ADD, 2=CHANGE/REVIEW, 3=DELETE

Enter 0 to return to the SYSTEM MENU.

Enter 1 to add a new employee and proceed to STEP 1.

Enter 2 to change or review an employee record and proceed to STEP 2.

Enter 3 to delete an employee record and proceed to STEP 3.

STEP 1: ADD A NEW EMPLOYEE

PROMPT 1: ENTER EMPLOYEE CODE: ****

Enter the employee number.

If desired, the first character of the employee code may be used as a departmental code. This will allow departmental summary postings to be shown by printing the DEPARTMENTAL SUMMARY REPORT.

LINE 1: ENTER EMPLOYEE NAME

Enter the employee's name.

LINE 2: ENTER EMPLOYEE'S ADDRESS

Enter the employee's street address.

LINE 3: ENTER CITY

Enter city.

THE PAYROLL EMPLOYEE MASTER FILE

LINE 4: ENTER STATE/ZIP

Enter the state and ZIP code. The state code MUST BE the standard two letter code used by the post office. This two letter state code is used by the Payroll Calculate program to determine the correct state tax deduction for each employee.

LINE 5: TELEPHONE NUMBER

Enter the employee's telephone number.

LINE 6: MARITAL STATUS

M=MARRIED, S=SINGLE, H=HEAD OF HOUSEHOLD

Enter Marital Status code.

LINE 7: SOCIAL SECURITY NUMBER

Enter employee's Social Security number without dashes.

LINE 8: EMPLOYEE TYPE:

0=SALARIED, 1=HOURLY WAGES, 9=INACTIVE

Enter employee type code.

LINE 9: DATE EMPLOYED

Enter employment date in format of MMDDYY.

LINE 10: PAY RATE

For hourly employees, enter regular hourly rate.
For salaried employees, enter salary for period entered in LINE 11 below.

LINE 11: PAY PERIOD, 0=WEEKLY

1=BI-WEEKLY, 2=SEMI-MONTHLY, 3=MONTHLY

Enter the standard length of this employee's pay period using the above codes.

THE PAYROLL EMPLOYEE MASTER FILE

LINE 12: VACATION HOURS PER PERIOD

Enter the number of hours of vacation this employee will accumulate per pay period from 0 to 9.9. This amount will be added to VACATION HOURS ACCUMULATED once each pay period.

LINE 13: VACATION HOURS ACCUMULATED

Enter number of vacation hours accumulated. An employee's vacation hours will be deducted from this field and flagged when exhausted.

LINE 14: SICK HOURS PER PAY PERIOD

Enter the number of sick hours this employee will accumulate per pay period from 0 to 9.9. This amount will be added to SICK HOURS ACCUMULATED once each pay period.

LINE 15: SICK HOURS ACCUMULATED

Enter number of sick hours accumulated. An employee's sick hours will be deducted from this field and flagged when exhausted.

LINE 16: FEDERAL EXEMPTIONS

Enter the number of federal exemptions claimed. Enter -1 if no Withholding is to be deducted.

LINE 17: STATE EXEMPTIONS

Enter the number of state exemptions claimed.

LINE 18: MISCELLANEOUS EXEMPTIONS

See chart on page 4.16.

LINES 19 AND 20 ARE UPDATED BY THE PAYROLL PROGRAM AUTOMATICALLY.

THE PAYROLL EMPLOYEE MASTER FILE

The following states require special entries in the State or Miscellaneous Exemptions field.

ARIZONA:

Enter the state tax rate (.15 or .20) into the State Exemptions field.

CALIFORNIA:

Enter additional state exemptions in the Miscellaneous Exemptions field.

INDIANA:

Enter the county percentage in the Miscellaneous Exemptions field. (1%=.01, 3/4%=.0075, etc.)

MISSOURI:

If married and only one spouse has a job, enter 1600 in the Miscellaneous Exemptions field.

NEW YORK STATE:

If you elect to use the optional \$1,000.00 exemption, enter 1000 in the Miscellaneous Exemptions field. Otherwise leave this field zero and the standard \$850.00 state exemption will be used.

OREGON:

To deduct Workman's Compensation, enter the number of days worked in the Miscellaneous Exemptions field.

THE PAYROLL EMPLOYEE MASTER FILE

PROMPT 2: ENTER NUMBER TO CHANGE, -1 TO CANCEL,
RETURN TO SAVE

Enter the number of any line to change.
Enter -1 to cancel this entry.
Press RETURN to display the following PROMPT:

PROMPT 3: DO YOU WISH TO ENTER
EARNINGS TO DATE INFORMATION?

Enter N if QTD or YTD earnings information does not
need to be entered.
Enter Y to enter the earnings to date information.

STEP 2: CHANGE OR REVIEW AN EMPLOYEE RECORD

This function allows you to retrieve any employee's
record and make changes and corrections.

PROMPT 1: ENTER EMPLOYEE CODE

Enter the employee code assigned to the employee when
the record was established. The employee record will be
retrieved and displayed on the screen.

PROMPT 2: ENTER NUMBER TO CHANGE,
21 FOR FINANCIALS, 0 TO SAVE

Enter any line to change.
Enter 21 to display the earnings to data information
and proceed to PROMPT 3.
Press RETURN to save the record and return to STEP 0.

PROMPT 3: ENTER NUMBER TO CHANGE, 0 TO SAVE

Enter any line to change.
Press RETURN to save the record and return to STEP 0.

WARNING: There is no cross checking on changes made to
the earnings to date information. Any change to a
financial field must be manually verified as normally
these fields are maintained and updated automatically by
the PAYROLL system.

THE PAYROLL EMPLOYEE MASTER FILE

STEP 3: DELETE AN EMPLOYEE RECORD

PROMPT 1: ENTER EMPLOYEE CODE

Enter the employee code of the employee to delete.

PROMPT 2: ENTER DELETE CODE

The delete code is DEL (all capitals). Any other entry will return to STEP 0.

** END OF EMPLOYEE MASTER FILE INSTRUCTIONS **

ENTERING PAYROLL TRANSACTIONS

This Program is used to enter the various employee hours used to compute a payroll. It is also necessary to enter pay transactions for salaried employees to be paid.

FROM THE CMS PAYROLL MENU

Select Program No. 2) TRANSACTION ENTRY

STEP 1: ENTER PAYROLL TRANSACTIONS

PROMPT 1: ENTER EMPLOYEE CODE

Enter the desired employee code. The employee's record will be read and the employee's name will be displayed on the screen.

PROMPT 2: ENTER PAY TYPE

Enter the type code from the table displayed on the right portion of the screen. If a 1 is entered for an hourly employee or a 2 is entered for a salaried employee, an error message will be displayed. A short discussion of each pay type follows:

PAY TYPE 1 - SALARY:

A transaction must be entered for each salaried employee to be paid.

PAY TYPE 2 - HOURLY:

Enter hours to be paid at the employee's regular hourly rate.

PAY TYPE 3 - VACATION PAY:

For hourly employees, enter the amount of vacation pay paid in addition to any regular pay. For salaried employees, enter the number of vacation hours taken.

PAY TYPE 4 - HOLIDAY PAY:

Enter the number of holiday hours taken.

PAY TYPE 5 - PIECEWORK PAY:

For each separate pay rate, enter the number of hours worked, number of pieces paid, and the rate per piece. The total will be computed automatically. Piecework Pay may also be used to pay an employee working different hourly rates during the same pay period.

ENTERING PAYROLL TRANSACTIONS

PAY TYPE 6 - OVERTIME HOURS:

Enter the number of overtime hours worked. The overtime factor from the Payroll Information File will be used in calculating overtime pay. Salaried employees overtime pay will be calculated by multiplying the salary divided by the number of hours in a pay period times the overtime factor times the number of hours.

PAY TYPE 7 - SICK HOURS:

Enter the number of sick hours taken. These hours will be subtracted from Sick Hours Accumulated when the payroll is posted.

PROMPT 3: ENTER HOURS

Enter the number of hours applicable to this pay type. The total number of hours entered during this period will be displayed next to Total Hours.

PROMPT 4: ENTER QUANTITY

This PROMPT is only applicable to Piecework Pay. Enter the number of pieces for which this employee will be paid.

PROMPT 5: ENTER PAY RATE

This PROMPT only applies to Piecework Pay. Enter the rate per piece.

PROMPT 6: ENTER AMOUNT

When entering Vacation Pay, enter the actual amount of Vacation Pay paid in addition to regular pay. When entering Piecework Pay, enter the amount paid for each piece.

PROMPT 7: PRESS RETURN TO SAVE, -1 TO CANCEL

Enter -1 to cancel this transaction.
Press RETURN to save this transaction.

** END OF PAYROLL TRANSACTION ENTRY INSTRUCTIONS **

PAYROLL TRANSACTION FILE MAINTENANCE

This program will allow you to Print, Review, and Change employee pay transactions previously entered through PAYROLL TRANSACTION ENTRY. The accumulated totals of all transactions entered will be displayed and all changes must be made to these totals.

FROM THE CMS PAYROLL MENU

Select Program No. 3) TRANSACTION FILE MAINTENANCE

STEP 0: TRANSACTION FILE MAINTENANCE

PROMPT 1: 0=MENU, 1=REVIEW/CHANGE, 2=PRINT

Enter 0 to return to the PAYROLL MENU.
Enter 1 to Review or Change a transaction and
proceed to STEP 1.
Enter 2 to print the Transaction File and
proceed to STEP 2.

STEP 1: REVIEW OR CHANGE AN EMPLOYEE'S TRANSACTIONS

PROMPT 1: ENTER EMPLOYEE CODE

Enter the employee code.

PROMPT 2: ENTER NUMBER TO CHANGE, RETURN TO SAVE

Enter the number of any line you wish to change.
Press RETURN to save the record.

STEP 2: PRINT THE TRANSACTION FILE

PROMPT 1: A=ALL, ENTER STARTING EMPLOYEE

Press RETURN to return to STEP 0.
Enter A to print the entire Transaction File.
Enter the starting employee code in a desired range.

PROMPT 2: ENTER ENDING EMPLOYEE CODE

If a starting employee code was entered in PROMPT 1, an
ending employee code must now be entered.

PAYROLL TRANSACTION FILE MAINTENANCE

PROMPT 3: 0=EXIT, 1=SCREEN, 2=PRINTER

Press RETURN to return to STEP 0.
Enter 1 for screen.
Enter 2 for printer.

** END OF TRANSACTION FILE MAINTENANCE INSTRUCTIONS **

MISCELLANEOUS PAYMENTS & DEDUCTIONS

This program allows you to establish up to seven miscellaneous payments or deductions per employee. Each transaction can be coded in one of seven frequencies. In addition, a deduction can be withheld as either a flat amount or as a percentage of gross pay. A miscellaneous payment can be either taxable or non taxable.

FROM THE CMS PAYROLL MENU

Select Program No. 4) MISC PAYMENTS & DEDUCTIONS

STEP 0: ENTER EMPLOYEE CODE

PROMPT 1: EMPLOYEE CODE

Enter the desired employee code. Press RETURN without entering an employee code to return to the PAYROLL MENU.

PROMPT 2: 0=RECORD, 1=ADD, 2=CHANGE, 3=DELETE

Enter 0 to save the employee record.

Enter 1 to ADD a record and proceed to STEP 1.

Enter 2 to CHANGE a record and proceed to STEP 2.

Enter 3 to DELETE a record and proceed to STEP 3.

STEP 1: ADD A MISC PAYMENT OR DEDUCTION

There are six possible fields to be entered whenever a record is added.

1) RECORD TYPE:

- 1=Miscellaneous Payment
- 2=Miscellaneous Deduction
- 3=Additional State Withholding
- 4=Additional Federal Withholding

2) TAX PRIORITY:

MISCELLANEOUS PAYMENT:

- 0=Non Taxable
- 1=Fully Taxable

MISCELLANEOUS DEDUCTION:

- 0=Highest Priority
- 9=Lowest Priority

Miscellaneous deductions will be taken in the order of priority until all available pay is exhausted.

MISCELLANEOUS PAYMENTS & DEDUCTIONS

3) FREQUENCY:

0=THIS TIME ONLY:

Transaction will be deleted from the file when the payroll is posted.

1=EVERY PAY PERIOD:

Transaction will be considered in every pay period.

2=ALTERNATE STARTING NOW:

Transaction will be considered in every other pay period.

3=ALTERNATE STARTING NEXT:

Same as above but will not be considered until the next pay period.

4=NOT THIS TIME:

Holds transaction on file but prohibits consideration. Frequency must be reset before transaction will be considered.

5=FIRST PAY PERIOD OF MONTH:

Transaction will be considered only during first pay period.

6=SECOND PAY PERIOD OF MONTH:

Transaction will be considered only during the second pay period.

4) DESCRIPTION:

Will be printed on the check stub as an explanation.

5) RATE:

If this is a miscellaneous payment this field will be skipped. If the deduction is to be calculated as a percentage of gross pay, enter the percentage. The amount will be calculated during Payroll Calculate and placed in the amount field. This amount will change based upon the gross pay during each payroll period.

6) AMOUNT:

If you did not specify a rate, enter the amount to be paid or deducted.

MISCELLANEOUS PAYMENTS & DEDUCTIONS

PROMPT 1: ENTER FIELD TO CHANGE
RETURN TO SAVE, -1 TO CANCEL

Enter the Row and Column of any field to change.
Enter -1 to cancel this operation.
Press RETURN to save the record and return to STEP 0.

STEP 2: CHANGE A MISC PAYMENT OR DEDUCTION

PROMPT 1: ENTER RECORD NUMBER AND FIELD TO CHANGE

Enter the Row and Column of any field to change.
Press RETURN to save the record and return to STEP 0.

STEP 3: DELETE A MISC PAYMENT OR DEDUCTION

PROMPT 1: ENTER RECORD NUMBER TO DELETE

Enter the selected record number. The chosen record
will be highlighted.

PROMPT 2: HIGHLIGHTED RECORD WILL BE DELETED,
ENTER DELETE CODE

Enter DEL to delete the highlighted record. Any other
entry will cancel the delete function and return you to
STEP 0.

** END OF MISC PAYMENTS & DEDUCTIONS INSTRUCTIONS **

MISCELLANEOUS PAYMENTS & DEDUCTIONS REPORT

This program prints the Miscellaneous Payment and Deduction Transactions and flags each transaction which will be considered or included in this pay period with a string of 5 astericks (*****).

FROM THE CMS PAYROLL MENU

Select Program No. 5) MISC PAYMENT & DEDUCT REPORT

STEP 1: PRINT MISC PAYMENTS & DEDUCTION REPORT

PROMPT 1: ENTER STARTING EMPLOYEE CODE, A=ALL, 0=EXIT

Press RETURN to return to the PAYROLL MENU.
Enter A to print all employee pay transactions.
Enter the starting employee code in a desired range.

PROMPT 2: ENTER ENDING EMPLOYEE CODE

If a starting employee code was entered in PROMPT 1, an ending employee code must be entered here.

PROMPT 3: 0=EXIT, 1=SCREEN, 2=PRINTER

Enter 1 for screen.
Enter 2 for printer.
Enter 0 to return to PROMPT 1.

** END OF MISC PAYMENT & DEDUCTION INSTRUCTIONS **

PAYROLL CALCULATE INSTRUCTIONS

This program calculates the payroll based on the length of the pay period, Federal Tax rates, State Tax rates, pay transactions, and any miscellaneous payments and deductions. The totals are then stored in the CURRENT fields in the employee record. The Quarter To Date and Year To Date totals are not affected until the payroll is posted. PAYROLL CALCULATE may be run as often as required prior to running PAYROLL POST. If an error is found, the correction can be made in TRANSACTION MAINTENANCE and the payroll recalculated.

FROM THE CMS PAYROLL MENU

Select Program No. 6) PAYROLL CALCULATE

STEP 1: CALCULATE THE PAYROLL

PROMPT 1: 0=EXIT, 1=CALCULATE PAYROLL

Press RETURN to return to the PAYROLL MENU.
Enter 1 to begin calculating the payroll.

PROMPT 2: READY PRINTER, PRESS RETURN *

If errors are encountered during payroll calculation, an error report is printed and the calculations are halted.

The program will calculate the payroll and return to the PAYROLL MENU when finished.

** END OF PAYROLL CALCULATE INSTRUCTIONS **

ENTERING PRE-WRITTEN PAYROLL CHECKS

This program provides an easy method of posting manually prepared checks where the calculations were made outside the payroll program. It is important to remember that you must never run PAYROLL CALCULATE after entering hand calculated checks because all posted information will be erased. When running a payroll containing both system calculated and hand calculated checks, the following steps should be performed in the sequence shown.

- 1) TRANSACTION ENTRY
- 2) CALCULATE PAYROLL
- 3) POST MANUAL CHECKS
- 4) PAYROLL JOURNAL
- 5) PAYROLL POST

Other payroll functions may be mixed into the steps shown above but CALCULATE PAYROLL MUST ALWAYS PRECEDE POST MANUAL CHECKS.

FROM THE CMS PAYROLL MENU

Select Program No. 7) POST MANUAL CHECKS

STEP 1: POST MANUAL CHECKS

PROMPT 1: ENTER EMPLOYEE CODE ****

Enter the desired employee code or
Press RETURN to return to the Payroll Menu.

PROMPT 2: ADD TO CURRENT FIELDS? (Y/N) *

Enter Y if several paychecks are being entered for the same employee and you want the totals accumulated for a single payroll run.

Enter Y if payroll transactions were entered and calculated for this employee and these amounts are to be added to those totals.

Enter N if neither of the above conditions exist.

PROMPT 3: ENTER LINES 1 TO 18

Enter the amounts as requested in lines 1 through 18.

ENTERING PRE-WRITTEN PAYROLL CHECKS

PROMPT 4: ENTER LINE TO CHANGE, 0 TO SAVE, -1 TO CANCEL

Enter the number of any field to change.

Press RETURN to save the record and return to PROMPT 1.

** END OF MANUAL CHECK POSTING INSTRUCTIONS **

PRINTING THE PAYROLL JOURNAL

This program provides the audit trail and reporting capability to properly monitor and document each payroll. This report should be filed and maintained as it represents a hardcopy picture of your Payroll Master File and could be used as verification and or recovery of your Payroll File.

FROM THE CMS PAYROLL MENU

Select Program No. 8) PAYROLL JOURNAL

STEP 1: PRINT THE PAYROLL JOURNAL

PROMPT 1: ENTER STARTING EMPLOYEE CODE, A=ALL, 0=EXIT

Enter A to print all employee payroll records.
Enter the starting employee code in a desired range.
Press RETURN to return to the PAYROLL PROGRAM MENU.

PROMPT 2: ENTER ENDING EMPLOYEE CODE

If a starting employee code was entered in PROMPT 1, an ending employee code must be entered here.

IN PROMPTS 3 THROUGH 8, ENTER 1 TO INCLUDE THE INDICATED INFORMATION IN THE PAYROLL JOURNAL. ENTER 0 IF THE INFORMATION IS NOT TO BE INCLUDED.

PROMPT 3: HEADING

Enter 1 to include employee personal information.

PROMPT 4: CURRENT

Enter 1 to include all current pay period information.

PROMPT 5: QUARTER TO DATE

Enter 1 to include all quarter to date information.

PRINTING THE PAYROLL JOURNAL

PROMPT 6: YEAR TO DATE

Enter 1 to include all year to date information.

PROMPT 7: COMPANY TOTALS

Enter 1 to include company totals.

PROMPT 8: INACTIVE EMPLOYEES

Enter 1 to include inactive employees.

PROMPT 9: 0=EXIT, 1=SCREEN, 2=PRINTER

Press RETURN to return to PROMPT 1.

Enter 1 for screen.

Enter 2 for printer.

** END OF PAYROLL JOURNAL INSTRUCTIONS **

PRINTING PAYROLL CHECKS

This program prints the payroll checks. Payroll check forms may be ordered directly from CMS Software Systems, Inc.

IF CHECKS ARE TO BE PRINTED, THEY MUST BE PRINTED BEFORE RUNNING PAYROLL POST.

FROM THE CMS PAYROLL MENU

Select Program No. 9) PAYROLL CHECK WRITER

STEP 1: PRINT PAYROLL CHECKS

PROMPT 1: ENTER STARTING EMPLOYEE CODE, A=ALL, 0=EXIT

Enter the starting employee code in a desired range.
Enter A to print checks for all employees.
Press RETURN to return to the PAYROLL PROGRAM MENU.

PROMPT 2: ENTER ENDING EMPLOYEE CODE

If a starting employee code was entered in PROMPT 1, an ending employee code must be entered here.

PROMPT 3: BEGINNING CHECK NUMBER IS XXXX,
RETURN=ACCEPT, ENTER CORRECT NUMBER

Press RETURN if the check number shown is correct.
Enter the desired beginning check number if the check number shown is incorrect.

PROMPT 4: PRINT CHECK NUMBERS? (Y/N) *

Enter Y to print check numbers on the checks.
Enter N if the check numbers are already preprinted on the checks.

PROMPT 4: ENTRIES CORRECT? (Y/N)

Enter N to return to PROMPT 1.
Enter Y to begin printing checks.

** END OF PAYROLL CHECK PRINT INSTRUCTIONS **

PRINTING THE PAYROLL CHECK REGISTER

This Program provides an audit trail and register of all checks processed during the current payroll.

IF THE PAYROLL CHECK REGISTER IS TO BE PRINTED, IT MUST BE PRINTED BEFORE RUNNING PAYROLL POST.

FROM THE CMS PAYROLL MENU

Select Program No. 10) PAYROLL CHECK REGISTER

STEP 1: PRINT THE CHECK REGISTER

PROMPT 1: 0=EXIT, 1=SCREEN, 2=PRINTER

Press RETURN to return to the PAYROLL PROGRAM MENU.

Enter 1 for screen.

Enter 2 for printer.

** END OF PAYROLL CHECK REGISTER INSTRUCTIONS **

PAYROLL DEPARTMENTAL SUMMARY REPORT

This Program prints a Departmental Summary Report of all Deductions using the first character of each employee code as a department code. This report may be used for making adjusting entries into the General Journal if the payroll is departmentalized.

IF THE DEPARTMENTAL SUMMARY REPORT IS TO BE PRINTED, IT MUST BE PRINTED BEFORE RUNNING PAYROLL POST.

FROM THE CMS PAYROLL MENU

Select Program No. 11) DEPARTMENTAL SUMMARY REPORT

STEP 1: PRINT THE REPORT

PROMPT 1: ENTER BEGINNING DEPARTMENT CODE,
@=ALL, RETURN=EXIT *

Enter the department code to begin the report or
Enter @ for all departments.
Press RETURN to return to the PAYROLL MENU.

PROMPT 2: 0=EXIT, 1=SCREEN, 2=PRINTER *

Press RETURN to return to the PAYROLL MENU.
Enter 1 for screen.
Enter 2 for printer.

** END OF DEPARTMENTAL SUMMARY INSTRUCTIONS **

MISCELLANEOUS PAYMENTS & DEDUCTIONS REGISTER

This Program provides a register of all miscellaneous payments made and deductions taken during the present payroll period.

IF THIS REPORT IS TO BE PRINTED, IT MUST BE PRINTED BEFORE RUNNING PAYROLL POST.

FROM THE CMS PAYROLL MENU

Select Program No. 12) MISC PAYMENTS & DEDUCT REGISTER

STEP 1: PRINT THE REGISTER

PROMPT 1: 0=EXIT, 1=SCREEN, 2=PRINTER

Enter 1 for screen.

Enter 2 for printer.

Press RETURN to return to the PAYROLL PROGRAM MENU.

** END OF PAYROLL MISC PAYMENTS & DEDUCTIONS REGISTER **

POSTING THE PAYROLL

Posting the payroll permanently affects the Employee Master File. This program should not be run until the payroll has been verified as correct and after all necessary reports and paychecks have been printed. If this is the first payroll of a new quarter, be sure to print the necessary 941 information from the previous quarter before posting this payroll. If this is the first payroll of a new year, be sure to print all necessary W2 Forms from the previous year before posting this payroll.

This program performs a number of functions necessary to finalize and close a pay period. If this is the first pay period of the quarter, the QTD totals are cleared. If this is the first pay period of the year, the YTD totals are also cleared. The Current totals are then added to both the QTD and YTD totals and the Current totals are cleared. The Payroll Transaction File is then erased in preparation for the next pay period.

After posting the payroll, the Payroll Journal should be printed with all options and filed for documentation and audit trail of the Current payroll. If the X General Ledger Posting Code has been selected in the Payroll Information File, you will return to the Payroll Menu.

If either the Y or N General Ledger Posting Code has been selected in the Payroll Information File, the General Ledger postings created by this payroll will be printed on the printer. If the Y Posting Code has been selected, the postings created by this payroll will be automatically added to the General Ledger Transaction File.

FROM THE CMS PAYROLL MENU

Select Program No. 13) PAYROLL POST.

STEP 1: POST THE CURRENT PAYROLL

PROMPT 1: 0=EXIT, 1=BEGIN

Press RETURN to return to the PAYROLL MENU.
Press 1 to begin posting.

POSTING THE PAYROLL

PROMPT 2: FIRST PAY PERIOD OF THE QUARTER? (Y/N)

Press N if this is NOT the first pay period of the quarter and proceed to PROMPT 4.

Press Y if this IS the first pay period of the quarter. The QTD Totals will be cleared prior to processing and PROMPT 3 will be displayed.

PROMPT 3: FIRST PAY PERIOD OF THE YEAR? (Y/N)

Press N if this is NOT the first payroll period of the year.

Press Y if this is the first payroll period of the year. The YTD totals will be cleared prior to processing.

PROMPT 4: ENTRIES CORRECT? (Y/N)

Press Y to begin posting the current payroll.
Press N to return to PROMPT 1.

If the X General Ledger Posting Code has been selected in the Payroll Information File, the Payroll will be posted and you will be returned to the Payroll Menu.

If either the Y or N General Ledger Posting Code has been selected, the following PROMPTS will appear.

PROMPT 4: DO YOU WANT AN AUDIT TRAIL REPORT? (Y/N) *

Enter Y to print the Audit Trail report.
Enter N if the report is not required.

If the Y General Ledger Posting Code has been selected, you will be requested to insert the General Ledger data disk so that the postings created by this payroll may be added to the General Ledger Transaction File.

** END OF PAYROLL POST INSTRUCTIONS **

PAYROLL QUARTERLY TAX REPORT INSTRUCTIONS

This program provides quarterly payroll and tax information to assist you in the preparation of your Federal, State and Local tax reports. This program should be printed after processing the last payroll of a quarter but prior to processing the first payroll of a new quarter.

FROM THE CMS PAYROLL MENU

Select Program No. 14) QUARTERLY TAX REPORTS

STEP 1: QUARTERLY TAX REPORTS

PROMPT 1: ADDRESS LINE 1 *****

ADDRESS LINE 2 *****

Enter the company address to appear on the 941 report.

PROMPT 2: 0=EXIT, 1=BEGIN

Press 1 to begin printing or
Press RETURN to return to the PAYROLL MENU.

** END OF QUARTERLY TAX INFORMATION INSTRUCTIONS **

PRINTING W-2 FORMS

This program will print W-2 forms for all employees on the Employee Master File. See your dealer or contact CMS Software Systems, Inc. for information on ordering W2 Forms.

IF W2 FORMS ARE TO BE PRINTED, THEY MUST BE PRINTED BEFORE POSTING THE FIRST PAYROLL OF THE NEW YEAR.

FROM THE CMS PAYROLL MENU

Select Program No. 15) PRINT W-2 FORMS

STEP 1: PRINT W-2 FORMS

PROMPT 1: ENTER STARTING EMPLOYEE CODE, A=ALL, 0=EXIT

Enter the starting employee code in a desired range or Enter A to print W-2 Forms for all employees. Press RETURN to return to the PAYROLL MENU

PROMPT 2: ENTER ENDING EMPLOYEE CODE

If a starting employee code was entered in PROMPT 1, an ending employee code must be entered here.

PROMPT 3: ENTER EMPLOYER'S STREET ADDRESS

Enter the employer's street address to be printed on the W-2 forms.

PROMPT 4: ENTER CITY, STATE, AND ZIPCODE

Enter the employer's City, State and Zip code to be printed on the W-2 forms.

PROMPT 5: ENTER STATE NAME

If there was a collected state income tax, enter the name of the state, otherwise press RETURN.

PRINTING W-2 FORMS

PROMPT 6: ENTER LOCALITY NAME

If the city or local government collected taxes and this system withheld them, enter the name of the locality, otherwise press RETURN.

PROMPT 7: ARE ENTRIES CORRECT? (Y/N)

Enter N to RETURN to PROMPT 1.
Enter Y to begin printing the W-2 forms.

** END OF W-2 PRINT INSTRUCTIONS **

** END OF PAYROLL INSTRUCTIONS **