

## Introduction

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System A is a menu-driven, journal-oriented accounting system specifically designed for automotive dealerships. It conforms to the standards set by General Motors, Ford, Chrysler, and Nissan for dealership accounting.

Multiple journals are used, including Sales Journals, Service Journals, Payroll Journals, and General Journals. The accounts used in each journal can be custom-tailored to meet the needs of your dealership. Detail can be added or subtracted as needed. Account numbers are displayed plainly in the journals, eliminating much of the need to remember the exact account numbers. The journals are posted to the general ledger at a frequency suiting the needs of the dealership. Posting to the general ledger can be daily, weekly, monthly, or on demand.

The basic accounts for General Motors, Ford, and Chrysler are already set up and ready to go the minute the system is installed. You only need to add accounts that are specific to your dealership.

The system prints the manufacturer's statements and can cross-print to other manufacturer's statements.

For further information, please see the section "GETTING STARTED".

## ACCOUNTING OVERVIEW

### THE ACCOUNTING MODEL

An accounting system is one way to make a model of your dealership. It has many similarities to a plastic model of an automobile. In both cases, models are built to reduce the complexities of the real thing and to allow a view of the big picture. The plastic model of a car seldom has functioning doors or electrical systems or engines, but it may have shaped lumps of plastic that represent the engine or lines embossed in the body to represent the doors, hood, and trunk. The person building or viewing the model is not concerned that the model exactly mirror the car in every detail. If that were the case, it would be simpler to own the car. What the builder or owner of the model car is concerned about is that the level of detail shown in the model accurately represents the car. In the model of the car there is loss of detail and summarization of features.

In a similar fashion, your accounting system models your business by expressing all facets of it in terms of monetary value. For example, the value of buildings, land, cars, and machinery is reduced to monetary terms; also, the vacation time of the owner or accountant may be expressed as a dollar amount. Of course, you do not think of your vacation as money, but rather as pleasant memories of traveling or relaxing at home. Nevertheless, your vacation can be modeled in accounting terms simply by assigning it an appropriate dollar value and entering that value into your accounting model.

Accounting uses money as a unit of measure, because almost all activities in the dealership use or earn money. It is the universal unit of measure and allows comparison among the various departments of your dealership: Service, Parts, Sales, and Office.

Accounting was not the brain wave of Jarvis Computer Software, of course, nor of any other person, company, or group. Accounting methods evolved as a way to model businesses; they continue to evolve today as businesses change and require new methods to reflect those changes.

Since an automobile dealership is such a different business from a construction company, the models used by the accounting systems may differ greatly. As your dealership changes, you can expect your accounting model to change as well. We have summarized our usage of some of the most common accounting terms below, so that you may check them in case of questions.

## THE BALANCE SHEET

The Balance Sheet is very simply a statement of all the things the business owns and all the monies the business owes. Things owned are called Assets and monies owed are called Liabilities and Equities. Liabilities are monies owed to people or companies other than the owners of your dealership. Equities are monies owed by the dealership to the owners of the dealership.

If a dealership were to go out of business, everything the dealership owned could be sold, and hopefully all of its bills and debts could be paid. Any monies left over would be owed to the owners. Thus, it is seen that the total Assets can--in fact, must--equal (Balance) the total Liabilities and Equities. This is the basic underlying principle of almost all accounting systems for almost all businesses throughout the world. The model used by automobile dealerships also adheres to this principle.

Since Assets and Liabilities/Equities must be equal, everything that happens in the dealership must equally affect Assets and Liabilities/Equities. If the owner buys lunch for himself, he decreases an Asset (CASH) and decreases a Liability (OWNER'S EQUITY). If the owner buys the dealership a new building with his own money, he increases the Assets of the dealership (BUILDINGS) but he also increases Liability (OWNER'S EQUITY). It became apparent early in the development of accounting methods that everything that happens to the business must affect at least two accounts: one or more accounts in a positive manner and one or more accounts in a negative manner. This idea was the origin of "Double Entry Accounting."

## THE INCOME STATEMENT

Originally, accounting systems only kept track of the Balance Sheet. Each year businesses would make or lose money, but the only way to tell was to compare the Balance Sheet from the previous year to that of the current year. Some report was needed to describe how the business made or lost money--thus, the Income Statement. The Income Statement details changes in Owner's Equity and how the changes

occurred. When the Double Entry system is extended to all the accounts of the Income Statement, the problem of tracking how the business makes or loses money is solved. The General Ledger contains ALL of your business' accounts, including those from the Balance Sheet and Income Statement.

## ASSETS

Assets are everything the dealership owns. Typical assets are cash, inventory, buildings, land, machinery, equipment, vehicles, accounts receivable, and securities. Anything the dealership can sell, or otherwise convert to money, is an Asset.

### CURRENT ASSETS

Current Assets are those assets that, in the ordinary course of business, you can expect to convert to cash within one year. A dealership can expect to collect its accounts receivable and sell its inventory within a year. Perhaps one or two cars do not sell, or a few invoices may not be collected by year's end, but the normal flow of business results in cars being sold and invoices collected more or less within one year.

Any cash on hand or balances in checking and savings accounts are--or can be--turned into money and are, therefore, also Current Assets of the business.

### FIXED ASSETS

Fixed Assets are assets that ordinarily cannot be turned into cash within one year. Examples of Fixed Assets are land, buildings, machinery, and equipment.

## LIABILITIES

Liabilities are all of the monies the dealership owes. Liabilities come about in several ways. For example, the dealership owes money to employees for their work or the parts department orders something from a local vendor via a purchase order. These transactions are entered into the accounting system as Accounts Payable or Liabilities. Similarly, when the dealership enters into a contract to deliver a car to a customer, or when it borrows money from a bank or other financial institution, it creates a Liability. Finally, when the dealership makes a profit, the profits are owed to the owners and show as a Liability on the books.

## CURRENT LIABILITIES

Current Liabilities are those that must be paid within one year. These include Accounts Payable, payroll expenses, payroll taxes, bank notes payable, etc. Another class of Current Liabilities is that portion of long-term debt that will have to be paid this year.

## LONG-TERM LIABILITIES

Debts the business incurs for the purchase of land and buildings are the principle Long-Term Liabilities.

## EQUITIES

Equity accounts express the various ways a dealership may be owned. If the dealership is a corporation, there is usually a Capital Stock account and possibly a Capital In Excess Of Par account. Each year the dealership earns a profit and the profit is distributed to the owners, and Equity is accumulated in the dealership. Accumulated Equity is called Retained Earnings. Net worth, then, is the total of all the equities in the business.

### 1.1. THE INCOME STATEMENT IN MORE DETAIL

An Income Statement has two major parts. The first part expresses the profitability of direct operations. Direct operations are those activities of the dealership that comprise its reason for doing business. The selling and servicing of cars is the "Direct Operations" of your dealership. Revenues in excess of expenses entailed in selling and servicing your cars make up your profits from direct operations, that is, your Gross Margin. Everything not directly related to selling and servicing cars is expressed in the second part of the Income Statement containing the Other Revenues and Expenses accounts.

## SALES AND REVENUES

If you total all of the sales from new and used cars and combine it with the sales of the parts and service departments, you arrive at the "Sales from Direct Operations" figure.

## COST OF SALES

Likewise, combining the cost of vehicles and sales commissions with the cost of parts and the salaries of the parts manager, service manager, and mechanics produces the "Direct Cost of Sales."

## ADMINISTRATIVE EXPENSES

Certain costs are difficult to allocate to the expenses of a single department, yet cannot be allocated realistically to the direct "Cost of Sales." Rather than force an unnatural allocation, the accounting model combines these expenses into an "Administrative and Other Expenses" section.

## DISCIPLINE

Accounting takes discipline if it is going to be a good model of the dealership. Try to do tasks and posting sooner rather than later. Establish conservative policies about closing dates and cutoff dates and stick to them. Whenever an error is discovered, correct it as soon as practical.

## DOCUMENTS AND RECORD KEEPING

Computer records themselves are not enough for legal proof. Other original documents must accompany computer records to establish proof. You must keep checks, repair orders, receipts, invoices, and other support documents in order to support your computer records.

## HARDWARE OVERVIEW

### SYSTEM HARDWARE

The computer can be described best by listing the major components which you will be using: memory, keyboard, screen, printer, and disk drive(s).

- A. MEMORY                controls and directs data operations, via the processor or microprocessor.
- B. KEYBOARD              is the means by which you communicate with the computer--an input device.
- C. SCREEN                is the means by which the computer communicates with the operator, how it "talks" with you--an output device.
- D. PRINTER                is another output device, providing more permanent records than the screen.
- E. DISK DRIVE(S)        is a device that stores programs on floppy or hard disk media.

The descriptions below refer to two computers, NEC\* and IBM\* using MS DOS\* and/or UNIX\* operating systems. However, the information below will also apply to some other systems, such as, TI\*, COMPAQ\*, etc., which are operationally similar to the hardware mentioned above. In effect, this software will function with any top-of-the-line MS DOS machine configuration.

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\* Registered Trademarks.

## KEY DESIGNATIONS AND USAGE

The keys used are listed in alphabetical order below.

ALT KEY AND GRAPH KEYS	Are not used. These keys must NOT be locked down when the computer is going to be used with this software. The computer may appear to be out of order, with no response or a blank screen.
BACKSPACE KEY	Moves the CURSOR (a blinking screen position indicator) left and will remove any characters left as it moves.
CONTROL KEY	The "CTRL" key, on the left side of the keyboard, is used in conjunction with other keys to produce specific results, shown below. There is a list of control functions in the appendix. ^ = CTRL.
CURSOR	Is a blinking indicator of the present screen position.
CURSOR MOVEMENT KEYS	Are located on the lower right of the keyboard and are either separate or included with the NUMERIC keys. The CURSOR MOVEMENT keys are used to move the blinking cursor around the screen.  If the CURSOR MOVEMENT keys are part of the numeric key pad, employ the "NUM-LOCK" key at the top of the pad (IBM). Also, on IBM FUNCTION keys 7, 8, 9, and 10 are programmed to act as cursor control keys, because the cursor keys are incorporated in the number pad at the right of the keyboard and it is much more convenient to operate with these in a separate location. Set the NUM-LOCK key to NUMERIC and use the listed FUNCTION keys to move the cursor.  The CURSOR MOVEMENT keys may be used to correct certain entry errors. In cases where the previous digit(s) is in error, you may use the CURSOR to backtrack and re-enter data, similar to the BACKSPACE key. However, the F1 key can be used to CLEAR the current field to speed corrections most of the time.

<b>DELETE KEY</b>	The "DEL" key removes characters from the screen as it passes over them, moving left to right.
<b>ENTER KEY</b>	Found on the right side of the keyboard near the numeric pad, this key is used to move from data field to data field. On compatible keyboards this is designated by a left pointing arrow just left of the number pad. There are two enter keys on the NEC keyboards, designated RETURN and ENTER. This key does NOT save data.
<b>ESCAPE KEY</b>	The "ESC" key is at the top left or right of the keyboard. This key is used in conjunction with the menus, like a FUNCTION key. Its main use is to SAVE data and MUST be used to save data entered.
<b>FUNCTION KEYS</b>	Are at the top or left side of the keyboard and provide specific routines.
<b>F1 KEY</b>	The F1 key is used to CLEAR an entry field, so that data may be re-entered for corrections. The use of this key is the same on all screens.
<b>F5 KEY</b>	The F5 key is used to EXIT a current working menu to the main menu. F5 is also used to exit from the main menu to the operating system. NOTE: The computer must NOT be turned off without first depressing F5. This may require striking the F5 key twice: once to move from a submenu to the Master menu and once more to exit to the operating system. A system prompt indicates an exit to the operating system.
<b>INSERT KEY</b>	Inserts a space in the input line, so a missed character may be entered in the field without rewriting the entire line.
<b>NUMERIC KEYS</b>	To enter numbers, use the NUMERIC keys at the right or top of the keyboard.
<b>RETURN KEY</b>	The RETURN and ENTER key, on the right side of the keyboard, perform IDENTICAL functions, indicating field data entry completion (a particular entry on a screen, like a part number) and moving

the CURSOR to the next data field.

Refer to the MANUFACTURER'S USERS GUIDE provided with  
the computer for use with other applications.

## INITIAL SET UP

### OVERVIEW

Starting up the Accounting system is an important but easily under-estimated job. It can be broken into major parts and the parts can then be further sub-divided. It is best if the accounting system and all its parts can be started in unison. But if the startup must be broken up then a written plan should be formulated.

The startup has the following major parts:

1. Initialize the chart of accounts.
2. Determine the journals needed.
3. Set up journals.
4. Initialize accounts receivable code files.
5. Enter customers in customer files.
6. Initialize customer balances.
7. Enter vendors in vendor file.
8. Edit and update payroll tax tables.
9. Set up employee deductions and fringe benefit plans.
10. Enter employee data in employee files.
11. Set up employee wage, commission and hour formulas.
12. Enter year-to-date figures in payroll check file.

### INITIALIZE CHART OF ACCOUNTS

Jarvis Computer Software delivers your accounting system with a chart of accounts that is generic for the manufacturer. There are usually accounts that are missing and must be entered by you. These accounts are the sales accounts and the cost of sales accounts. There are also accounts included that may not apply to your dealership. Many of our customers delete the accounts dealing with lease and rentals. Finally, there are accounts that you may find very useful but do not concern the manufacturer, such as multiple checking and savings accounts. You will have to add these accounts.

Start out by printing the chart of accounts. From the

Accounting Main Menu, enter **program 31** ("Enter or Update Accounts".) Now, press the options key, **F3**. Press "**P**" for print, and "**P**" again for sending the output to the printer. When the chart of accounts is printed, compare it account by account with your current general ledger. Line out those accounts you wish to delete and pencil in the accounts you wish to add.

Now, delete the accounts you have lined out. To do this, enter the account number of the first account to be deleted. If you are using the numeric keypad, make sure that the number light is on. If it isn't, press the num-lock key. Now press enter, and the account title should appear. Press the option key, **F3**, then press "**D**" for delete. When asked "Are you sure?", press "**Y**" if you are sure or "**N**" if you made a mistake. Repeat the instructions in this paragraph until all undesired accounts have been eliminated. Please see the reference section in this manual for other details about this program.

Next you can start entering your new accounts, by entering desired account numbers on the first line of **program 31**. After you press enter, a beep will sound, indicating this is a new record. The beep is normal. Enter the account title. If an account number you've just entered appears on your manufacturer's statement, then leave the summary field blank and press enter. If this account does not appear on the manufacturer's statement then you must summarize it into an account that appears on the manufacturer's statement. Scheduling is an advanced topic and you should answer "**N**" (NO) to the scheduling in most cases. When the screen is correct, press the save key, **ESC**, to save your data. Repeat the instructions in this paragraph until all new accounts have been created.

Now reprint the chart of accounts. Compare it to the current general ledger, lining out unwanted items and penciling in new items. Then repeat the steps above until you are satisfied.

#### DETERMINE THE JOURNALS NEEDED

The journals your dealership needs is dependent to some extent on the number and kinds of documents the dealership produces or handles. Typical documents include warranty repair orders, internal repair orders, customer pay repair orders, payroll checks, regular checks, cash receipts, parts counter tickets and sales contracts. Documents generated outside the dealership are also entered into the journals. These include vehicle invoices, and accounts payable

invoices.

On a piece of paper start a list of the documents your dealership produces and receives. Then compare it to the list of journals and documents below. Remember that you are not limited to the journals below and you can add or delete journals later.

CASH RECEIPTS	Cash receipts and the daily cash from warranty and customer repair orders and cash counter tickets. It is important that all cash received during the day is entered into the journal.
CASH DISBURSEMENTS	Only manual checks are recorded in this journal.
PURCHASE OR PAYABLES	Invoices from the dealership's various suppliers are entered throughout the month, so that only the checks have to be written at the end of the month.
NEW VEHICLE SALES	Since vehicle sales are the largest part of the dealership's revenue they deserve special treatment. The source documents are usually the buyer's order and, for costs, the vehicle inventory book. You should consider having a separate journal for each manufacturer or possibly a separate journal for cars and trucks.
USED VEHICLE SALES	The source documents are usually the buyer's order and, for costs, the vehicle inventory book.
VEHICLE PURCHASE	All vehicles brought into the dealership should be entered into this journal, including new vehicles, floor-planned vehicles, vehicles purchased at auction, or dealer trades.
COUNTER SALES	Enter all counter tickets whether for retail or wholesale sales. Received on account tickets should be treated as cash receipts.
CUSTOMER REPAIR ORDERS	Customer pay repair orders are entered in this journal. They include mechanical as well as body shop work.
INTERNAL REPAIR ORDERS	Add-ons, repairs and maintenance of vehicles in inventory, demonstrators or company vehicles are entered here.

Also the repairs and add-ons that were "promised" by the sales representative are entered here.

**WARRANTY REPAIR ORDERS** All repair orders that will result in claims to the manufacturer should be entered in this journal.

**PAYROLL** Each employee's check is entered in this journal. This includes the gross pay distribution, fringe benefit plan expense distribution, payroll tax accrual and other payroll-related accounting. Please note that if you are using our Payroll program to write payroll checks, the information will be transferred to the Payroll journal by the program automatically.

**GENERAL** This journal is used for ad hoc entries that do not belong in other journals. Correcting mistakes, redistributing expenses and recording variable internal expenses are some of the many uses for this journal. Please note that if you are using our Accounts Payable program to write computer checks, check information is transferred to the General journal by the program automatically.

**STANDARD ENTRIES** Monthly accruals and expenses that remain constant throughout the year are entered in this journal. This usually include depreciation, expensing pre-paid insurance, interest accrual etc.

#### SET UP THE JOURNALS YOU NEED

This step is usually accomplished by the Jarvis Computer Software representative. You may wish to skip this section for now.

Journal setup begins by editing the file called ade\_imcf. A division "#jourmenu" is created. Entries in this division come in sets of three lines.

The first line in the set is what is actually displayed on the accounting menu when the system is started. (Example: CASH RECEIPTS)

The second line is a 4-letter code that is unique to the journal. We have established a convention that the first two

characters of the journal code identifies the type of journal and the second two characters identify the manufacturer. For example, cash receipts for a GM dealership would typically be identified as "crgm", the warranty sales journal for a Chrysler dealership would be "wsch" and the standard entries journal for a Ford dealership would be identified as "stfd".

The third and last line is the list of users allowed to make entries in the journal. For MSDOS systems this line has no effect but the word "pass" must be used to maintain file structure. For multi-user systems the user's login names are placed on this line separated by spaces. See the appendix on system security for more information.

Once the entries have been made in the **#jourmenu** division, start up the accounting system. When you are at the Accounting Main Menu, press the F3 key and then "S" for screens.

## INITIALIZE ACCOUNTS RECEIVABLE CODE FILES

Each accounts receivable customer has codes assigned to them to help control the receivables. These codes are for controlling credit limits, terms, finance rates, state sales tax, and grouping.

The **credit limit code** program is menu choice number 11 on the accounts receivable menu. Each code is one or two digits. The dollar field following the code field does not accept a decimal point or cents. When you have the credit limit codes initialized press the **ESC** key to save the data and exit to the accounts receivable menu.

The **terms code** entry is menu choice number 12 from the accounts receivable menu. It is somewhat more complex. The code itself is a single character. When a new code is entered the other fields are blanked. Usually discounting is not done so that the mode indicates the start of the grace period for receiving payment. Typically periods are 25 to 30 days from the end of the month. Mode two is the usual.

The **finance rate code** is menu choice number 13 from the accounts receivable menu. Typical finance rates are 12, 16, or 18 percent annual interest rates. The charging of interest is often regulated by state and federal banking laws. Please be sure that the rate you have chosen is appropriate for your state. You may want to charge a minimum finance charge if there is any unpaid balance.

The **state sales tax** code is menu choice number 15 from the accounts receivable menu. Each code is comprised of two parts. The first part is a two character official state

abbreviation. The software already knows the official postal regulation codes and will warn you if you do not choose a proper code. The second part of the code is a single digit. Typically the digit zero indicates tax exempt and the digit one indicates the usual tax rate for your area.

The group code is menu choice number 14 from the accounts receivable menu. The group code is a two character code. Typical groups are commercial accounts, individual accounts, employee accounts and dead beat accounts. You can use grouping for other purposes than these. You can use it for any purpose you can imagine.

## ENTER CUSTOMERS IN CUSTOMER FILES

Number 10 on the accounts receivable menu is used for entering customers. Entering customers in the customer file can sometimes be the biggest job in getting the accounting system started. How you assign customer codes is very important to the future use of the accounting system.

## SELECTING A NUMBERING SYSTEM

There are several schools of thought about how to assign customer codes. The alphanumeric (Letters with following numbers) codes can be assigned. If there are two Browns in the customer file then one is assigned a code of "BROW01" and the next a code of "BROW02". Three Smiths would be assigned "SMIT01", "SMIT02", and "SMIT03". The distinct advantage of alphanumeric customer codes is that the user can make an educated guess of an unknown customer code and get it correct. The distinct disadvantage is that you must remove your hand from the numeric keys and find the correct keys on the typewriter keys.

If you just assign the next available all digit number to the next customer then the advantage is that you always have your hands on the numeric keys. The distinct disadvantage is that you cannot make an educated guess of a customer code and the customers are not in any logical order.

An alternative that works well is to assign customers all digit numbers, but in a systematic manner. Usually the first two digits indicate the first letter of the last name. "01" equals "A", "02" equals "B" and "26" equals "Z". Now when you print customer lists they come out in approximately alphabetic order but the customer codes are all digits.

## ENTERING THE CUSTOMERS

Enter the customer code. It is a good idea to enter the customer billing name last name first and the customer shipping name first name first. This allows printing of customer lists in alphabetic order but invoices and mailing labels would have the names in natural order.

The codes at the bottom of the screens are not erased to speed entry of the next customer but you have to think with they should change.

## INITIALIZE CUSTOMER BALANCES

You can use number 7 on the accounts receivable menu to initialize balances. Use the date of the most recent invoice as the date of the initialization if they owe you. If they have a credit balance then use the date of the most recent payment. The advantage of using the initialize balance program is that it is very fast.

## ENTER VENDORS IN VENDOR FILES

Number 10 on the accounts payable menu is used for entering vendors. How you assign vendor codes is very important to the future use of the accounting system.

## SELECTING A NUMBERING SYSTEM

There are several schools of thought about how to assign vendor codes. The alphanumeric (Letters with following numbers) codes can be assigned. If there are two Browns in the vendor file then one is assigned a code of "BROW01" and the next a code of "BROW02". Three Smiths would be assigned "SMIT01", "SMIT02", and "SMIT03". The distinct advantage of alphanumeric vendor codes is that the user can make an educated guess of an unknown vendor code and get it correct. The distinct disadvantage is that you must remove your hand from the numeric keys and find the correct keys on the typewriter keys.

If you just assign the next available all digit number to the next vendor then the advantage is that you always have your hands on the numeric keys. The distinct disadvantage is that you cannot make an educated guess of a vendor code and the vendors are in any logical order.

An alternative that works well is to assign vendors all digit numbers, but in a systematic manner. Usually the first

two digits indicate the first letter of the last name. "01" equals "A", "02" equals "B" and "26" equals "Z". Now when you print vendor lists they come out in approximately alphabetic order but the vendor codes are all digits.

## ENTERING THE VENDORS

Enter the vendor code. It is a good idea to enter the vendor billing name last name first and the vendor shipping name first name first. This allows printing of vendor lists in alphabetic order but checks and mailing labels would have the names in natural order.

## SET UP EMPLOYEE DEDUCTIONS AND FRINGE BENEFIT PLANS

From the accounting menu, press "**26**" to proceed to the "**OTHER MENU**". In this menu is a selection for payroll. Once in the payroll system, setting up deduction plans is number **11**. Each plan has its own unique identification code. After entering the code, enter the description of the plan. Most deduction plans can be implemented so that the deductions happen every pay period. If a particular plan cannot be implemented for every paycheck then you must specify the frequency.

Deductions can be made in the following way:

**FLAT COST**              a fixed charge per payperiod or deduction is made. Medical plans ususally are handled in this manner.

**PERCENTAGE OF GROSS** is charged usually by retirement plans.

**HOURLY COST**              is usually charged by union plans.

You may accrue the employers portion of these plans also by filling in the the employers portion of the screen.

## ENTER EMPLOYEE DATA IN EMPLOYEE FILES

The employee master record is used by many programs in the payroll system. The basic information is name, address, phone number, hire date, termination date, social security number, accounts receivable number, income tax state, marital status and exemptions. Additionally the employee is enrolled in the deduction plans outlined above.

## SET UP EMPLOYEE WAGE, COMMISSION AND HOUR FORMULAS

Each employee has a mini spread sheet with their pay formulas. These spread sheets also allow the distribution of the employee's payroll expense. Unlike commercial spread sheets, there is a separate setup program. In this manner you cannot accidentally alter the pay formula during the normal payroll process.

A spread sheet is made of individual cells. Each cell may contain words, values, or formulas. The words are there only so that the user know what is happening. The payroll system uses the values and formulas to compute the gross pay and allocate the expenses.

## ENTER YEAR-TO-DATE FIGURES IN PAYROLL CHECK FILE

If you are starting the payroll system at the start of a calendar year then you may skip this step. Once payroll master records are entered, the only data needed is information about the paychecks already issued. This process is done for each employee for each paycheck. You may consider entering a combined "check" for each employee for previous quarters or months.

## MASTER MENU

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Screen 4-1: MASTER MENU

SYSTEM A

ACCOUNTING SYSTEM

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- |                                     |   |
|-------------------------------------|---|
| JOURNAL DATA ENTRY                  | 21. POST TO GENERAL LEDGER              |
| 1. INVENTORY ADJUSTMENT             | 22. TRIAL BALANCE                       |
| 2. PURCHASE                         | 23. MANUFACTURER'S STATEMENTS           |
| 3. CASH RECEIPTS                    | 24. CLOSE ACCOUNTING MONTH              |
| 4. CASH DISBURSEMENTS & PURCHASE    | 25. PRINT SCHEDULES                     |
| 5. NEW VEHICLE PURCHASE             | 26. OTHER                               |
| 6. NEW VEHICLE SALES                | 31. ADD NEW GENERAL LEDGER ACCOUNT      |
| 7. USED VEHICLE SALES               | 32. SET UP NEW ACCOUNTING YEAR          |
| 8. REPAIR ORDER - CARS              | 33. STATUS OF ACCOUNTS                  |
| 9. REPAIR ORDER - TRUCKS            | 34. ACCOUNTS RECEIVABLE                 |
| 10. PARTS AND ACCESSORIES - COUNTER | 35. ACCOUNTS PAYABLE                    |
| 11. INTERNAL SALES                  | 36. JOURNAL VIEW OR PRINT               |
| 12. WARRANTY CLAIMS                 | 37. ACCOUNT DETAIL VIEW OR PRINT        |
| 13. PAYROLL                         | 38. DUPLICATE, VOID & MISSING DOCUMENTS |
| 14. GENERAL                         | 39. RATIO ANALYSIS                      |
| 15. STANDARD ENTRIES                | 40. MAKE BACKUPS                        |
|                                     | 41. PROGRAM UPDATES                     |

PLEASE ENTER YOUR CHOICE [\_\_] F3 = ADDITIONAL FUNCTIONS, F7 = HELP.

F1 = CLEAR CURRENT FIELD, F5 = EXIT ACCOUNTING SYSTEM, F6 = REBUILD MENU.

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PURPOSE

The Master Menu facilitates movement through the power accounting functions without the necessity of learning or remembering commands or program names.

## USE

If your menu choice has the number ten or above just press the appropriate digits. Do not press the enter key. When the choice space is filled the menu automatically goes to the appropriate choice.

If the menu choice is less than ten, you can enter your choice in two ways. First you can press the single digit choice and then press the enter or return key. The other method is to press the digit zero and then press a single digit choice. Using this method you do not need to press the enter or return key.

The programs that you can select from the main menu are described below in numerical order. Find the program that you need and refer to the documentation on that program to proceed with its use.

### 1-14 JOURNAL DATA ENTRY

Use these programs to enter all transactions into the system. Entries such as sales, payroll, and business expenses are entered into the appropriate journals (accounts payable and accounts receivable transactions, however, are entered using the Accounts Receivable and Accounts Payable subsystems, selections 34 and 35 from the menu). The following section, DATA ENTRY, contains information on the journals and how to enter information into them.

### 21. POST TO GENERAL LEDGER

The posting program makes the data entered into the journals permanent. The data is printed in the form of an audit trail and transferred to the permanent journals. The totals are posted to the individual general ledger accounts. If the accounts receivable are posted, then the individual customer accounts are also posted.

## **22. TRIAL BALANCE**

The trial balance program prints the monthly and yearly balances of all general ledger accounts that have monthly and/or yearly balances. This information may then be transferred to other forms. A month does not have to be closed to print its trial balance. You can use this program to examine all accounts before you print a financial statement or manufacturer's statement.

## **23. MANUFACTURER'S STATEMENT**

This program provides a simple way to print one or multiple copies of reports or manufacturer's statements.

## **24. CLOSE ACCOUNTING MONTH**

The close month program permanently freezes a month so that no further entries can be made to the month. Only two months can be open at one time, so months must be closed as the year progresses.

## **31. ADD NEW GENERAL LEDGER ACCOUNT**

The new account program adds or modifies entries in the chart of accounts. You may also print the chart of accounts.

## **32. SET UP NEW ACCOUNTING YEAR**

This program is used at the end of the year when you need to open the accounting month for the new year.

## **33. STATUS OF ACCOUNTS**

The Status of Accounts program allows you to see the ledger entries in any account for any period of months. It also shows the month-to-date and current or end-of-year balances in the accounts.

#### **34. ACCOUNTS RECEIVABLE**

This program selects the System XX Accounts Receivable system and presents another menu. The Accounts Receivable system is used to create invoices, print statements, record payments received, and print reports listing customers and the amounts they owe.

#### **35. ACCOUNTS PAYABLE**

This program selects the System AP Accounts Receivable system and presents another menu. The Accounts Payable system is used to record invoices owed, print checks, and print lists of vendors and the amounts owed to them.

#### **36. JOURNAL VIEW OR PRINT**

This program allows you to print journal entries or display them on the screen. You can print a group of entries selected by and ordered by date or other criteria. The total amount and number of entries to each account made by the specified journal entries can be displayed, with or without displaying the journal entries.

#### **37. DETAIL VIEW OR PRINT**

This program allows you to print or display all transactions from every journal that affect a general ledger account screen.

#### **38. DUPLICATE, VOID and MISSING DOCUMENTS**

This allows you to locate all documents that have been entered twice or have not been entered at all. Documents that have no accounting information will show up as void.

## 39. RATIO ANALYSIS

This program detects transactions that do not fall within normal parameters.

### FUNCTION KEYS

- F1      clears the current field. The use of this function key is standard throughout all screens and programs.
- F3      displays the following menu bar:  
Screens Directory Check\_journals Remove\_locks Print Quit
- F3 S     allows you to change journal entry set-ups. You can tell the journal entry programs what information to ask for on the header of each journal, and what predefined account numbers to list under the debits and credits. This program is not documented in the manual; please call our office if you need to make changes. First post the journal to the general ledger, as this program should not be used if there are any unposted journal entries,
- F3 D     prints the name of the accounting directory.
- F3 C     prints a list of possible problems in the journal set-up. The journal names are listed followed by a list of possible problems. The program checks for non-existent account numbers. It also checks for the existence of customer and vendor fields in the header and compares this to the #apjourns and #arjourns divisions of the ade\_imcf file, and with the account numbers in the debits and credits sections.
- F3 R     allows you to unlock a journal. This is used when you get a "Journal in use" error and you are absolutely positive that no one really is using the journal. The journal entry programs on the left side of the accounting screen, the post to general ledger program (#21), printing paychecks, vendor checks and single checks, and entering repair orders and counter tickets into accounting, all count as using the journal.

- F3 P Prints out documentation that we send with updates. We will include a note on the transmittal we send with the update if we send any documentation for you to print.
- F5 indicates that you wish to exit from System A. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.
- F7 displays the help menu.

## DATA ENTRY

The data entry screens are the heart of the accounting system. Data entry will occupy most of your time. The screens have been designed to speed the entry of all normal accounting records of the dealership. The data entry is journal oriented, just like a manual set of books. To speed entry even more, we have added other journals that are even more specialized for the dealership needs.

### THREE PART SCREENS

The organization of journals and, therefore, the screens comprise three parts. The memo fields and document number are always located in the header portion of the screen. Most of the entries are mandatory. These fields are to document the transaction in the journal.

Below the solid line in the middle of the screen are the debit and credit sections of the screen. Each debit and credit section is unique to each journal.

To move between the sections of the screen use the F6 key. This key will move you counterclockwise between the parts. To move from debits to credits, press the F6 key twice.

### DOCUMENT NUMBERS

Almost every transaction that a dealership must record naturally has a transaction number. Invoices, repair orders, checks, etc., all have numbers. The only transactions that do not have numbers are standard entries and general journal entries. Even some of these have numbers and should be used.

When you enter a document number, if the screen is blank or if you have been typing in a new entry, the system will look for an existing unposted journal entry with that document number and display it so that you can modify it. If you are modifying an existing journal entry, changing the document number will actually change the document number of the journal entry, rather than look for another journal

entry. If the system beeps and does not accept the document number, it means that you are trying to modify an existing journal entry to another journal entry's document number.

#### FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.

F2 is effective when you are in the debit or credit portion of a journal. If the journal has multiple pages, the F2 key will page to a higher page number.

F3 is the options key. When the F3 key is pressed, a menu bar will be displayed at the bottom of the screen:

Customers Vendors Accounts Erase Delete Modify  
Print Options Balances Quit

You may move along the menu bar by pressing the right or left arrow keys. When the cursor and highlighting are over the appropriate selection, press the enter key. An alternative is to press the capitalized letter of the appropriate option.

F3-C displays a list of customers that are in the Accounts Receivable system and allows you to select one to put in the journal. This only works if the journal has a field to enter customer number, and you have entered past this field. The list of customers is displayed in order by customer number, starting with the customer code in the customer field of the journal. The list of customers may be scrolled by pressing "u" for up or "d" for down. When the desired customer is visible press "s" for select. The customer number and name is then put into the journal header automatically.

F3-V displays a list of vendors that are in the Accounts Receivable system and allows you to select one to put in the journal. This only works if the journal has a field to enter vendor number, and you have entered past this field. The list of vendor is displayed in order by vendor number, starting with the vendor code in the vendor field of the journal. The list of vendor may be scrolled by pressing "u" for up or "d" for down. When the desired vendor is visible press "s" for select. The vendor number and name is then put into the journal header automatically.

- F3-A transfers you to the "Add New General Ledger Account" program, the same as if you selected 31 from the accounting menu. This allows you to check account numbers you are not sure of, enter or delete accounts, and print the chart of accounts. When you press F5 to exit from the "Add New General Ledger Account" program, you are returned to the journal you were entering.
- F3-E removes all entries from all fields. It has the same effect as moving from field to field and pressing the F1 key. Erase does not save the entry. Erase is used to remove entries that have not yet been written to the journal. To remove entries already written to the journal, see Delete below. If you were modifying an existing record, whatever you enter on the blank screen you get from F3-E will replace the record you were modifying, but only after you press ESC to save it.
- F3-D deletes an entry that is already in the journal. You are usually presented with a list of journal entries, so you can choose one to delete. However, if you are modifying an existing entry, you are first given a choice whether you want to "Select" from this list, or simply to delete "This" entry that you are modifying. When choosing from the list, if there are more than 20 entries in the journal, the selection screen may be scrolled by pressing "u" for up or "d" for down. When the entry to be deleted is visible press "s" for select. The transaction number is the left-most number on the line and records are usually in numeric order. Enter the transaction number. Confirm the deletion by pressing "y".
- F3-M is a three step process. First the entry to be modified must be selected, its modification must be confirmed, and then the modification must be made. If there are more than 20 entries in the journal, the selection screen may be scrolled by pressing "u" for up or "d" for down. When the entry to be modified is visible, press "s" for select. The transaction number is the left-most number on the line and records are usually in numeric order. Enter the transaction number. Confirm the modification by pressing "y" for yes. You will now be back in the data entry screen with the old transaction already present. Make any changes that you like, and then press ESC to save the changes. You may also modify an entry without pressing F3-Modify. If you know the date of the transaction and usually one other vital piece of information,

the invoice number, for example, you can enter those in the journal header and the entry will be retrieved. Make the modifications and press ESC to save your changes. If a scheduled account is involved, you will be asked to reschedule it each time you press ESC.

- F3-P will display the sub-menu "Complete Totals\_only Screen\_totals Full\_Screen".
- F3-P-C will list to the system printer all entries that have been made. This is a proof listing and not the audit trail. The audit trail will be printed at the time of posting. Save the proof listing until the audit trail is printed and then discard it.
- F3-P-T will list to the system printer only the totals page.
- F3-P-S will list to the screen only the totals page.
- F3-P-F will list to the screen the complete proof.
- F3-0 has a menu bar that allows paging of the debits and credits together (press "t") or separate (press "s").
- F3-B transfers you to the "View Customer Accounts" program, the same as if you selected 31 from the Accounts Receivable menu. When you exit from "View Customer Accounts", you are returned to where you left off entering the journal.
- F3-Q returns from the menu bar and allows you to continue entering the journal. It is used if you press F3 accidentally.
- F4 is effective when you are in the debit or credit portion of a journal. If the journal has multiple pages, the F4 key will page to a lower page number.
- F5 indicates that you wish to exit from the journal entry. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.
- F6 switches context. If you are in the header portion of the journal, pressing the F6 key will move you to the debits. Pressing F6 again will move you to the credits. Pressing the F6 key a third time will return you back to the header. Pressing the F6 always moves you counterclockwise through the various sections of the screen. If you press the F6 key, hear a beep and the cursor does not move, then the data in the current field is unsatisfactory. Correct the data and then press

the F6 key again.

## 5.1. SCHEDULING

It is possible to set up "scheduled accounts" (see program #31 for how to set up scheduled accounts, and program #25 on the schedule report). If the journal you are entering contains a scheduled account, you will be presented with another screen after you press Escape to save the journal entry.

## Screen 5-2: SCHEDULED ACCOUNT DATA ENTRY

SCHEDULED ACCOUNT DATA ENTRY BY JARVIS COMPUTER SOFTWARE  
(C) COPYRIGHT 1990, ALL RIGHTS RESERVED

ACCOUNT 263 WARRANTY CLAIMS

AMOUNTS	1300.00	-	0.00	=	1300.00
					DEBIT
			CL ATM NUMBER	AMOUNT	

F1=CLEAR CURRENT FIELD, ESC = SAVE DATA.

This screen contains two columns. The column on the left contains the document number. The exact meaning of this number depends on what is being scheduled; in this example it is the "Claim Number". The right column contains the amount associated with each document. The amounts must add up to the total that you put in (or took out of) that account in the journal. The column is labeled either "Debit Amount" or "Credit Amount" depending upon which side of the journal the account number appeared in.

When you have entered the schedule, press Escape to save it. The amounts must add up to the total, or it will not be accepted.

The only way to get out of this screen is to enter and save the information.

## JOURNALS

## CASH RECEIPTS JOURNAL

## CASH RECEIPTS MONTH/YEAR

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Screen 6-3: CASH RECEIPTS MONTH/YEAR

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JOURNAL DATE ENTRY

CASH RECEIPTS

ACCOUNTING YEAR: 92

ACCOUNTING MONTH: \_\_

---

MONTHLY STATUS

---

01 JANUARY	OPEN FOR ENTRY	07 JULY	NOT AVAILABLE
02 FEBRUARY	AVAILABLE	08 AUGUST	NOT AVAILABLE
03 MARCH	NOT AVAILABLE	09 SEPTEMBER	NOT AVAILABLE
04 APRIL	NOT AVAILABLE	10 OCTOBER	NOT AVAILABLE
05 MAY	NOT AVAILABLE	11 NOVEMBER	NOT AVAILABLE
06 JUNE	NOT AVAILABLE	12 DECEMBER	NOT AVAILABLE

---

---

F1= CLEAR CURRENT FIELD, F5=RETURN TO MENU, ESC=PROCEED TO JOURNAL ENTRY.

---

Every journal starts out with a month/year screen. Upon entering the two digit year the program will check the status of that journal. If there is already work in progress, the words "OPEN FOR ENTRY" will appear next to the appropriate month. In the example above you must post the January entries already started before you can enter items for February. If both January and February were "AVAILABLE", then either "01" or "02" could be entered for the month.

When the month and year are entered correctly, press the ESC key to move to the data entry screen.

## CASH RECEIPTS DATA ENTRY

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### Screen 6-4: CASH RECEIPTS ENTRY

ACCOUNTING MONTH/DAY/YEAR: 01/01/88

CASH RECEIPT #: 967876

CUSTOMER #: JARVIS RECEIVED FROM: Clare\_Jarvis\_\_\_\_\_

DEBITS		CREDITS			
Cash on Hand	201	123.45	Contracts in Transit	205	0.00
Finance Income	262	0.00	Accounts Receivable	220	0.00
General:			Cash Sales	225	123.45
			Finance Income	807	0.00
			General:		
-1of1-					
		123.45			123.45

---

The header portion of this journal contains three fields. The receipt number is up to 6 characters long. You must make an entry in this field.

The customer number is optional. If you make an entry in this field, it must be a valid customer account number. The program will look up the name of the customer for you. If this is not an A/R entry, you may leave the customer number field blank, but you must fill in the customer name field.

# CASH DISBURSEMENTS JOURNAL

## CASH DISBURSEMENTS ENTRY

---

### Screen 6-5: CASH DISBURSEMENTS ENTRY PAGE 1 OF 3

GM

CASH DISBURSEMENTS and PURCHASE JOURNAL

ACCOUNTING MONTH/DAY/YEAR: 01/01/92

CHECK #: 243576

VENDOR #: JARVIS PAYEE OR VENDOR: Clare\_Jarvis\_\_\_\_\_

DEBITS		CREDITS	
Inventories:		Bank Deposits	210 0.00
New Cars	231 _____	Checks Drawn:	
New Trucks	237 _____		202 600.00
Used Cars	240 _____		202A _____
Used Trucks	241 _____	Accounts Payable	300 _____
Parts & Accessories	242 _____	N/P New Veh. + Dem.	310 _____
Gas Oil Grease	244 600.00		
B & P Shop Materials	245 _____	General:	
Sublet Work	246 _____		_____
Factory /R	262 _____		_____
-1of3-	_____	-1of3-	_____
	600.00		600.00

---

The header portion of this journal contains three fields. The check number is up to 6 characters long. You must make an entry in this field. The vendor number is optional. If you make an entry in this field, it must be a valid vendor account number. The program will look up the name of the vendor for you. If this is not an A/P entry, you may leave the vendor number field blank and the program will fill in "NONE", but you must fill in the vendor name field. If you do not have a vendor, the program will not allow you to enter amounts in the Accounts Payable account.

---

## Screen 6-6: CASH DISBURSEMENTS ENTRY PAGE 2 OF 3

DEBITS	CREDITS
Accounts Payable                    300	_____
N/P New Veh. + Dem.                310	_____
Salaries/P                        321	_____
Other/P	_____
Departmental Expenses:	_____
New	_____
Used	_____
Lease + Rental	_____
Service Mechanical	_____
Service Body	_____
Parts	_____
General Admin.	_____
-2of3-	_____

---

## Screen 6-7: CASH DISBURSEMENTS ENTRY PAGE 3 OF 3

DEBITS	CREDITS
Direct Costs L + R:	_____
705	_____
735	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
-3of3-	_____

---

### NEW VEHICLE PURCHASE JOURNAL

The header portion of this journal contains ten fields. The invoice number is up to six characters long. You must make an entry in this field.

The vendor number is optional. If you make an entry in this field, it must be a valid vendor account number. The

program will look up the name of the vendor for you. If this is not an A/P entry, you may leave the vendor number field blank

---

Screen 6-8: NEW VEHICLE PURCHASE JOURNAL PAGE 1 OF 3

GM

NEW VEHICLE PURCHASE JOURNAL

ACCOUNTING MONTH/DAY/YEAR: 01/01/92 INVOICE NUMBER: 435465

VENDOR #: JARVIS VENDOR: Clare\_Jarvis\_\_\_\_\_ STOCK NUMBER: 1234567

SERIAL NUMBER: JP0456CK867334444 YEAR: 92 MAKE: DODGE\_ MODEL: ARIES\_\_\_\_

KEY NUMBERS - IGNITION: 123F\_\_\_\_\_ DOOR/TRUNK: 4567F\_\_\_\_\_

	DEBITS	CREDITS
Inventories:		
New Cars	231 _____	Bank Deposits
New Trucks	237 _____	Checks Drawn:
Used Cars	240 _____	202 _____
Used Trucks	241 _____	202A _____
Parts & Accessories	242 _____	Accounts Payable
		300 _____
		N/P New Veh. + Dem.
Gas Oil Grease	244 _____	310 _____
B & P Shop Materials	245 _____	General:
Sublet Work	246 _____	_____ _____
Factory /R	262 _____	_____ _____
	_____ _____	_____ _____

-1of3-

-1of3-

---

and the program will fill in "NONE", but you must fill in the vendor name field. If you do not have a vendor, the program will not allow you to enter amounts in the Accounts Payable account.

The vehicle stock number is seven characters long and may contain both alphabetic and numeric characters. The VIN is up to 20 characters long. Year requires two digits, whereas make can be 6 characters. Model can be 8 characters. Key numbers are optional but strongly suggested.

The header portion of the journal contains ten fields. The invoice number is up to 6 characters long. You must make an entry in this field.

The vendor number is optional. If you make an entry in this field, it must be a valid vendor account number. The program will look up the name of the vendor for you. If this is not an A/P entry, you may leave the vendor number field

blank and the program will fill in "NONE", but you must fill in the vendor name field. If you do not have a vendor, the program will not allow you to enter amounts in the Accounts Payable account.

The vehicle stock number is seven characters long and may contain both alphabetic and numeric characters. The VIN is up to 20 characters long. Year requires 2 digits, whereas make can be 6 characters. Model can be 8 characters. Key numbers are optional but strongly suggested.

---

Screen 6-9: NEW VEHICLE PURCHASE JOURNAL PAGE 2 OF 3

DEBITS	CREDITS
Accounts Payable 300	_____
N/P New Veh. + Dem. 310	_____
Salaries/P 321	_____
Other/P _____	_____
Departmental Expenses:	_____
New _____	_____
Used _____	_____
Lease + Rental _____	_____
Service Mechanical _____	_____
Service Body _____	_____
Parts _____	_____
General Admin. _____	_____
-2of3- _____	_____
	0.00

---

Screen 6-10: NEW VEHICLE PURCHASE JOURNAL PAGE 3 OF 3

DEBITS	CREDITS
Direct Costs L + R:	_____
705 _____	_____
735 _____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
-3of3- _____	_____
	0.00

---

NEW VEHICLE SALES JOURNAL

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Screen 6-11: NEW VEHICLE SALES JOURNAL PAGE 1 OF 2

---

GM

NEW VEHICLE SALES JOURNAL

ACCOUNTING MONTH/DAY/YEAR: 01/01/92 INVOICE NUMBER: 988776

CUSTOMER #: JARVIS SOLD TO: Clare\_Jarvis\_\_\_\_\_ STOCK NUMBER: 1234533

SERIAL NUMBER: JP34545CK0987647\_\_\_\_ PMT. DATE SPL. VEH. INC. 06/30/92

SALES PERSON: JOE_BACH_____	TRADE IN STOCK NUMBER: _988777
<hr/> DEBITS   CREDITS <hr/>	
Contracts in Transit 205 _____	
Accounts Receivable 220 _____	Sales Tax 324 _____.00
Notes Receivable 210 _____	License & Fees _____
Cash Sales 225 _____	_____
Used Inventories:	
Cars 240 _____	_____
Trucks 241 _____	_____
Lease + Rental Units 277 _____	_____
General:	
_____	_____
-1of2-	-1of2-
0.00	0.00

---

The header portion of this journal contains ten fields. The invoice number is up to 6 characters long. You must make an entry in this field.

The customer number is optional. If you make an entry in this field, it must be a valid customer account number. The program will look up the name of the customer for you. If this is not an A/R entry, you may leave the customer number field blank (the program will fill in "CASH"), but you must fill in the customer name field.

The vehicle stock number can be 1 to 7 characters and is required. The VIN or serial number is up to 20 characters long.

The payment date for special vehicle incentives, sales representative, and trade in stock number are optional.

---

Screen 6-12: NEW VEHICLE SALES JOURNAL PAGE 2 OF 2

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DEBITS		CREDITS	
Sales and Cost of Sales:			
Finance Income	262	Inventory Cost:	
			231
Insurance Income	264		237
Cost		Finance Income	806
		Insurance Income	807
-2of2-		-2of2-	
	0.00		0.00

---

USED VEHICLE SALES JOURNAL

---

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Screen 6-13: USED VEHICLE SALES JOURNAL PAGE 1 OF 3

---

GM

USED VEHICLE SALES JOURNAL

ACCOUNTING MONTH/DAY/YEAR: 01/01/92 INVOICE NUMBER: 243546

CUSTOMER #: JARVIS SOLD TO: Clare\_Jarvis\_\_\_\_\_ STOCK NUMBER: 5476980

SERIAL NUMBER: JP123283746987342\_\_\_\_

SALES PERSON: JOE\_BACH\_\_\_\_\_ TRADE IN STOCK NUMBER: 3456780  
=====DEBITS===== | =====CREDITS=====

Contracts in Transit	205		
Accounts Receivable	220	Sales Tax	324
Notes Receivable	210	License & Fees	
Cash Sales	225		
Used Inventories:			
Cars	240		
Trucks	241		
Lease + Rental Units	277		
General:			

-1of3-

-1of3-

---

The header portion of this journal contains six fields. The invoice number is up to 6 characters long. You must make an entry in this field.

The customer number is optional. If you make an entry in this field, it must be a valid customer account number. The program will look up the name of the customer for you. If this is not an A/R entry, you may leave the customer number field blank, but you must fill in the customer name field.

The vehicle stock number can be 1 to 7 characters and is required. The VIN or serial number is up to 20 characters long.

The sales representative and trade in stock number are optional.

Screen 6-14: USED VEHICLE SALES JOURNAL PAGE 2 OF 3

DEBITS		CREDITS	
Cars Retail:		Cars Retail:	
Cost	646	Sales	446
Reconditioning Cost	647	Cost	240
		Reconditioning Cost	647
Cars Wholesale:		Cars Wholesale:	
		Sales	448
Cost	648	Cost	240
-2of3-		-2of3-	
	0.00		

Screen 6-15: USED VEHICLE SALES JOURNAL PAGE 3 OF 3

DEBITS		CREDITS	
Trucks Retail:		Trucks Retail:	
		Sales	450
Cost	650	Cost	241
Reconditioning Cost	651	Reconditioning Cost	241
Trucks Wholesale:		Trucks Wholesale	
		Sales	452
Cost	652	Cost	241
Auto F&I:		Auto F&I:	
Finance Income	262	Finance Income	808
Insurance Income	264	Insurance Income	809
-3of3-		-3of3-	
	0.00		

SERVICE AND PARTS JOURNAL--REPAIR ORDER SALES

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Screen 6-16: SERVICE AND PARTS JOURNAL--REPAIR ORDER SALES PAGE 1 OF 2

GM

SERVICE AND PARTS JOURNAL--REPAIR ORDER SALES

ACCOUNTING MONTH/DAY/YEAR: 01/01/92

REPAIR ORDER#: 124589

CUSTOMER#: JARVIS

CUSTOMER NAME: Clare\_Jarvis\_\_\_\_\_

DEBITS		CREDITS	
		LABOR MECH. CAR	460 240.00
Accounts Receivable	220 345.67	- TRUCK	461 0.00
		PARTS MECH. CAR	467 85.75
Cash Sales	225 _____	- TRUCK	468 0.00
		LABOR BODY CAR	470 0.00
		- TRUCK	471 0.00
		SUBLET REPAIRS	466 0.00
		GAS, OIL, GREASE	491 19.82
		PAINT & BODY MATL.	479 _____
		SHOP SUPPLIES	61D _____
		TIRES	490 _____
-1of2-		-1of2- SALES TAX	324 _____
	345.67		345.57

---

The header portion of this journal contains three fields. The invoice number is up to 6 characters long. You must make an entry in this field.

The customer number is optional. If you make an entry in this field, it must be a valid customer account number. The program will look up the name of the customer for you. If this is not an A/R entry, you may leave the customer number field blank, but you must fill in the customer name field.

Screen 6-17: SERVICE AND PARTS JOURNAL-REPAIR ORDER SALES PAGE 2 OF 2

DEBITS			CREDITS		
COST LABOR MECH.	CAR	660	180.00	LABOR	247
-	TRUCK	661			180.00
-	PARTS MECH.	CAR	667	60.00	PARTS
-	TRUCK	668			60.00
-	LABOR BODY	CAR	670		SUBLET
-	TRUCK	671			0.00
-	PARTS BODY	CAR	677		OIL
-	TRUCK	678			10.00
-	SUBLET REPAIR		666		PAINT & BODY SHOP
-	GAS, OIL, GREASE		691	10.00	245 0.00
-	PAINT & BODY MATL.		679		TIRES
-	TIRES		690		
-2of2-			595.67		595.67

---

PARTS AND ACCESSORIES JOURNAL--COUNTER SALES

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## Screen 6-18: PARTS AND ACCESSORIES JOURNAL - COUNTER SALES

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GM

PARTS AND ACCESSORIES JOURNAL - COUNTER SALES

ACCOUNTING MONTH/DAY/YEAR: 01/01/92

PARTS COUNTER TICKET: 394857

CUSTOMER #: JARVIS CUSTOMER NAME: Clare\_Jarvis\_\_\_\_\_

DEBITS			CREDITS		
Accounts Receivable	220	88.45	Sales & Use Tax	324	3.45
Cash Sales	225	_____			
Counter Retail:			Counter Retail: Sales	482	85.00
- Cost	682	60.00	- Cost	242	60.00
Counter Wholesale:			Counter Wholesale: Sales	483	_____
- Cost	683	_____	- Cost	242	_____
Tires:			Tires Sales	490	_____
- Cost	243	_____	- Cost	243	_____
Gas Oil Grease:			Gas Oil Grease: Sales	491	_____
- Cost	243	_____	- Cost	244	_____
	_____	_____		_____	_____
-1of1-			-1of1-		
		148.45			148.45

---

The header portion of this journal contains three fields. The counter ticket number is up to 6 characters long. You must make an entry in this field.

The customer number is optional. If you make an entry in this field, it must be a valid customer account number. The program will look up the name of the customer for you. If this is not an A/R entry, you may leave the customer number field blank, but you must fill in the customer name field.

# INTERNAL SALES JOURNAL

---

## Screen 6-19: INTERNAL SALES JOURNAL PAGE 1 OF 2

---

GM

INTERNAL SALES JOURNAL

ACCOUNTING MONTH/DAY/YEAR: 01/01/92

REPAIR ORDER #: 253647

VEHICLE STOCK #: 1234567

VEHICLE SERIAL #: JP45553344434444

DEBITS		CREDITS	
POLICY WORK SERVICE	67D _____	LABOR MECHANICAL	463 _____
		PARTS & ACC.	481 _____
POLICY WORK NEW VEH.	15A _____	LABOR BODY SHOP	473 _____
		NEW VEHICLE INSPECTION	464 _____
POLICY WORK USED VEH.	15B _____	SUBLET REPAIRS	466 _____
		GAS, OIL, GREASE	491 _____
USED CAR RECOND.	647 _____	PAINT & BODY MAT.	479 _____
		TIRES	490 _____
USED TRUCK RECOND.	651 _____		_____ _____
NEW CAR INVENTORY	231 _____		_____ _____
NEW TRUCK INVENTORY	237 _____		_____ _____
	_____ _____	-1 of 2-	_____ _____

---

Screen 6-20: INTERNAL SALES JOURNAL PAGE 2 OF 2

DEBITS		CREDITS	
COSTS - LABOR MECH.	663	LABOR	247
- PARTS & ACC.	681		
- LABOR BODY SHOP	673	PARTS & ACC.	242
- LABOR NVI	664		
- SUBLET REPAIR	666	SUBLET	246
- GAS, OIL, GREASE	691		
- PAINT & MAT.	679	GAS, OIL, GREASE	244
- TIRES	690		
		PAINT & MAT.	245
		TIRES	243
- 2 of 2 -			
	0.00		

---

WARRANTY & FACTORY CLAIMS JOURNAL

Screen 6-21: WARRANTY & FACTORY CLAIMS JOURNAL PAGE 1 OF 2

GM

WARRANTY & FACTORY CLAIMS JOURNAL

ACCOUNTING MONTH/DAY/YEAR: 01/01/92

REPAIR ORDER #: 293745

VEHICLE STOCK #: 233456\_\_\_\_\_

VEHICLE SERIAL #: jp56634448333744\_\_\_\_\_

	DEBITS	CREDITS
WARRANTY WORK	263 _____	LABOR MECH. 462 _____
		PARTS & ACC. 480 _____
		LABOR BODY SHOP 472 _____
		NEW VEHICLE INSPECTION 464 _____
		SUBLET REPAIRS 466 _____
		GAS, OIL, GREASE 491 _____
		PAINT & MAT. 479 _____
		TIRES 490 _____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
- 1 of 2 -	_____	- 1 OF 2 -

Screen 6-22: WARRANTY & FACTORY CLAIMS JOURNAL PAGE 2 OF 2

DEBITS		CREDITS	
COSTS - LABOR MECH.	662	LABOR	247
- PARTS & ACC.	680		
- LABOR BODY SHOP	672	PARTS & ACC.	242
- LABOR NVI	664		
- SUBLET REPAIRS	666	SUBLET REPAIRS	246
- GAS, OIL, GREAS	691		
- PAINT & MAT.	679	GAS, OIL, GREASE	244
- TIRES	690		
		PAINT & MAT.	245
		TIRES	243
- 2 of 2 -		- 2 of 2 -	
	0.00		

---

PAYROLL JOURNAL

---

Screen 6-23: PAYROLL JOURNAL PAGE 1 OF 2

GM

PAYROLL JOURNAL

ACCOUNTING MONTH/DAY/YEAR: 01/01/92

CHECK #: 394857    EMP #: 123    EMPLOYEE NAME: CLARE\_JARVIS\_\_\_\_\_

DAY OF THE MONTH: 10    PAY PERIOD ENDED: 10

HOURS: REGULAR 40.00    OVERTIME 6.00

EARNINGS: REGULAR 600.00    OVERTIME 135.00    GROSS 735.00

DEBITS		CREDITS
GROSS PAYROLL DIST.		F.I.C.A Tax 323 _____
Work in Process 247 _____		Fed. Inc. Tax 323 _____
		State Inc. Tax 323 _____
Vehicle L+R Sales People		City-County Tax 323 _____
- Compensation New _____		Other _____
- Compensation Used _____		
- Compensation L+R _____		Net Pay 321 _____
Finance Commissions New 856 _____		
- Used 858 _____		
Insur. Commissions New 857 _____		
- Used 859 _____		

-1of2-

-1of2-

---

---

Screen 6-24: PAYROLL JOURNAL PAGE 2 OF 2

---

DEBITS	CREDITS
GROSS PAYROLL DIST.	
Salaries-Owners	_____
Salaries-Supervision	_____
Salaries-Clerical	_____
Other Salaries + Wages	_____
Absentee Compensation	_____
	_____
	_____
	_____
	_____
	_____
-2of2-	-2of2-
	0.00

---

GENERAL ACCOUNTS JOURNAL

---

Screen 6-25: GENERAL ACCOUNTS JOURNAL PAGE 1 OF 4

GM

## GENERAL ACCOUNTS JOURNAL

ACCOUNTING MONTH/DAY/YEAR: 01/\_/92

DOCUMENT #: \_\_\_\_\_

COMMENT/NAME : \_\_\_\_\_

- 1 OF 4 -

- 1 OF 4 -

Screen 6-26: GENERAL ACCOUNTS JOURNAL PAGE 2 OF 4

- 2 OF 4 -

- 2 OF 4 -

---

Screen 6-27: GENERAL ACCOUNTS JOURNAL PAGE 3 OF 4

DEBITS		CREDITS	
PETTY CASH	200	CASH ON HAND	201
INTEREST BANKS	202	OTHER INCOME	905
DUE FROM FINANCE CO:		FINANCE INCOME	
- GMAC	262	- NEW	806
- BANK	262	- USED	808
SALES TAX DISCOUNT	324	OTHER INCOME	905
EMPLOYERS FICA	25	PAYROLL TAX PAYABLE	323
-3 OF 4-		-3 OF 4-	

---

Screen 6-28: GENERAL ACCOUNTS JOURNAL PAGE 4 OF 4

DEBITS		CREDITS	
ADJUSTMENT LABOR MECH.	665	WORK IN PROCESS LABOR	247
ADJUSTMENT LABOR BODY SH	675	WORK IN PROCESS LABOR	247
P & A INTERNAL COST	681	P & A INTERNAL SALE	481
P & A CAR MECH.	667	-	481
P & A TRUCK MECH.	668	-	481
P & A CAR BODY SHOP	677		
P & A TRUCK BODY SHOP	678	- 4 OF 4 -	
		0.00	

---

STANDARD ENTRIES JOURNAL

---

Screen 6-29: SAMPLE STANDARD ENTRIES JOURNAL

---

GM

STANDARD ENTRIES JOURNAL

ACCOUNTING MONTH/DAY/YEAR: 01/01/92

DOCUMENT #: 1\_\_\_\_\_

COMMENT/NAME : STANDARD\_ENTRIES\_FOR\_JANUARY\_\_\_\_\_

=====DEBITS=====   =====CREDITS=====		
USE TAX	89    ____18.81	STATES TAX PAYABLE      324    ____18.81
		ALLOWANCE FOR ACCOUNTS    340    ____150.00
ADJUSTMENT FOR ACCOUNTS	953    ____150.00	REAL ESTATE TAX PAYABLE    325    ____475.00
		PREPAID INSURANCE          271    ____1326.16
TAXES ON REAL ESTATE	84    ____475.00	
		DEPRECATION:
INSURANCE -BLDG & IMP.	85    ____400.00	- SHOP EQUIPMENT            352    ____615.00
		- P & A EQUIPMENT          353    ____6.00
INSURANCE -OTHER	88    ____926.16	- FURNITURE & FIXTURES    354    ____175.00
		- COMPANY VEHICLES        355    ____525.00
AMORTIZATION LEASEHOLD	81    ____200.00	- LEASEHOLD                356    ____40.00
DEPRECIACTION EQUIPMENT	91    ____1161.00	
		____    _____
		____    _____

---

7.

POSTING

Screen 7-30: POSTING

POSTING JOURNALS TO GENERAL LEDGER BY JARVIS COMPUTER SOFTWARE (C) 1989,1992.  
ALL RIGHTS RESERVED.

ACCOUNTING YEAR: \_\_\_\_\_

ACCOUNTING MONTH: \_\_\_\_\_ JOURNAL NUMBERS: \_\_\_\_\_

- STATUS =

- 01 JANUARY
- 02 FEBRUARY
- 03 MARCH
- 04 APRIL
- 05 MAY
- 06 JUNE
- 07 JULY
- 08 AUGUST
- 09 SEPTEMBER
- 10 OCTOBER
- 11 NOVEMBER
- 12 DECEMBER

F1=CLEAR CURRENT FIELD, F5=MENU, ESC=START POSTING

## PURPOSE

The posting program makes the data entered into the journals permanent. The data is printed in the form of an audit trail, and then transferred to the permanent journals. The totals are posted to the individual general ledger accounts. If the accounts receivable are posted, the individual customer accounts are also posted.

USE

A two digit year is entered. If the year has not been activated, a beep will sound. The status of each month will be displayed. Only two months can be available for posting. Other months must be already closed or not yet available.

You may enter a two digit month from the two that are available. The program will check that month to determine the journals that have not been posted. A list of the

unposted journals will be displayed.

Enter the numbers of the journals that you wish to post. All unposted journals do not have to be posted. You may choose those that you wish to post. When your list is complete, press the ESC key to start the posting process.

#### FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.
- F5 indicates that you wish to exit from the posting program. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.

#### TROUBLESHOOTING

Posting payables while someone is in the Cut Checks program of Accounts Payable will cause errors. Errors will also occur when posting Cash Disbursements while in the Cut Checks program.

**TRIAL BALANCE**

---

**Screen 8-31: TRIAL BALANCE**

PRINT GENERAL LEDGER TRIAL BALANCE BY JARVIS COMPUTER SOFTWARE.

(C) COPYRIGHT 1994, 1995, ALL RIGHTS RESERVED.

Fiscal Start is November

1. TRIAL BALANCE.
2. MONTHLY GENERAL LEDGER.

MODE:   

ACCOUNTING MONTH/YEAR:   /  

F1=CLEAR CURRENT FIELD, F5=RETURN TO MENU, F7=HELP, ESC=START TRAIL BALANCE.

---

**PURPOSE**

The trial balance program prints the monthly and yearly balances of all general ledger accounts that have monthly and/or yearly balances. This information may then be transferred to other forms. A month does not have to be closed to print its trial balance. You can use this program to examine all accounts before you print a financial statement or manufacturer's statement.

**USE**

Enter the two digit month and the two digit year for the trial balance. Press the ESC key to print the trial balance.

## FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.
- F5 indicates that you wish to exit from the trial program. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.
- F7 display help screen.

## MANUFACTURER'S STATEMENT

---

### Screen 9-32: MANUFACTURER'S STATEMENT MASTER MENU

MANUFACTURER'S STATEMENT MASTER MENU BY JARVIS COMPUTER SOFTWARE.  
(C) 1992, 1995, ALL RIGHTS RESERVED.

#### FILE REBUILD

- 1. GENERATE COUNT
- 2. ADJUST COUNT
- 3. EDIT MISCELLANEOUS DATA
- 4. PRINT STATEMENTS
- 5. COUNT SETUP
- 6. CREATE DIAL DISK
- 11. COUNT FILE.
- 12. COUNT SETUP FILE.
- 13. MISCELLANEOUS DATA FILE.

#### OTHER

- 21. BACKUP FORMS.
- 22. RESTORE FORMS.
- 23. UPDATE FORMS.

PLEASE CHOOSE [\_\_]

F1=CLEAR CURRENT FIELD, F5 = EXIT, F7 = HELP.

---

#### 9.1. PURPOSE OF MANUFACTURER'S STATEMENT MASTER MENU

The purpose of the menu is to allow you to quickly accomplish the tasks involved in preparing financial statements. The procedure used varies from manufacturer to manufacturer, therefore the master menu varies also. Ford may be different from Chrysler, GM, Honda, etc. In general you must do the first four steps listed on the sample screen above. Step 5, count setup is done for you initially, but if the counting is less than satisfactory, you can adjust how the counts are taken.

## USE

If your menu choice has the number ten or above just press the appropriate digits. Do not press the enter key. When the choice space is filled the menu automatically goes to the appropriate choice.

If the menu choice is less than ten, you can enter your choice in two ways. First you can press the single digit choice and then press the enter or return key. The other method is to press the digit zero and then press a single digit choice. Using this method you do not need to press the enter or return key.

The programs that you can select from the main menu are described below in numerical order. Find the program that you need and refer to the documentation on that program to proceed with its use.

### FUNCTION KEYS

- F1 will clear the current field. This is a standard function key through-out all screens and programs.
- F5 indicates you wish to exit from the program. A menu bar will appear. "y=yes" means that you wish to exit whereas "n=no" indicates that you do not want to quit. Pressing "n" will result in return to the screen exactly where you left off.
- F7 displays the help screen.

## 9.2. GENERATE COUNT

---

### Screen 9-33: GENERATE COUNT

COUNT BY JARVIS COMPUTER SOFTWARE (C) 1992, 1995 ALL RIGHTS RESERVED.

ACCOUNTING YEAR: 92

ACCOUNTING MONTH: 07

ESC = START COUNT.

F1 = CLEAR CURRENT FIELD. F3=FKEYS.

F5 = EXIT, F7=HELP.

--Count\_all\_months? Yes No

---

#### PURPOSE

This program generates unit counts by counting the entries in the journal. It can count vehicles sales, customer pay R0's or anything else where there is one transaction for each count.

#### USE

Enter the accounting month and year to be counted. Press the ESC key to start the count. If you are counting in other than the first month of the year, the program will ask if you want to count all months. Answering yes will generate counts for all months up to and including the month indicated.

#### IMPORTANT

The first time you generate a count in a year you must count January only. This lets the program know that it is okay to setup new files.

## FUNCTION KEYS

- F1 key will clear the current field. This is a standard function key through-out all screens and programs.
- F3 allow you to program function keys (F8 to F12).
- F5 key indicates you wish to exit from the program. A menu bar will appear. "y=yes" means that you wish to exit whereas "n=no" indicates that you do not want to quit. Pressing "n" will result in return to the screen exactly where you left off.

F7 displays the help screen.

### 9.3. ADJUST COUNT

---

Screen 9-34:

MODIFY COUNTS BY JARVIS COMPUTER SOFTWARE COPYRIGHT 1992, 1995.

YEAR: 92 TAG NAME: U3000\_\_\_\_ DESCRIPTION SALES CROWN VICTORIA

	COUNT	ADJUSTMENT	ADJUSTED COUNT	YTD COUNT
JANUARY	0	_0	0	0
FEBRUARY	0	_0	0	0
MARCH	0	_0	0	0
APRIL	0	_0	0	0
MAY	0	_0	0	0
JUNE	0	_0	0	0
JULY	0	_24	24	24
AUGUST	0	-1	-1	23
SEPTEMBER	0	_0	0	23
OCTOBER	0	_0	0	23
NOVEMBER	0	_0	0	23
DECEMBER	0	_0	0	23

F1=CLEAR CURRENT FIELD, F2=NEXT TAG, F3=FKEYS, F4=PREVIOUS TAG, F5=EXIT.  
F7=HELP.

---

### PURPOSE

The purpose of this program is to allow you to correct counts or initialize counts before you started using System A.

### FUNCTION KEYS

F1 will clear the current field. This is a standard function key through-out all screens and programs.

F5 indicates you wish to exit from the program. A menu bar will appear. "y=yes" means that you wish to exit whereas "n=no" indicates that you do not want to quit. Pressing "n" will result in return

to the screen exactly where you left off.

F7 displays the help screen.

#### SPECIAL FUNCTION KEYS

F2 Advances the screen to the next count. It does not automatically save an adjusted count prior to advancing. To save any changes, press ESC before leaving the current screen.

F3 allows you to program function keys (F8 to F12).

F4 Backtracks the screen to the previous count. It does not automatically save an adjusted count prior to backtracking. To save any changes, press ESC before leaving the current screen.

#### USE

Use the F2 or F4 to position to the count to be changed. Use the arrow keys to move to the appropriate month. To increase the machine-generated count use positive numbers. To decrease the count use negative numbers.

## 9.4. EDIT MISCELLANEOUS DATA

### PURPOSE

The purpose of these programs is to allow the printing of data that is not easily produced by the accounting system. There maybe a different program for each manufacturer. Since the data required varies, there is no detailed explanation of each manufacturer's miscellaneous data program. These programs should be self-explanatory in their use.

### FUNCTION KEYS

- F1 will clear the current field. This is a standard function key through-out all screens and programs.
- F5 indicates you wish to exit from the new account program. A menu bar will appear. "y=yes" means that you wish to exit whereas "n=no" indicates that you do not want to quit. Pressing "n" will result in return to the screen exactly where you left off.

### SPECIAL FUNCTION KEYS

- F2 Advances a screen to the next data entry screen (if necessary).
- F4 Backtracks a screen to the previous data entry screen (if necessary).

### USE

Enter the accounting month and year. If previous data were entered, it will be displayed. Fill in all of the first screen, then press F2 key to move to the next. When all screens have been filled in, backtrack to the first screen by pressing the F4 key. When you are satisfied that the data are correct, press the ESC key to save the changes.

## 9.5. PRINT STATEMENTS

### Screen 9-35: MANUFACTURER'S STATEMENTS AND OTHER REPORTS

REPORT SELECTION MENU BY JARVIS COMPUTER SOFTWARE (C) 1988, 1989, 1990

CHART #: 4 1=GM, 2=FORD, 3=CHRYSLER, 4=NISSAN, 5=VOLVO,

Fiscal Year starts in January

ACCOUNTING MONTH YEAR: 01/90

REPORTS: NUMBER OF COPIES/FUNCTION

1. Nissan balance sheet	[0]
2. Nissan expenses 1st page	[ ]
3. Nissan expenses 2nd page	[ ] ENTER:
4. Nissan sales	[ ]
5. Department A Report	[ ] 0-9 NUMBER OF COPIES
6. Department B Report	[ ] E EDIT FORM FILE
7. Department C Report	[ ]
8. Department D Report	[ ]
9. Department E Report	[ ] DISPLAYS:
10. Department F Report	[ ] P PRINTING NOW
11. Department Z Report	[ ] C PRINTING COMPLETE
12. TEST 1	[ ]

MARK REPORTS TO BE PRINTED -- PRESS ESC

F1=CLEAR CURRENT FIELD, F2=NEXT, F4=PREVIOUS, F5=EXIT REPORT SYSTEM

---

#### PURPOSE

This program provides a simple way to print one or more copies of reports or manufacturer's statements.

#### FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.
- F5 indicates that you wish to exit from the report system. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.

## USE

Enter the chart of accounts to use. If you do not handle multiple manufacturers, then always answer "1". One selects the default chart of accounts that you are accustomed to, although your screen will vary from the the screen printed above, depending on the lines you handle. For example, your screen will probably show different manufacturers and fewer entries. Please refer to your screen.

Enter the two digit month and the two digit year for the reports. The effective date is the last day of the accounting month.

Enter the number of copies of each report you want. Please make sure that the choice of chart of accounts matches the manufacturer's name. By pressing an "**E**" you indicate that you want to edit the report form file. You may change the spacing, titles and layout of reports by editing the report form files (see the chapters "FORM FILES" and "SIMPLE LITTLE EDITOR").

### 9.5.1. OPERATING SUGGESTIONS

The manufacturer's statements usually require information that is not directly available from the general ledger. Examples might be the number of repair orders written during the month or vehicles sold per car line. The information you are looking for is in the journals. The generate count program will count the appropriate entries in the journals. If you must correct an entry in a journal, you should a) use the same document number, or b) use the general journal. You may also use program #36 "journal view" to search for the information. See program #36's operating suggestions.

This program has available current month and year-to-date balances for general ledger accounts. The Chrysler statement uses information from previous months. At this time we cannot print the previous month's information. You will have to save the trial balances from each month to complete the lower right corner of the dealer financial statement page 1.

## **IMPORTANT**

The statements are set up using the manufacturers' standard account numbers. If your dealership uses some non-standard accounts (most do), then you must summarize the non-standard account to a standard account used on the manufacturer's statement.

### **9.5.2. TAGS**

The statements require the use of form files. These form files require the use of tag (variable) names. The variable names come from a variety of sources in the system. Listed below are the various sources and tags involved.

## **CHART OF ACCOUNTS**

The tags from the chart of accounts start with the letters 'm', 'n', 't', or 'y'. The second part of the tag is simply the account number.

- m200**      The month to date account balance of account 200.
- n200**      The account number of account 200, i.e. "200".
- t200**      The account title or description for account 200.
- y200**      The year to date account balance of account 200.

## **COMPANY FILE (A/R MENU #16)**

The following is a list of tags that can be entered using the company program. Be sure to enter all of those that apply to you.

- fddist**      The Ford dealer's district.
- fdpna**      The Ford dealer's P & A code.
- isdlrno**      The Isuzu dealer number.
- isregion**      The region for the Isuzu dealer.
- szdlrno**      The Suzuki dealer number.
- szregion**      The region for the Suzuki dealer.
- chrdiv**      The division for the Chrysler dealer.
- chrzone**      The zone for the Chrysler dealer.

**chrgroup** The Chrysler dealer's group number.

**chrcode** The Chrysler dealer's code.

See menu item #16 in the accounts receivable documentation.

#### COUNT SETUP FILE

In the count setup file is a field called "tag" which indicates the tag name for the item being counted. Use the same combination of letters in the form file preceded by a 'y' or 'm'. The 'y' is for year-to-date and the 'm' is for month-to-date.

#### MANUFACTURER'S STATEMENT PROGRAM

**date** The full date of the financial statement such as December 31, 1993.

**dd** The day of the month such as 31. This is always the last day of the month.

**mm** The number of the month such as 12 for December.

**shortdate** A shortened date using the first three letters of the month such as Dec 31, 1993.

**yy** The last two digits of the year such as 93 of 1993.

## 9.6. CREATE DIAL DISK

### PURPOSE

The purpose of this program is provide Chrysler dealers with the convenience of transferring financial data to the DIAL computer using a floppy disk.

### IMPORTANT

Before choosing the CREATE DIAL DISK option from the Manufacturer's Statements Master Menu , you must first choose the PRINT STATEMENTS option, which is explained in greater detail above. After choosing PRINT STATEMENTS, you will see the Report Selection Menu. Here you will enter a '1' for either the month report or the year report, but not both. After pressing ESC to start the process, you will be prompted as if you were printing a paper form, even though you are not. Simply play along. When the "printing" process is completed, choose F5 to exit. The Manufacturer's Statement Master Menu will return, and you can choose the CREATE DIAL DISK option.

---

### Screen 9-36: CREATE DIAL DISK

DIAL DISK - FINANCIAL INFORMATION BY JARVIS COMPUTER SOFTWARE (c)1992.  
Version 3.95 DIAL -- updated August 5, 1992

DATE (MM/YY): \_\_/\_\_

DEALER CODE: \_\_\_\_

FISCAL/CAL: \_ Y = YTD DATA, M = MONTH DATA

RETRANSMISSION (Y/N): \_

DEALER ORDER STATUS

DATA REQUESTED (Y/N): \_

---

F1 = CLEAR CURRENT FIELD, F5 = EXIT, ESC = START STATEMENT

---

### FIELDS

The Dealer Code is your 5-digit Chrysler code.

Enter a 'Y' for the Fiscal/Cal indicator if you will be sending Year-To-Date data. You should have previously printed the report entitled "DIAL Fin. Statement, year" from the Report Selection Menu, under the PRINT STATEMENTS option of the Manufacturer's Statement Master Menu. Enter an 'M' for the Fiscal/Cal indicator if you will be sending Monthly data. You should have previously printed the report entitled "DIAL Fin. Statement, month" from the Report Selection Menu, under the PRINT STATEMENTS option of the Manufacturer's Statement Master Menu.

Choose YES(Y) in the retransmission field if there was a failure in transmitting the order to Chrysler. This will allow them to handle duplicate statements.

Choose YES(Y) in the last field if you want Dealer Order Status (DOS) information.

## USE

When you are satisfied with the entries, press the ESC key to begin. Make sure there is a disk in drive A that is formatted for DOS, as that is the operating system that is used by the DIAL computer. On a UNIX/XENIX system, there will be a prompt asking if you want to **format the disk**. This will format the disk for DOS. If you are unsure whether or not the disk is DOS formatted, choose YES to format it. Be aware of the fact that formatting a disk erases everything that was previously on it. If the disk is already DOS formatted, choose 'NO'. After the program has run, press F5 to exit. You are now ready to take the disk to the DIAL computer.

Choose **option 9** from the DIAL menu. You will be given three options, (D), (V), or (F). Choose (F). You will be prompted to input the name (with path) of the input file. A:DEAL.DAT is the default. If the disk is in drive A of the DIAL computer, you can simply press ENTER. If not, you must input the correct path. For example, B:DEAL.DAT. Upon successful transfer of the information, the financial information will be on the DIAL computer and the file will be erased from the disk to help avoid duplicate processing.

## FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.
- F5 indicates that you wish to exit from the screen. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.

## CLOSE ACCOUNTING MONTH

---

Screen 10-37: CLOSE ACCOUNTING MONTH

---

CLOSE ACCOUNTING MONTH

ACCOUNTING YEAR: \_\_

ACCOUNTING MONTH: \_\_

---

MONTHLY STATUS

---

01 JANUARY	07 JULY
02 FEBRUARY	08 AUGUST
03 MARCH	09 SEPTEMBER
04 APRIL	10 OCTOBER
05 MAY	11 NOVEMBER
06 JUNE	12 DECEMBER

---

F1= CLEAR CURRENT FIELD, F5=RETURN TO MENU, ESC=CLOSE ACCOUNTING MONTH.

---

---

PURPOSE

The close month program permanently freezes a month so that no further entries can be made to the month. Only two months can be open at one time, so months must be closed as the year progresses.

## USE

A two digit year is entered. If the year has not been activated, a beep will sound. The status of each month will be displayed. Only two months can be available for posting. Only the oldest available month can be closed.

Enter the month to be closed. Unposted journals referencing that month will be displayed. You will be required to post before the month can be closed. Once there are no unposted journals for the month, press ESC to close the month.

**A MONTH CANNOT BE REOPENED ONCE IT IS CLOSED. ANY WORK LEFT WILL HAVE TO BE ENTERED IN THE NEXT MONTH.**

## FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.
- F5 indicates that you wish to exit from the month closing program. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.

## PRINT SCHEDULES

---

### Screen 11-38: PRINT SCHEDULES

GENERAL LEDGER ACCOUNT SCHEDULES BY JARVIS COMPUTER SOFTWARE  
(C) COPYRIGHT 1990, 1992, 1996, 1998 ALL RIGHTS RESERVED.

SCHEDULE #: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

ACCOUNTS: \_\_\_\_\_

CONTROL: \_\_\_\_\_ (LEAVE BLANK FOR ALL)

SCHEDULE BEGINNING: 01-01-92  
UP TO: 12-31-92

PRINT TO SCREEN? (Y/N): \_

PRINT BALANCED ENTRIES? (Y/N): \_

DELETE BALANCED ENTRIES? (Y/N): \_

F1 = CLEAR CURRENT FIELD, F3 = OPTIONS, F5 = EXIT, ESC = START SCHEDULE.  
F7 = HELP.

---

## PURPOSE

The purpose of this program is to print schedules that are controlled by items other than the general ledger account numbers. Examples are Stock number, VIN and warranty claim numbers.

---

## Screen 11-39: PRINT SINGLE ACCOUNT SCHEDULES

---

AGED SINGLE ACCOUNT SCHEDULES BY JARVIS COMPUTER SOFTWARE (C) 1992, 1994, 1996.  
ALL RIGHTS RESERVED.

ACCOUNTS: \_\_\_\_-

STARTING DATE: 01-01-92

ENDING DATE: 12-31-92

PRINT BALANCED ENTRIES (Y/N):

DELETE BALANCED ENTRIES (Y/N):

PRINT TO SCREEN (Y/N):

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=RETURN, ESC= START REPORT.  
F7=HELP.

---

### USE OF PRINT SCHEDULES

Screen 1 on the previous page is displayed when you first bring up the program. Enter a schedule number from 0 to 99. These are numbers that you assign to schedule reports to save you the trouble of retying the list of accounts that you want scheduled. If the schedule number was previously used the schedule description will be displayed and the accounts to include on this schedule will be displayed. If the schedule is new the description and account fields will not be filled in. When you fill in the description and account numbers, they will be saved so that next time you enter the same schedule number you will not have to reenter the account numbers.

Enter or change the description of the schedule if necessary. This description is printed on the top of the schedule.

Now enter the accounts to be included in the schedule, if you are entering a new schedule or if they need to be changed. If you include only one account, then the schedule will be aged. The aged schedule report shows each journal transaction and its ageing. The ageing is relative to the Ending Date that you entered.

## FUNCTION KEYS

- F1 will clear the current field. This is a standard function key throughout all screens and programs.
- F3 List Aged\_schedules Detailed\_chart Edit Finder fKeys Quit
- F3-L prints a list of schedules you have already set up.
- F3-A takes you to another screen which allows you to print a range of single account schedules.
- F3-D prints a detailed report of your chart of accounts.
- F3-E allows you to edit your schedule file. The Edit function is described later in this chapter.
- F3-F takes you to another screen which allows you to find schedule entry based on date, document number, control number, and dollar figure.
- F3-K allows you to program function keys (F8 to F12).
- F3-Q gets you out of the menu bar without exiting the program.
- F5 indicates you wish to exit from the print schedules program. A menu bar will appear. "y=yes" means that you wish to exit whereas "n=no" indicates that you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.
- F7 will display help screen.

---

### Sample Report 11-40: AGED SCHEDULE

---

09-21-1992 1050 SCHEDULE 263 SUM.WARRANTY CLAIMS 01-01-92 TO 09-21-92						PAGE 1		
CONTROL	DATE	DOCNUM	JOUR	AMOUNT	CURRENT	OVER-30	OVER-60	OVER-90
1234	3-03-92	123	wsgm	45.67				45.67
1234	3-04-92	2345	cdgm	-45.00				-45.00
				0.67				0.67
263	7-01-92	1	gagm	263.00			263.00	
				263.00			263.00	
7894	3-04-92	2345	cdgm	-4573.41				-4573.41
				-4573.41				-4573.41
			ACCOUNT TOTAL	-4309.74			263.00	-4572.74

---

If you enter more than one account to be included you will end up with a side by side schedule. This schedule will not include ageing information, and it only shows totals for each reference number, not individual journal transactions. You should not mix schedule controls ( i.e. scheduling on VIN with scheduling on Stock number).

---

### Sample Report 11-41: SIDE BY SIDE SCHEDULE

---

09-21-1992 SCHEDULE 02 VEHICLES 01-01-92 TO 12-31-92				PAGE 1
CONTROL #	230	231	237	261
B9000		12500.00		535.00
B9001			14000.00	825.00
TOTALS	12500.00	14000.00	1360.00	

---

To see the schedule for a single control number, enter the control number in the control field. Only the information for that control number will be printed or displayed. If you leave the control number field blank then all items in the schedule will be printed.

A range of schedule dates may be entered. Only entries

into the schedule made during the date range will be printed.

Answer 'Y' to print to screen if you do not want a printed copy, but want the results displayed to the screen.

The remaining fields only apply to a single account aged schedule.

To print schedules for several single accounts, choose F3 A. It will bring up a second screen that allows you to enter a range of account numbers. If you want to use this screen to print the schedule for only one account, enter the same account number for the beginning and ending values in the range. A range of schedule dates may be entered. Only entries into the schedules made during the date range will be printed. All of the schedules printed from this screen will be aged, using the report format described above. It will print a separate page (or pages) for each account.

Press the ESC key when you are satisfied with your answers to all of the questions.

---

#### Screen 11-42: EDIT SCHEDULES

SCHEDULE EDITOR

BY JARVIS COMPUTER SOFTWARE (C) 1993.  
ALL RIGHTS RESERVED.

ACCOUNT NUMBER: 263\_

CONTROL NUMBER: \_\_\_\_\_

STARTING DATE: 01/01/1992

ENDING DATE: 03/31/1993

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=EXIT, F7=HELP, ESC=START EDITOR.

---

#### F3 E -- EDIT SCHEDULES

To edit your schedule file, choose F3 E. It does not matter what you have on the PRINT SCHEDULES screen when you choose this option. You will be returned to the screen exactly as you left it. After pressing F3 E you will see the EDIT SCHEDULES screen. Enter the number of the account who's schedule(s) you wish to edit. You do not have to enter a control number if you wish to see all of the scheduling data

for that account. If you enter a control number, you will only be able to edit what was scheduled by that control number. If you do not enter a control number, you may have to page through many screens full of data to find the item you want.

---

Screen 11-43: EDIT SCHEDULES--No Control Number

ITEM	CONTROL	DATE	DOCNUM	JOURNAL	AMOUNT
1	1110	02-12-93	2452	gagm	45.00
2	1120	02-12-93	2468	gagm	55.00
3	1130	02-12-93	2422	gagm	123.00
4	1130	02-12-93	2468	gagm	454.00
5	1131	02-12-93	2422	gagm	622.00
6	1132	02-12-93	2468	gagm	48.00
7	1133	02-12-93	2468	gagm	69.00
8	1133	02-12-93	2424	gagm	121.00
9	1133	02-12-93	2464	gagm	60.00
10	1234	03-03-92	123	wsgm	45.67
11	1234	03-04-92	2345	cdgm	-45.00
12	1234	01-01-93	1	gagm	0.67
13	15	07-03-92	000015	wsgm	64.00
14	252	07-03-92	000252	wsgm	64.40
15	263	07-01-92	1	gagm	263.00
16	263	07-03-92	C00008	wsgm	1.00
17	263	01-01-93	1	gagm	264.00
18	289	02-12-93	2464	gagm	1252.00
19	289	02-12-93	004	gagm	880.00
20	345	02-12-93	200	gagm	250.00
21	345	02-12-93	201	gagm	650.00
22	345	02-12-93	202	gagm	223.00

Up Down Top Bottom Modify deDelete Quit

---

If there are more data than will fit on the screen, you can traverse the list by pressing 'D' for Down, 'U' for Up, 'T' to go to the Top of the list, or 'B' to go the the Bottom of the list. Once you have found the item you are looking for, choose 'L' to delete it, or 'M' to Modify it.

When you choose 'L' to delete, you will be prompted for the item number. The item numbers appear in the left-most column of the screen. Enter the item number and press ENTER. The information for that item number will be displayed near the bottom of the screen. If you are certain that this is the item you want to delete, answer 'Y' to the question "Delete? Yes No". If you do not want to delete it, answer 'N'.

Deleting the schedule data will not affect the general

ledger account balance. Only the schedule data will be changed.

When you choose 'M' to Modify, you will be prompted for the item number. The item numbers appear in the left-most column of the screen. Enter the item number and press ENTER. You will then be prompted to enter a new control number. You may not leave this field blank. Type in the new control number and press ENTER. After the file is modified, you may no longer see the information for that item on the screen, but it is in the file and you can find it by going Up and Down.

The control number is the only field you are allowed to modify in the schedules.

When you are done editing, choose 'Q' to Quit.

## NEW GENERAL LEDGER ACCOUNT

---

Screen 12-44: NEW GENERAL LEDGER ACCOUNTS

---

ACCOUNT #: 11

DESCRIPTION: COMPENSATION-VEHICLE\_AND\_L\_&amp;\_R\_SALESPEOPLE

SUMMARY #: 11 SCHEDULED (Y/N): N

SCHEDULE PROMPT:

FORD: \_\_\_\_

CHRYSLER: \_\_\_\_

NISSAN: \_\_\_\_

VOLVO: \_\_\_\_

BALANCE SHEET ACCOUNT (Y/N): N

DISTRIBUTION (OPTIONAL)

ACCOUNT # PERCENT

COMPENSATION-VEHICLE\_AND\_L&amp;R\_SALESPEOPLE-DEPT. A 11A\_ 65.00

COMPENSATION-VEHICLE\_AND\_L&amp;R\_SALESPEOPLE-DEPT. B 11B\_ 30.00

COMPENSATION-VEHICLE\_AND\_L&amp;R\_SALESPEOPLE-DEPT. C 11C\_ \_5.00

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

TOTAL 100.00

REMAINING 0.00

F1=CLEAR CURRENT FIELD, F3=OPTIONS, F5=EXIT, ESC=SAVE.

F2=NEXT, F4=PREVIOUS, F7=HELP.

---

PURPOSE

The new account program adds or modifies entries in the chart of accounts. You can cross reference the accounts for other manufacturers to your standard chart of accounts and you may also schedule an account. You may also print the chart of accounts.

## USE

Enter up to a four character account number. If the account exists, the account description will be displayed. If it does not exist, a beep will sound and the account title field will clear.

Summary account number is the account number used for reports and statements. For example, imagine that you have a dual dealership of GM and Chrysler lines. You may want to keep the parts inventory for GM under account 242G and Chrysler's inventory under 242C. These accounts are non-standard accounts and GM will not accept them. You must combine amounts in these accounts with the balance (if any) in account 242. Account 242 must exist and an entry of 242 under summary number is made when setting up both accounts 242C and 242G.

Scheduling an account allows you to track specific items such as warranty claims, vehicle stock numbers, and others. When you make an entry in any journal for an account that is scheduled, the data entry program will ask you for the schedule. At any time you may print the schedule. Items that have not cleared (debits = credits) will show up on the schedule.

Since YOU are deciding what is to be scheduled, you must enter a reference prompt (i.e., tell the computer and the people who are entering data what you are scheduling by), such as, by warranty claim number, vehicle stock number, etc. The reference prompt you have chosen will then be displayed when you make an entry in the scheduled account to remind you of your choice of schedule reference (e.g., warranty claim number) so that you enter the correct scheduling information.

You may enter or change the General Ledger Account Number screen as you choose. When you are satisfied, press the ESC key to save the changes.

The maximum number of general ledger accounts allowed is 768.

## FUNCTION KEYS

F1 will clear the current field. The use of this function key is standard throughout all screens and programs.

F2 will bring up the next higher account number.

- F3 Print Delete Autodept. Fkeys Quit .IP F3-P 10 will print the chart of accounts to the printer or to the screen.
- F3-D will delete the currently displayed account after confirmation.
- F3-A allows you to add departmentalized accounts quickly. It will prompt for a department letter (if the account number that is currently displayed does not already contain a letter), and add a new account, adding the department letter to the account number an "DEPT." and the letter to the description. The original account is redisplayed but the departmentalized account is saved.
- F3-F allows you to program function keys (F8 to F12).
- F3-Q or ESC returns you back to the screen exactly where you left off.
- F4 will bring up the next lower account number.
- F5 indicates that you wish to exit from the new account program. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.
- F7 will display help screen.

## SET UP ACCOUNTING YEAR

### 13.1. SET UP OF NEW GENERAL LEDGER

---

#### Screen 13-45: SET UP OF NEW GENERAL LEDGER

SYSTEM A                    ACCOUNTING SYSTEM  
(C) COPYRIGHT 1993. JARVIS COMPUTER SOFTWARE. ALL RIGHTS RESERVED.

1. CREATE NEW YEAR FILES.

NOTE: YOU MAY START WORK IN THE NEW YEAR WITHOUT CLOSING THE OLD YEAR.

2. TRANSFER ASSET, LIABILITY & EQUITY BALANCES. BRING FORWARD SCHEDULES.

NOTE: JANUARY THROUGH NOVEMBER OF PRIOR YEAR MUST BE CLOSED.  
PRIOR YEAR WORK MUST BE COMPLETE.  
NEW YEAR FILES MUST BE CREATED.  
DECEMBER SHOULD NOT BE CLOSED.  
SCHEDULES MUST AGREE WITH ACCOUNT BALANCES IN EACH YEAR.

PLEASE ENTER YOUR CHOICE [\_\_]

F1 = CLEAR CURRENT FIELD, F5 = EXIT, F7 = HELP.

---

### PURPOSE

This program creates a new general ledger and journals for the coming year.

---

## Screen 13-46: SET UP OF NEW GENERAL LEDGER

ANNUAL SETUP OF NEW GENERAL LEDGER BY JARVIS COMPUTER SOFTWARE (C) 1993  
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NEW YEAR: \_\_

F1=CLEAR CURRENT FIELD, F5=EXIT, ESC=START SETUP.

---

### USE

A two digit year is entered. If the year has already been set up, a warning message will be displayed at the bottom of the screen and you will not be allowed to set up a duplicate year. However, the program will recreate the parameter files. If the year does not exist, pressing ESC will start the set-up process.

The set-up process consists of creating a subdirectory for the new year and creating the necessary files on this subdirectory. This option must be run before running option #2, but it is not necessary to run the second option immediately. You may begin entering data in the new year before you are finished with the old year.

### FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.
- F5 indicates that you wish to exit from the set up program. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.

## 13.2. BALANCE SHEET FORWARD

---

### Screen 13-47: BALANCE SHEET FORWARD

BALANCE SHEET FORWARD BY JARVIS COMPUTER SOFTWARE (C) 1993.  
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NEW ACCOUNTING YEAR: \_\_\_\_\_

STARTING BALANCE SHEET ACCOUNT: \_\_\_\_\_

ENDING BALANCE SHEET ACCOUNT: \_\_\_\_\_

RETAINED EARNINGS ACCOUNT: \_\_\_\_\_

PRIOR YEAR PROFIT: \_\_\_\_\_

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=EXIT, F7=HELP, ESC=START BALANCE FORWARD.

---

#### PURPOSE

The purpose of this program is to bring forward balance sheet account balances and their respective schedules. This program can be run any time in January after the prior year books have been finalized.

#### USE

Make sure that all work has been finalized and posted for the old calendar year. Accounting months January through November must be closed. December should not be closed, as this program may find errors that need to be corrected in December. All schedules for balance sheet accounts must agree with account balances.

Fill in the new accounting year.

Fill in the starting asset account.

CHRYSLER 101 Petty Cash Fund

FORD 1000 Petty Cash

GM 200 Petty Cash

NISSAN 200 Petty Cash

SUBARU 200 Petty Cash

Fill in the ending balance sheet account.

CHRYSLER 299 Profit or Loss Current

FORD 2850 Net Profit After Income Tax

GM 399 Net Profit and Loss

NISSAN 399 Net Profit or Loss

SUBARU 399 Net Profit/Loss

Fill in the Retained Earnings account

CHRYSLER 275 Retained Earnings

FORD 2810 Corporation - Retained Earnings

GM 370 Retained Earnings

NISSAN 391 Retained Earnings

SUBARU 370 Retained Earnings

Since we are not transferring sales, cost of sales, expenses, or miscellaneous income accounts, the only way we can balance is to know the profit for the prior year. This profit figure will be added to retained earnings for the new year. Please enter the profit figure.

When the screen has valid entries for all fields, press ESC. The program checks to make sure all necessary conditions are met before actually transferring information from the old to the new year.

"New year account balances & schedules successfully updated!" will be displayed when the program is done. An audit trail will print.

## FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.
- F3 will allow you to program function keys (F8 to F12).
- F5 indicates that you wish to exit from the set up program. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.
- F7 will display help screen.

## ERROR MESSAGES

"94/sched.dat is linked to 95/sched.dat." The two years of schedules are actually one file. Transferring from the old to the new would actually just double the schedule. This is counter productive and nothing can be done about this error. Contact our office or your sales representative for assistance.

"Prior year first 11 months must all be closed." You must close January through November of the prior year. Do not close December yet, so any corrections can be posted in December.

"Out of balance by 123.45" The amount of profit being transferred to retained earnings would result in the new year being out of balance. Double check your profit figure. If your profit figure is correct then maybe your range of balance sheet account numbers is incorrect.

"263 Account balance is 11234.55  
Schedule balance is 11230.55  
                                  
Difference is      4.05"

The balance in the account is different from the total amount scheduled. This can be corrected by using program #25-F3 option for editting a schedule, posting to the account first if necessary.

## STATUS OF ACCOUNTS

---

Screen 14-48: STATUS Screen #1

---

STATUS OF ACCOUNTS BY JARVIS COMPUTER SOFTWARE. (C) COPYRIGHT 1989

ACCOUNTING MONTH/YEAR: 02/90 ACCT#: 202\_

202 CASH IN BANK

MONTHLY YEAR TO DATE

JAN 90	0.00
FEB 90	0.00

F2=NEXT ACCOUNTS, F3=STATUS OF ACCOUNT, F4=PREVIOUS ACCOUNTS , F5=QUIT  
F7=HELP.

---

## PURPOSE

The status program allows the visual checking of account balances and visual checking of entries in the general ledger that created the balances. These tasks are accomplished through a dual screen program. The first screen displays monthly and year-to-date totals. The second screen displays the actual entries in the general ledger.

## USE

The status program is easy to use. Enter the accounting month and year. Balances occurring after the month and year will not be displayed. Then enter the account of interest. If you do not enter a valid account, the chart of accounts will be displayed with those accounts near to the account of interest. You may use the F2 and F4 keys to browse this list.

If a valid account is entered, the monthly balances and

year-to-date are displayed. A positive balance indicates a debit balance, whereas a negative balance indicates a credit balance. This program understands fiscal years that differ from calendar years.

In many cases screen one is all that is needed. Sometimes the totals on screen one do not satisfy your curiosity. You may press F3 to get to screen two.

#### USE OF SCREEN TWO

Enter the range of months in which you wish to see the detail. Press the ESC key. This program uses a sequential search through the data and may take several minutes. The results are displayed. If you want a printed copy, then press the F3 key.

#### FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.
- F5 indicates that you wish to exit from the new account program. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.
- F7 display help screen.

---

## Screen 14-49: STATUS ACCOUNT NAME TITLE LIST Screen #1

STATUS OF ACCOUNTS BY JARVIS COMPUTER SOFTWARE. (C) COPYRIGHT 1989

ACCOUNTING MONTH/YEAR: 02/90 ACCT#: 205\_

205	CONTRACTS IN TRANSIT
210	NOTES RECEIVABLE-CUSTOMERS
220	A/R - CUSTOMERS
225	CASH SALES
230	INVENTORY-DEMONSTRATORS
231	INVENTORY- NEW CARS
237	INVENTORY- NEW TRUCKS
238	INVENTORY - OTHER AUTOMOTIVE
240	INVENTORY- USED CARS
241	INVENTORY-USED TRUCKS
242	INVENTORY-PARTS & ACCESSORIES
243	INVENTORY - TIRES
244	INVENTORY- GAS, OIL GREASE
245	INVENTORY-PAINT & BODY SHOP MATERIALS
246	INVENTORY-SUBLET REPAIR
247	INVENTORY-WORK IN PROCESS
252	INVENTORY-OTHER
258	MISCELLANEOUS ASSET RECEIVED IN TRADE

F2=NEXT ACCOUNTS, F3=STATUS OF ACCOUNT, F4=PREVIOUS ACCOUNTS , F5=QUIT

---

---

## Screen 14-50: STATUS Screen #2

VIEW LEDGER TRANSACTIONS FOR AN ACCOUNT BY JARVIS COMPUTER SOFTWARE

ACCOUNT #: 205\_ CONTRACTS IN TRANSIT

YEAR: 90 MONTHS: \_1-12

DATE	JOURNAL	DEBIT	CREDIT	MTD
02-03-90	CASH RECEIPTS		100.00	-100.00

F1=CLEAR CURRENT FIELD, F2=NEXT, F3=OPT. F4=PREVIOUS, F5=EXIT, ESC=START VIEW.

---

## JOURNAL VIEW

---

Screen 15-51: JOURNAL VIEW OR PRINT

---

JOURNAL VIEW AND PRINT PROGRAM BY JARVIS COMPUTER SOFTWARE.

JOURNAL: \_\_\_\_\_ YEAR: 92

---

JOURNALS

---

1. INVENTORY ADJUSTMENT
  2. PURCHASE
  3. CASH RECEIPTS
  4. CASH DISBURSEMENTS & PURCHASE
  5. NEW VEHICLE PURCHASE
  6. NEW VEHICLE SALES
  7. USED VEHICLE SALES
  8. REPAIR ORDER - CARS
  9. REPAIR ORDER - TRUCKS
  10. PARTS AND ACCESSORIES - COUNTER
  11. INTERNAL SALES
  12. WARRANTY CLAIMS
  13. PAYROLL
  14. GENERAL
  15. STANDARD ENTRIES
  16. TEST
- 

F1=CLEAR CURRENT FIELD, F5=EXIT.

---

PURPOSE

This program allows you to print journal entries or display them on the screen. You can print a group of entries selected by and ordered by date or other criteria. The total amount and number of entries to each account made by the specified journal entries can be displayed, with or without displaying the journal entries.

## USE

Enter the number and year of the journal you wish to see. You must press the Enter key after the year.

A new screen is displayed, listing the names of the fields in the header of the selected journal. After the field names are two fields in which to type the beginning and ending of the range and a priority. The program will find the journal entries whose fields are between (or including) the beginning and ending values for all of the fields you have filled in.

Fill in the dates between which you want journal entries calculated or displayed. You may optionally fill in the other fields such as customer or vendor numbers, receipt numbers, and whom received from, depending on which journal you are using. In addition to the range of values used to determine which entries to use, these criteria can be used to determine the order in which to print or display the journal entries by setting Priority to the number of priority to be given the criterion. For instance, if you want entries displayed in order by date, set the priority for date to 1. Priority 2 would then be assigned to the criterion used to order entries on the same date, and so on.

The two fields at the bottom of the screen indicate whether the information will be displayed on the screen or printed, and whether the journal entries will be displayed along with their totals or just the totals. Change these fields if necessary, then press Escape to display or print the information.

If journal entries are being displayed or printed, the amounts and accounts debited and credited are displayed or printed along with the entry. If you are displaying them after each entry, you must press "P", or press the right arrow key to highlight the word "Pause" and then press Enter. Selecting Quit will skip the display of the remaining entries, but will still display the totals.

After the entries have been displayed or printed, or immediately if you chose not to do so, the totals are displayed by account. The number of entries debited and credited to each account along with the total amount is displayed or printed.

After the totals have been displayed, you may type in new criteria to do another set of journal entries, or press F5 and then "Y" to return to the journal selection screen. Then you may select another journal, select another accounting year, or exit the program and return to the Main

Menu by pressing F5 and then "Y" again.

#### FUNCTION KEYS

- F1      clears the current field. The use of this function key is standard throughout all screens and programs.
- F5      exits from the program from the journal selection screen, or returns to the journal selection screen if you have selected a journal.

## DETAIL VIEW OR PRINT

---

Screen 16-52: ACCOUNT DETAIL VIEW OR PRINT

---

ACCOUNT DETAIL VIEW OR PRINT BY JARVIS COMPUTER SOFTWARE. (C) 1992, 1996.  
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ACCOUNTS: \_\_\_\_-\_\_\_\_

DATES: 01/01/1992      THROUGH 12/31/1992

PRINT TO SCREEN (Y/N): \_      DAILY TOTAL (Y/N): \_

STARTING PAGE: \_\_\_\_

ENDING PAGE: \_\_\_\_

PRINT IN ORDER BY (D/J): D DATE      ( D=DATE, J=JOURNAL/DATE )

F1 = CLEAR CURRENT FIELD, F5 = EXIT, ESC = START THIS REPORT.  
F3 = FKEYS, F7 = HELP.

---

PURPOSE

The detail view program finds every transaction that affects an account. The results can be directed to the printer or to the screen. All transactions between the starting and ending date will be printed. Information printed about each transaction includes the date, debit/credit amount, document number, journal, and a memo.

This program is useful for finding postings to an account from an unexpected journal and other similar errors. This program is especially useful for balancing the check book.

## USE

The general ledger account number is entered in the first field. If the account exists, its name is displayed. If it does not exist, a beep is sounded and you cannot leave that field.

The range of dates is entered. The default is the entire current year. Change the dates to limit the range of output.

If you do not print to the screen the output will go to the system printer instead. To select printing to the screen answer 'Y' to the field "PRINT TO SCREEN (Y/N)?:" If there are more transactions than will fit on the screen, the word "More" will appear at the bottom. Press 'Enter' to see more transactions or /fB'Ctrl-C'/fr to stop viewing the list. Paging backwards through the list is not possible when the transactions are printed to the screen. If this type of browsing is desired, you may want to send the output to the printer.

Starting and ending pages are only for reprints where the printer jammed on the first run. The page numbers are printed at the top of each page of transactions.

## FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.
- F3 program function keys F8 to F12.
- F5 indicates that you wish to exit from the account detail program. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.
- F7 display online help.

## DUPLICATE, VOID AND MISSING REPORT

Screen 17-53: DUPLICATE AND VOID REPORT

MISSING, DUPLICATE AND VOID REPORT BY JARVIS COMPUTER SOFTWARE (C) 1991, 1993

JOURNALS: \_\_\_\_\_

STARTING DOCUMENT #: \_\_\_\_\_

ENDING DOCUMENT #: \_\_\_\_\_

IGNORE ALPHABETIC (Y/N): \_\_\_\_\_

ACCOUNTING YEAR: \_\_\_\_\_

PRINT TO SCREEN (Y/N): \_\_\_\_\_

STARTING PAGE: \_\_\_\_\_

ENDING PAGE: \_\_\_\_\_

1. INVENTORY ADJUSTMENT  
2. PURCHASE  
3. CASH RECEIPTS  
4. CASH DISBURSEMENTS & PURCHASE  
5. NEW VEHICLE PURCHASE  
6. NEW VEHICLE SALES  
7. USED VEHICLE SALES  
8. REPAIR ORDER - CARS  
9. REPAIR ORDER - TRUCKS  
10. PARTS AND ACCESSORIES - COUNTER  
11. INTERNAL SALES  
12. WARRANTY CLAIMS  
13. PAYROLL  
14. GENERAL  
15. STANDARD ENTRIES

F1=CLEAR CURRENT FIELD,  
F3=FKEYS, F5=EXIT, F7=HELP,  
ESC=START REPORT.

## PURPOSE

This report will aid in the detection of mistakes, omissions and unlawful activities by employees by helping to control documents. The detection of missing documents can prevent loss. The loss of revenue for failing to bill work done or goods sold is the same whether the cause is sloppiness or theft. Duplicate or void document numbers may occur to correct honest mistakes of employees or to cover unlawful activities.

## USE

The journals in your accounting system are numbered down the right side of the screen. You may test for duplicates in several journals at the same time. This is useful for the dealerships that use the same repair order documents for cars, trucks, warranty, and internal sales. Enter the journal number for each journal. For example, if document # 123456 is used in both repair order cars and internal sales and you wish to detect that fact, then enter the journal number for both journals.

Enter the range of document numbers that you wish to check. If you leave these blank the program will report the status from one to one million.

Ignore alphabetic will allow you to choose to either:

- a) distinguishing between document numbers that contain alphabetic characters
- b) or ignore the difference.

A "yes" answer to this question will mean that the document A123, 123A, W123, and 123 will be considered duplicates. A "no" answer will produce a report with no mention of duplicated numbers for document 123.

To start this report press the ESC key.

## FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.
- F3 will allow you to program function keys (F8 to F12).
- F5 indicates that you wish to exit from the program. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.
- F7 display help screen.

## RATIO EXCEPTION REPORT

---

Screen 18-54: RATIO EXCEPTION REPORT

---

RATIO EXCEPTION REPORT BY JARVIS COMPUTER SOFTWARE (C) 1991

NAME: _____	JOURNAL: _____	1. INVENTORY ADJUSTMENT
YEAR: _____	DOC.#: _____	2. PURCHASE
THRSH. _____	RATIO DEFINITION _____	3. CASH RECEIPTS
_____<----->_____	CEIL. _____	4. CASH DISBURSEMENTS & PURCHASE
_____<----->_____	_____	5. NEW VEHICLE PURCHASE
_____<----->_____	_____	6. NEW VEHICLE SALES
_____<----->_____	_____	7. USED VEHICLE SALES
_____<----->_____	_____	8. REPAIR ORDER - CARS
_____<----->_____	_____	9. REPAIR ORDER - TRUCKS
_____<----->_____	_____	10. PARTS AND ACCESSORIES - COUNTER
_____<----->_____	_____	11. INTERNAL SALES
_____<----->_____	_____	12. WARRANTY CLAIMS
_____<----->_____	_____	13. PAYROLL
_____<----->_____	_____	14. GENERAL
_____<----->_____	_____	15. STANDARD ENTRIES
_____<----->_____	_____	16. TEST

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=EXIT,  
 F7=HELP, ESC=START REPORT.

---

## PURPOSE

The ratio exception report computes financial ratios on a document by document basis and reports those documents whose ratios do not fall within acceptable guidelines. This can allow the dealer to spot unfavorable trends before they adversely affect the business.

## USE

To avoid having to re-enter the ratio formulas each time you run the same ratio test, you must identify the ratio formulas with up to an eight character identifier. If you have used this report before and want to print another report using the same formulas, enter the name you have used previously--this displays the formulas associated with that name. If you have not set up the formulas you want to use, enter a new name.

Enter the number of the journal in the journal field and the accounting year in the year field.

Enter the range of document numbers you want to check in the starting and ending document number fields. If you want to check everything, press the Enter key on both fields and the default values of 1 and 999999 will be filled in.

The rest of the fields are divided into three groups. You can enter formulas into any of these groups of fields. These formulas describe a ratio of amounts in different accounts and the ranges that are allowed. The leftmost field is the threshold amount of the ratio, and the rightmost field is the ceiling amount. If the ratio falls within these amounts, the journal entry is considered acceptable and will not show up on the report. The middle two fields describe the ratio of account numbers. These fields are arranged to represent the top and bottom part of a fraction. These formulas will normally consist of one or more account numbers added together or subtracted, although they can contain numbers as well as multiplication, division and other operators. Account numbers are preceded by the letter "A" to distinguish them from numbers. The plus and minus signs indicate addition and subtraction. Amounts in accounts are negative if they are credit amounts, so you must subtract them from zero to make them positive.

If you have entered more than one set of formula fields, any journal entry that fails any of the range checks will show up on the report. If it is out-of-range according to two or three different formulas, it will show up on the report two or three times.

Press Escape to print the report. This will also save everything on the screen so you can reuse the same formulas by entering the same name the next time you use this report.

After printing the report, you may enter new information and print another report, or exit by pressing function key F5.

## FUNCTION KEYS

- F1 will clear the current field. The use of this function key is standard throughout all screens and programs.
- F3 will allow you to program function keys (F8 to F12).
- F5 indicates that you wish to exit from the program. A menu bar will appear. Press "y" to exit, or press "n" if you do not want to quit. Pressing "n" will result in returning to the screen exactly where you left off.
- F7 display help screen.

## NEW VEHICLE DATA

Screen 19-55: NEW CAR DATA SCREEN

## PURPOSE

The purpose of the new car data screen is to capture relevant descriptive information for accounting and F&I use.

## USE

In normal use a stock number is entered into the first field. If that vehicle is already in the data, its information will be displayed. IF the data is not already in the data then a beep will sound. You may enter or change the data as you please. Type can be A=Auto, T=Truck, M=Motorcycle, B=Boat, and O=Other. The date is the inventory or purchase date and is used in aging. Expires is the month and year that the vehicles registration expires. Sold takes values of Y=Sold and N=Not sold.

When the data are correct you may press the ESC key to save it.

Pressing the F3 key will bring up a menu bar near the bottom of the screen. The Print option will allow you various choices. The first is the sort order as described above. The second is a Yes-No choice about print from schedules. If you schedule your vehicle in the accounting system by stock number then you may answer yes to this question. A table of schedules must be setup in the new\_imcf file under the division #newschedacct and is a list of schedule accounts one per line. A Yes-No question about printing vehicle id is next. Answer 'Y' if you want the VIN on the report. The next Yes-No question is to include sold units. If you selected the print from schedules option, you will be asked the schedule year. Use the current accounting year.

## SETUP-OPTIONS

It is possible to print the new car list using the costs from accounting schedules. In order for this to work, the following conditions must be met:

- 1 Schedules must use the stock number for control.
- 2 There must be a new\_imcf file in the accounting directory with a "#newacct" division.
- 3 You must answer 'Y' when asked "Print from schedules?".
- 4 You must state the accounting year to be used for the schedule.

An example of the new\_imcf is:

```
#newschedacct  
230  
231
```

237  
#usedschedacct  
240  
241

## FUNCTION KEYS

- F1 key will clear the current field. This is a standard function key through-out all screens and programs.
- F2 key will display the information about the next stock number.
- F3-V will display a selection menu of new vehicles. This menu will be in make and model order unless the standard setup is modified.
- F3-O will switch the cursor from the left side vehicle information to the right side options information.
- F3-P will present you with a print menu. The report can be printed in the orders: 1=Stock number order. 2=Make & model order. 3=Aging Order 4=Type, make & model order. Other report options will be explained b
- F3-D allows the deletion of a vehicle from this data.
- F3-L allows for the temporary locking of the data to prevent inadvertent c
- F3-U allows for the unlocking of the screen to re-enable the changing of d
- F3-T will compute the total count, price, invoice and holdback for all uni
- F3-F will allow you to program function keys F8 to F12.
- F3-Q allows the quit of this menu bar without any action being taken.
- F4 key will display the information about the previous stock number.
- F5 key indicates you wish to exit from the new account program. A menu will appear. "y=yes" means that you wish to exit whereas "n=no" indicates that you do not want to quit. Pressing "n" will result in

return to the screen exactly where you left off.

- F6 key switches the cursor back and forth between the right and left side.
- F7 will display a help screen.

## USED VEHICLE DATA

Screen 20-56: USED CAR DATA SCREEN

STOCK#	MAKE	MODEL	BODY COLOR	YEAR	CODE	OPTION	1	PRICE
U015	CHEV	1/2_TON_ PU	BLK	90				
TYPE	CYL	DATE	VIN					
T	08	08-17-90	1GCDC14N4LZ189854					
EQUIPMENT				VALUE				
				13400.00				
STICKER	MILES			RECONDITION				
4.00	88000			0.00				
PLATE	EXPIRES			TOTAL				
	12-1990			13400.00				
SOLD (Y/N)								
N								
F1=CLEAR CURRENT FIELD, ESC=SAVE DATA, F3=ADD'L FUNCTIONS, F5=MENU	F1=CLEAR CURRENT FIELD, F6=SWITCH, F7=HELP.	F1=CLEAR CURRENT FIELD, F6=SWITCH, F7=HELP.	F5=MENU, F6=MENU, ESC=SAVE DATA	0.00				

## PURPOSE

The purpose of the used car data screen is to capture relevant descriptive information for accounting and F&I use.

## USE

In normal use a stock number is entered into the first field. If that vehicle is already in the data, its information will be displayed. If the data is not already in the data then a beep will sound. You may enter or change the data as you please. Type can be A=Auto, T=Truck, M=Motorcycle, B=Boat, and O=Other. The date is the inventory or purchase date and is used in aging. Expires is the month and year that the vehicles registration expires. Sold takes values of Y=Sold and N=Not sold.

When the data are correct you may press the ESC key to save it.

Pressing the F3 key will bring up a menu bar near the bottom of the screen. The Print option will allow you various choices. You will be asked the starting and ending stock numbers. Leave these blank if you want the report to include all used vehicles. The next is the sort order as described above. The next is a Yes-No choice about print from schedules. If you schedule your vehicle in the accounting system by stock number then you may answer yes to this question. A table of schedules must be setup in the new\_imcf file under the division #usedschedacct and is a list of schedule accounts one per line. A Yes-No question about printing vehicle id is next. Answer 'Y' if you want the VIN on the report. The next Yes-No question is to include sold units. If you selected the print from schedules option, you will be asked the schedule year. Use the current accounting year.

## SETUP-OPTIONS

It is possible to print the used car list using the costs from accounting schedules. In order for this to work, the following conditions must be met:

- 1 Schedules must use the stock number for control.
- 2 There must be a new\_imcf file in the accounting directory with a "#usedacct" division.
- 3 You must answer 'Y' when asked "Print from schedules?".
- 4 You must state the accounting year to be used for the schedule.

An example of the new\_imcf is:

```
#newschedacct  
230  
231  
237  
#usedschedacct  
240  
241
```

#### FUNCTION KEYS

F1

will clear the current field. This is a standard function key through-out all screens and programs.

F2

will display the information about the next stock number.

F3-V

will display a selection menu of new vehicles. This menu will be in make and model order unless the standard setup is modified.

F3-O

will switch the cursor from the left side vehicle information to the right side options information.

F3-P

will present you with a print menu. The report can be printed in the orders: 1=Stock number order. 2=Ascending price order. 3=Make & mo 4=Year order. 5=Reverse year order. 6=Aging Order. 7=Type, make & order. Other report options will be explained below.

F3-D

allows the deletion of a vehicle from this data.

F3-L

allows for the temporary locking of the data to prevent inadvertent c

F3-U

allows for the unlocking of the screen to re-enable the changing of d

F3-T

will compute the total count, price, invoice and holdback for all uni

F3-F

will allow you to program function keys F8 to F12.

F3-Q

allows the quit of this menu bar without any action being taken.

F4

will display the information about the previous stock number.

F5

indicates you wish to exit from the new account program. A menu bar will appear. "y=yes" means that you wish to exit whereas "n=no" indicates that you do not want to quit. Pressing "n" will result in return to the screen exactly where you left off.

F6

switches the cursor back and forth between the right and left sides.

F7

will display a help screen.

## REPRINT BROWSER

---

Screen 21-57: REPRINT BROWSER

---

REPRINT BROWSER by JARVIS COMPUTER SOFTWARE (C) 1992

```
1 sheri Nov 24 08:17 708 /tmp/0487.51448
    11/24/1992 UNSUCCESSFUL INQUIRIES BY PART NUMBER PAGE 1
2 sheri Nov 24 08:17 33162 /tmp/0445.51460
    11-24-1992 DETAIL FOR ACCOUNT #102 PAGE 1
3 sheri Nov 24 08:16 883 /tmp/0445.51370
    JOURNAL LISTING NEW VEHICLE PURCHASE JOURNAL PAGE 1
4 sheri Nov 24 08:16 1327 /tmp/0445.51396
    JOURNAL LISTING CASH DISBURSEMENTS JOURNAL PAGE 1
5 root Nov 24 07:07 26 /tmp/x
    usage: rm [-fir] file ...
6 dave Nov 24 08:28 5183 /tmp/0616.52126
    11-24-1992 AGEING OF ACCOUNTS PAYABLE REPORT PAGE 1
7 dave Nov 24 08:25 144 /tmp/inciprep.tmp
    !
8 dave Nov 24 08:23 255 /tmp/0555.51806
    11-24-1992 PARTS TRANSACTION REGISTER PAGE 1
9 clare Nov 24 08:49 1719 /tmp/0780.53374
    11-24-1992 SCHEDULE 263 SUM.WARRANTY CLAIMS PAGE 1
```

Up Down Select Quit

---

PURPOSE

The Reprint Browser provides a convenient way for Xenix users to reprint documents that were either lost or damaged while printing. In Jarvis Computer Systems most documents, such as reports, audit trails, and listings, are put in the Temporary Directory (/tmp) as well as sent to the printer. The Reprint Browser searches the Temporary Directory for documents that it may be possible to reprint.

## USE

There are two lines on the screen for each document the Browser finds. The first line is highlighted, and it contains the following information: document number, user id (login name under which the document was first printed), date and time of initial printing, the size of the file, and the filename. The second line, found directly underneath the first and slightly indented, contains the first line of the document. This information should help you find the document you are looking for.

You may scroll through the list of documents by pressing U (for Up) and D (for Down). You may select a document to reprint by pressing S (for Select). You may exit this program without selecting a document by pressing Q (for Quit).

When a document number is Selected, that document will be reprinted on the system printer.

## TROUBLESHOOTING

Keep in mind that the documents in the temporary directory are removed when the system is rebooted. If the screen is empty, there were no reprintable files found.

## CORRECTING COMMON PROBLEMS

### 22.1. GETTING RID OF NEGATIVE INVOICES

In the General Journal, make an entry debiting the Accounts Payable account and crediting a temporary account number such as cash. If you have more than one invoice to remove, put in the total amount. This will affect the general ledger but not the Accounts Payable vendor accounts. Then, make an entry in the Purchase Journal for each vendor you are correcting, debiting the temporary account and crediting Accounts Payable.

This creates invoices that balance to zero. At this point your invoices are in balance. You may want to go into the cut check program and print zero-balance checks to get rid of the invoices that cancel out. This step is not always necessary, but it will prevent two possible problems when you want to print real checks: first, the balancing invoices will show on the check stub and you may not want them to, and second, the extra invoices on the check stub may cause two checks to be printed when one would have sufficed.

### 22.2. IF THE WRONG AMOUNT OF FINANCE CHARGES WERE APPLIED

From the Payment Program (#2 on the Accounts Receivable menu), enter the correction as a payment, and apply that amount to the finance charge. Save the payment, then go into the Finance Charge program again and run it for just the customer that was corrected.

### 22.3. IF SCHEDULE DOES NOT MATCH GENERAL LEDGER

If the problem is caused by a schedule entry that should not be there, go into program #25 and use the F3 E option to find and delete that entry. Otherwise the procedure is more complicated. Follow these steps:

1. Make the correction to scheduling in the general journal, counterbalancing the scheduled account with a temporary account such as cash sales.

2. Post.
3. Turn off scheduling for the account using "Add New General Ledger Account" (Program #31), by entering the account number and changing the "Y" to "N" in the "Scheduled" field.
4. Reverse the above entry.
5. Post.
6. Turn on scheduling.

#### 22.4. DELETING A PAYCHECK THAT HAS BEEN PRINTED

Go into program #14 from the Payroll Menu (Edit or Initialize Paychecks), enter the year, employee number and check number (all six digits, including leading zeros), and change all the amounts to zero. Press Escape to save it.

Then go into the payroll journal from the accounting system and delete the check. (If the journal has already been posted, you must make a correcting entry to reverse everything on the check.)

#### 22.5. IF YOU GET STUCK IN THE VI EDITOR

Press the following sequence of keys: Escape, Colon, "q", "!", Enter. (That is, Escape :q! Enter.) The :q! should appear on the last line of the screen regardless of where the cursor is when you type it. This does not save any changes you may have accidentally made.

#### 22.6. STOPPING A PRINT-OUT

From the Accounting Menu, go into the "Other Menu" (selection 26). Select Shell from this menu. If you want to stop the main printer, type:

**cancel printer**

If the report is on a printer other than the main system printer, type:

**cancel \$LIST\_DEV**

Be sure to use lower-case and upper-case exactly as shown. These commands should respond with a line that says the report has been canceled. You may need to turn the printer off and on if you have not already done so.

To return to the menu type:  
**exit**

## INTERMODULE COMMUNICATION FILE, IMCF

This chapter covers the accounting data entry intermodule communication file (ade\_imcf). The ade\_imcf is a file located in each data directory that is used by the accounting system. The ade\_imcf is the master configuration file for the whole accounting system. Each company must have its own ade\_imcf and they may be different for each company.

Many programs store and exchange information using the imcf. Imcf's are files that contain only text. The files may be edited with any text editor, such as, SLE or vi or edlin. It is important on multi-user systems that you only edit an ade\_imcf when no one is using the accounting system.

### FEATURES OF IMCF

Imcf's can contain three things: divisions, comments, and data. Divisions are indicated with a line of text that contains a # character followed by a word to indicate which division it is. There can be no characters after the division name, including trailing spaces. The name must be in lower-case letters. Depending upon the version of the program, the # and division name may or may not have to be the first thing on the line. Some division names are:

```
#jourmenu  
#apglnums  
#date
```

There must not be duplicate divisions. Spaces are significant in a division name. It is best not to alter existing division names, if possible.

A division continues until the next division starts or until the end of the file.

A line that starts with double # characters is a comment. Comments are ignored within a division but are included in the file for user maintenance purposes only. Since they are ignored, do NOT use an extra # to "comment out" a division header (which may not work anyway); this will cause the contents of the second division to be taken as part of the first. Also, a comment must not be a real division

name, or it will be taken to be a division by some programs.

Data are any lines that are not divisions or comments. Some divisions have specific requirements for the formatting and content of their data, whereas other divisions do not require much structure.

```
#jourmenu DIVISION ade_imcf
```

#jourmenu division contains the information for displaying and accessing the journals in the accounting system. The data is arranged in sets of three lines and data must be added or deleted by sets. The order of the sets determines the order of appearance on menus in the accounting system. Here is an abbreviated jourmenu division:

```
#jourmenu
CASH RECEIPTS
crgm
pass
CASH DISBURSEMENTS & PURCHASE
cdgm
pass
NEW VEHICLE PURCHASE
npgm
pass
NEW VEHICLE SALES
nvgm
pass
```

The first line of each set is a description that will actually be displayed in menus. What you see is what you get. Any misspellings, capitalizations, etc. will be displayed.

The second line of each set is a four character journal identifier. This four character identifier is case sensitive and is used internally by the accounting system to build file names and lookups.

The last line in the set is reserved for password information. Passwords have not yet been implemented on a journal by journal basis. For the time being the last line of the set should read "pass".

On the Master Menu this #jourmenu would be displayed as:

1. CASH RECEIPTS
2. CASH DISBURSEMENTS & PURCHASE
3. NEW VEHICLE PURCHASE
4. NEW VEHICLE SALES

**#date DIVISION ade\_imcf**

**#date** division is not being used and may be eliminated, but it is not necessary to do so.

**#arglnums DIVISION ade\_imcf**

**#arglnums** division indicates to the accounting data entry program which general ledger accounts affect accounts receivable. Each account should be placed on a separate line. Accounts that contain alphabetic characters in the account numbers should be capitalized. When using the accounting data entry program, if you try and make an entry to one of these accounts using "CASH" as the customer account number, the beep will sound and the accounting data entry program will not let you proceed.

**#apglnums DIVISION ade\_imcf**

**#apglnums** division indicates to the accounting data entry program which general ledger accounts affect accounts payable. Each account should be placed on a separate line. Accounts that contain alphabetic characters in the account numbers should be capitalized. When using the accounting data entry program, if you try and make an entry to one of these accounts using "NONE" as the vendor account number, a beep will sound and the accounting data entry program will not let you proceed. Note: Be sure to put the "s" on the end of **#apglnums** since there is also a division named **#apglnum**.

**#statemenu DIVISION ade\_imcf**

**#statemenu** division is used by the manufacturer's statement program (mstate) as its menu. **#statemenu** data is organized in pairs of lines. The first line is the name of the statement or report, and the second line is the file to use. The file name may contain path information. The path is the way by which to get from ade\_imcf to the file. MS DOS users should not panic if they see slashes instead of backslashes. It is only command.com and programs like it that worry about slashes. MS DOS itself does not know the difference between slash and backslash. Xenix and Unix users should only use the slash in file names. A backslash has special meaning in Unix and should not be used.

Here is a sample **#statemenu** division:

```
#statemenu  
Department A  
frm/depta.rep  
Department B  
frm/deptb.rep  
Department D  
frm/deptd.rep
```

```
#arjourns DIVISION ade_imcf
```

#arjourns division is used to identify to the posting program which journals require posting to accounts receivable. The posting program will only open customer and invoice files when one of these journals is posted. Each journal is listed on a separate line using its four character identifier. The case of letters must be the same as the case used in the #jourmenu division explained above.

Here is a sample #arjourns division:

```
#arjourns  
crgm  
nvgm  
uvgm  
rtgm  
rcgm  
pagm
```

```
#apjourns DIVISION ade_imcf
```

#apjourns division is used to identify to the posting program which journals require posting to accounts payable. The posting program will only open vendor and payable files when one of these journals is posted. Each journal is listed on a separate line using its four character identifier. The case of letters must be the same as the case used in the #jourmenu division explained above.

Here is a sample #apjourns division:

```
#apjourns  
cdgm  
npgm
```

```
#noapjourn DIVISION ade_imcf
```

#noapjourn indicates to the journal data entry program which journals are not used for accounts payable. If you try to enter the Accounts Payable account number into one of these journals, it will not be accepted. The four letter journal names are listed on the lines following the #noapjourn division.

```
#genjour DIVISION ade_imcf
```

#genjour division is read by the payables check printing program to place the check register.

Here is a sample #genjour division:

```
#genjour  
gagm
```

```
#cdjour DIVISION ade_imcf
```

#cdjour division is read by the payables single check printing program to record the check.

Here is a sample #cdjour division:

```
#cdjour  
cdgm
```

```
#apg1num DIVISION ade_imcf
```

#apg1num division is used by the check writing program. It will distribute the debit to the account indicated in this division. Note: This should not be confused with the #apg1nums division described above.

Here is a sample #apg1num division:

```
#apg1num  
300
```

**#cashglnum DIVISION ade\_imcf**

**#cashglnum** division is used by the check writing program. It will distribute the credit to the account indicated in this division.

Here is a sample **#cashglnum** division:

**#cashglnum**  
202

**#discglnum DIVISION ade\_imcf**

**#discglnum** division is used by the Accounts Payable check writing program. It will distribute the credit to the account indicated in this division.

Here is a sample **#discglnum** division:

**#discglnum**  
247

**#doade.date DIVISION ade\_imcf**

**#doade.date** is used by many programs. Whenever you are asked for the accounting month and year, the default responses are read from **doade.date**. The **doade.date** division is rewritten each time you enter accounting data. As you change the date, the new date will be written to this division.

Here is a sample **#doade.date** division:

**#doade.date**  
01 89

**#carglnums DIVISION ade\_imcf**

**#carglnums** division indicates to the accounting data entry program which general ledger accounts affect new vehicle inventories. Each account should be placed on a separate line.

**#recondglnums DIVISION ade\_imcf**

#recondglnums division indicates to the accounting data entry program which general ledger accounts affect used vehicle inventories. Each account should be placed on a separate line.

**#addon\_new\_2addon DIVISION ade\_imcf**

#addon\_new\_2addon division will cause internal R.O.'s that post to F & I to be added to the addon instead of invoice price.

**#addon\_markup\_new DIVISION ade\_imcf**

#addon\_markup\_new division indicates the percentage markup to apply to each invoice that is applied to the vehicle invoice record. This is a percentage (not a factor) and is a markup. If you simply want the cost added to the sticker on the vehicle, use zero for the markup, or if you don't want to effect a change to the sticker price use -100.

**#addon\_markup\_used DIVISION ade\_imcf**

#addon\_markup\_used division indicates the percentage markup to apply to each invoice that is applied to the vehicle invoice record. This is a percentage (not a factor) and is a markup. If you simply want the cost added to the sticker on the vehicle, use zero for the markup, or if you don't want to effect a change to the sticker price use -100.

**#round\_markup DIVISION ade\_imcf**

#round\_markup division will cause the amount added to the sticker price to be rounded to the nearest dollar.

**#carjourns DIVISION ade\_imcf**

#carjourns division is used to identify to the posting program which journals require posting to vehicle inventory. Typically, the journals involved are vehicle purchase, vehicle sales, and internal sales.

```
#????_stockp DIVISION ade_imcf
```

???? represents a four character journal identifier. For GM dealers the typical id's are npgm, nvgm, uvgm, and isgm. If the accounting data entry program needs to look up vehicle information, a procedure nstockp is placed in the journal header. The appropriate division in the imcf tells the data entry program where to display the information.

```
#other_menu DIVISION ade_imcf
```

This division defines the menu that is displayed when the user enters 26 from the Main Menu. Each entry in this division is made up of three lines.

The first line is the description of the program that appears on the menu. Spelling, capitalization, and punctuation are important. What you see on this line is what will be displayed on the screen.

The second line is the program or command name. You must have a complete name including the path and the extension.

The third line is the arguments to the program. If the program requires no arguments, then putting in something on this line will help to hold the place in the file.

Each entry is made up of three lines. Even if the lines are not needed, they still must be included. Here is an example:

```
#other_menu  
USED VEHICLE INVENTORY  
/u/system.a/newcar.exe  
-used  
NEW VEHICLE INVENTORY  
/u/system.a/newcar.exe  
no arguments
```

```
#cdjoursetup DIVISION ade_imcf
```

This division describes the format of the cash disbursements journal header. It is used by the single check printing program to record its transaction in the journal. It consists of any number of lines. Each line consists of a tag name followed by two numbers. The first number is the offset, starting from zero with the first field after the check number. The second number is the number of characters in the field. The offset is the number of characters in all

the fields, counting left to right and top to bottom, from the field after the check number up to the field being described. The first field has offset zero. The offset of the second field is the same as the length of the first. The offset of the third is the total of the lengths of the first two, etc.

The following tags may be used:

date	Date, in the form mm-dd-19yy
vendnum	The vendor number
vname	The vendor's name
vaddress1	First line of vendor's address
vaddress2	Second line of vendor's address
vaddress3	Third line of vendor's address

Here is an example:

```
#cdjoursetup  
vendnum 0 6  
vname   6 20  
  
#use3 DIVISION ade_imcf
```

This division tells the trial balance program and the chart of accounts program to use upto the first three characters of the account number for determining numeric order. If the the fourth character is a digit, it will be treated like an alphabetic character.

#OTHER DIVISIONS ade\_imcf

**#require\_email** If this division exists you will be required to enter an email address when saving customer information.

**fs\_noalignment** if is present will inhibit the "Align form: message when printing financial statements.

**fs\_LP\_INIT** will substitute this string for the one in the users environment when the financial statement printer is different from the default printer.

**fs\_LP\_COMPRESSED** will substitute this string for the one in the users environment when the financial statement printer is different from

the default printer.

**fs\_LP\_NONCOMPRESSED** will substitute this string for the one in the users environment when the financial statement printer is different from the default printer.

**CC\_noalignment** if is present will inhibit the "Align check: message when printing checks.

**CC\_LP\_INIT** will substitute this string for the one in the users environment when the check printer is different from the default printer.

**CC\_LP\_COMPRESSED** will substitute this string for the one in the users environment when the check printer is different from the default printer.

**CC\_LP\_NONCOMPRESSED** will substitute this string for the one in the users environment when the check printer is different from the default printer.

**no\_duplicate\_warning** will cause the program not to warn you if you use a duplicate invoice number.

## SIMPLE LITTLE EDITOR

### PURPOSE

Included with System A is a program called sle.exe. This program is designed to produce and modify text files. The applications of sle.exe extend far beyond System A.

### GETTING STARTED

To edit a new file, just type "sle" at the prompt.

C:SYSTEM.A>sle

To edit an existing file type, "sle" and the file name.

C:SYSTEM.A>sle myfile

SLE will load the file or clear memory.

### BASIC EDITING

SLE is a true "what you see is what you get" editor. There is no command mode or insert mode. Every character or number that you press will appear at the cursor and the cursor will move to the right. Any characters that are already there will be overwritten and lost. This action is very similar to that of a typewriter.

### MOVEMENT OF CURSOR

The up arrow key will move you up one line in the text every time it is pressed. The down arrow key will move you down one line every time it is pressed.

The PgUp and PgDn keys work the same as the up and down arrow keys, except the movement is 23 lines at one time.

The Home key will move the cursor to the beginning of the line and once there, will move to the beginning of the

screen if pressed again.

The End key will move the cursor to the end of the line.

The left and right arrow keys will move the cursor in the appropriate direction. The left arrow key will not move you past the beginning of the line. The right arrow key will move you past the last character that you have typed on any line. It is recommended to use the End key to locate end of lines.

### INSERTING CHARACTERS

To insert characters you must move the cursor to the point where the characters are to be inserted. Press the Insert key once for every character to be inserted. Now adequate space is present on the line, and you simply enter the text to be inserted.

### DELETING CHARACTERS

The Delete key deletes the character under the cursor and the space is removed. The line, in effect, moves in from the right. The effect is a left to right deletion.

The Backspace key is used to delete right to left. The character to the left of the cursor is deleted and the space is recovered.

### INSERTING LINES

The F2 key is used to insert a new blank line above the cursor position.

### DELETING LINES

The F1 key is used to delete the line indicated by the cursor position. This action holds with the idea that the current field is the line and the F1 key is always used to clear the current field.

## SEARCHING

The F3 key triggers a search for text. You are asked for the search string. The string is case sensitive. If you enter "NOW", it will not find "now". If the string cannot be found, the editor will beep.

The F4 key repeats the search for the search string. It will beep if the string cannot be found.

## EXITING OR QUITTING

The F5 key in System A is always used to exit and is also used in the sle.exe program. The options offered upon quitting are:

N=Create a new File  
S=Save as an existing file  
Q=Quit and do not save work

A quit will not destroy an existing copy of a file.

## FORM FILES

The contents of form files and the order of contents is critical to the correct operation of your printer and the resulting output of the printer. In the descriptions below items enclosed with [] are optional, items enclosed by #/ are numbers, items enclosed by <> are a single word and cannot contain any spaces or tabs. Literals must be enclosed in double quotes "". Repetition is allowed when you see .... Between each item there must be one or more spaces or tabs. This is the form file format:

```
print #ncpi#/ #ecpi#/ #ccpi#/ [#vrpi#]
[vertical #control string#]
form #length#/ #width#
[lflinefeed #control string#]
leftmargin #offset#
[down #control string#]
body #length# [#vlp1]
bodyfields [<fieldname> ... <fieldname> ]
[<tag> <control character> #row# #col# #field width# ]
.
.
.
.
[<"literal"> <control character> #row# #col# #field width# ]
.
.
.
.
```

**print** indicates that the print pitch follows.

**#ncpi#** is normal characters per inch and is usually 10 or 12.

**#ecpi#** is enlarged characters per inch and is usually 5 or 6. If you do not use a dot matrix printer, then use the same figure as **#ncpi#**.

**#ccpi#** is compressed characters per inch and is usually 17. If you do not use a dot matrix printer, then use the same figure

	as #ncpi#.
#vrpi#]	is the optional vertical rows per inch. The default is six rows per inch. If you use spacing in any of your forms other than six rows per inch then, you must include this in every form.
vertical	indicates that the vertical spacing printer control string follows. This line is not necessary if it is omitted from every form.
#control string#	is one or more hexadecimal numbers that represent individual characters sent to the printer. The control string must end with the hexadecimal number 0. Each hexadecimal number in the control string must be separated by one or more spaces or tabs. The control string for a carriage return plus linefeed is usually OD 0A 00.
form	indicates that the form dimensions follow.
#length#	is either form length or body length and is measured in inches. Eleven and one-half is 11.5.
#width#	is measured in inches. Eight and one-half is 8.5.
linefeed	indicates that a control string other than 0A 00 is to be used to advance the form one line.
leftmargin	indicates that the offset from the normal left margin follows.
#offset#	is measured in inches. Two-tenths is indicated as 0.2 and will move all printing to the right by 0.2 inches.
down	indicates that a control string that will cause the printer to reverse linefeed follows.
body	indicates that the length of the body follows. The length of a body longer than 0 indicates that there can be multiple repeating fields in the form. This is currently only used for

	manufacturer and dealer option information.
bodyfields	indicates that zero or more repeating fields will be defined. Currently, the only repeating fields are mocode, moption, moprice, docode, doption, and doprice.
<tag>	is the name of a predefined form field. The tag lastnamefirst will print a name, such as, Jarvis, Clare H. The tags allowed depend on the program. Tags used in payroll forms (checks, W2 forms and quarterly tax forms) are listed in Chapter 14 of the Payroll Manual. Tags in other forms are not documented in this manual.
<control character>	is an "n", "e", or "c" and indicates to use normal, enlarged, or compressed print respectively.
#row#	is the number of inches from the top of the form.
#col#	is the number of inches from the left edge of the form.
#field width#	is the maximum space allowed on the form for the data. For example, if the form only calls for the middle initial, then setting a field width of 0.1 will allow only one character at ten characters per inch.
<"literal">	is a quoted string to be placed in the form and is used primarily for dealership information such as address, phone number, dealer number, etc.
<"*literal">	is a special type of literal. Instead of being printed, it is displayed on the screen when it is encountered as the form is being printed. A field is displayed on the screen the size of the field being printed, and the user must type in the information to be printed. This can be used when information is required on a form, but the system does not keep track of that piece of information.

In addition to tags and literals, certain operations can

be performed on numbers or tags and the result will print at the specified location on the form. To use this format, the formulas must be enclosed in parentheses and used in place of the tags or literals in the form file. The operators are:

- <+> adds two numbers.
- <-> subtracts the second number from the first.
- <\*> multiplies two numbers.
- </> divides the first number by the second.
- <#> rounds the first number to the number of places given by the second number.
- <=> assigns the second number or expression to the first. The number that is assigned is also the result that is printed.

The conditional expression has the format

<?(number1)number2> If the value of number1 is not zero, number2 is printed. If it is zero, "N/A" is printed.

A special note: tags, literals, and operations may be intermixed and in any order. The programs sort things out. Any tag that is misspelled will not print. To omit an item from a form either delete the line with the appropriate tag or insert some character such as '@' into the tag.

#### SAMPLE FORM FILE

```
print 10 17 5 12
vertical 1b 54 31 32 00
form 5.5 8.5
linefeed 0a 00
leftmargin 0.1
down 1b 72 0a 1b 66 00
body 3.00 6.0
bodyfields mocode moption moprice
age1      n  1.0 1.0 1.0
age2      n  1.17 1.0 1.0
bankcsz   n  1.33 1.0 2.0
"COUNTRY MOTORS, INC."  n  1.50 1.0 2.0
"123 MAIN STREET"        n  1.67 1.0 2.0
"WINONA, MN 55987"       n  1.83 1.0 2.0
mocode     n  2.0 0.0 0.4
moption    n  2.0 0.6 2.7
```

moprice n 2.0 3.5 1.0

## MULTI-USER SYSTEM SECURITY

### FEATURES OF SECURITY

The security system built into the multi-user version of System A allows the owner complete control over who can accomplish various tasks. Some people can be allowed access to some journals and not others. Others can be allowed to use various programs and not others. An example of the security system will make things clear. Let us suppose Cathy handles accounts payable. Accounts payable is #35 on the Accounting Master Menu. We can prevent everyone but Cathy from using accounts payable. The key to the security system is that only Cathy can successfully enter the number "35" at the Master Menu. If others try to enter "35", they will get the message "Access Denied" for their efforts.

The Accounting Master Menu, the Accounts Receivable Master Menu, the Accounts Payable Master Menu, the Payroll Master Menu, and the "Other Menu" can be protected using this security system. Also, we may protect individual journals. We can let Gloria have access only to "Cash Receipts", "Repair Orders", and "Counter Tickets". When she brings up the Accounting Master Menu, only those journals will appear. If Cathy has access to different journals, then only the journals Cathy can use will appear on her menu.

### SETTING UP SECURITY

To set up the security system, changes must be made to the file "ade\_imcf" located in your accounting data directory. Your system may be set up so that finding and editing ade\_imcf is automatic. From your Accounting Master Menu press "26". If there is an entry called "Edit Setup" or "Edit ade\_imcf", you should enter that menu number now.

If you cannot find the appropriate number in the "Other Menu" then you must edit the ade\_imcf using the following steps. From the Accounting Master Menu press F3 and then press "D" for directory. The accounting directory is displayed. Write down the directory name you see, then exit the accounting system. Now from a prompt enter "cd" and a

space and the name of the directory you have written down and then press enter. Now enter "vi ade\_imcf".

There must be a division in the setup called "#security" or the security system is not active. Following the word "#security" is a series of zero or more entries that define the access to various menu items. Remember that if the access is not defined, then everyone might have access.

## PROTECTING JOURNALS

Journals will be protected only if there is a division called "#security".

To protect individual journals you must first find a division called "#journmenu". The division is made up of entries that are formed by groups of three lines. The first line in each group is the actual word(s) displayed on the accounting menu. The second line contains one word of four characters. The third line is usually the word "pass". If the word "pass" is on this line, then anyone may have access to the journal. To restrict access to the journal, replace "pass" with the login names of those users that should have access.

Here is an example of "#journmenu" with access for everyone:

```
#journmenu  
INTERNAL SALES JOURNAL  
isxx  
pass
```

Here is an example of "#journmenu" with access for jean and anne:

```
#journmenu  
INTERNAL SALES JOURNAL  
isxx  
jean anne
```

## PROTECTING RIGHT-SIDE MENU ITEMS

After the word "#/security" you must make entries for each item to be protected. For example, assume that Cathy's login name is "cathy". Let us also assume that only Cathy and Mark will be allowed to post to journals. The entry following #/security would be:

21 cathy mark

The number "21" indicates that menu item 21 (Posting) is being protected. The entries "cathy" and "mark" indicate that only Cathy and Mark have access to posting.

There can be any number of entries after #/security and the entries can be in any order, but there should only be one entry per menu item.

## PROTECTING THE OTHER MENU

If you make an entry following #/security that starts with 26 and is followed by login names, then only those users names will have access to the "Other Menu".

There is a way to protect individual items on the "Other Menu". Set up a division called "#/26security". To protect item #1 on the "Other Menu" so that Jim and Cathy have access, make the following entry after "#/26security":

1 jim cathy

The number "1" indicates that menu item 1 will be protected from everyone except Jim and Cathy.

## PROTECTING THE ACCOUNTS RECEIVABLE MENU

There is a way to protect individual items on the accounts receivable menu. Set up a division called "#/arsecurity". To protect item #1 on the accounts receivable menu so that Jim and Cathy have access, make the following entry after "#/arsecurity":

1 jim cathy

The number "1" indicates that menu item 1 will be protected from everyone except Jim and Cathy.

## PROTECTING THE ACCOUNTS PAYABLE MENU

There is a way to protect individual items on the accounts payable menu. Set up a division called "#apsecurity". To protect item #1 on the accounts payable menu so that Jim and Cathy have access, make the following entry after "#apsecurity":

1 jim cathy

The number "1" indicates that menu item 1 will be protected from everyone except Jim and Cathy.

## PROTECTING THE PAYROLL MENU

There is a way to protect individual items on the payroll menu. Set up a division called "#prsecurity". To protect item #1 on the accounts payable menu so that Jim and Cathy have access, make the following entry after "#prsecurity":

1 jim cathy

The number "1" indicates that menu item 1 will be protected from everyone except Jim and Cathy.

## DISKETTES

### PURCHASING

Diskettes come in two physical sizes: 5.25 inch and 3.5 inch. The five inch disks come in two storage capacities: 360,000 characters and 1,200,000 characters. One character of storage is called a byte. One thousand characters of storage is called a kilobyte and is abbreviated kb. One million characters of storage is called a megabyte and is abbreviated mb. Therefore, 5 inch disks come in 360 kb and 1.2 mb sizes.

Three inch diskettes come in 720 kb and 1.44 mb sizes. Three inch disks have a hard plastic shell or cover and can be conveniently put into a shirt pocket (remove the diskette before washing the shirt).

Consult the specifications of the computer before you buy diskettes. Diskettes are sold singly or in packages of ten in computer stores. You can buy them in bulk from mail-order vendors in packages of 25 or 50. The bulk diskettes do not have boxes and sometimes do not come with labels.

### FORMATTING OR PREPARING FOR USE

The disk is completely blank when you purchase it. The computer needs to put landmarks on the diskette and locate the unusable areas, similar to a developer laying out a subdivision. This process is called formatting. The operating system has a command called "format". Read the instructions for formatting a diskette in the computer's manual (not this manual). In general, if you enter the following at the system prompt, you cannot go wrong:

FORMAT A:

Follow the instructions for inserting the disk.

## HANDLING A DISKETTE

Avoid folding a diskette. A diskette that is warped or creased is no good and must never be used. Do not touch a diskette's magnetic surface. Finger prints, dirt, and dust will cause errors. Do not write on a diskette, put tools near a diskette, or stack objects on a diskette. Writing on a diskette causes creases in the magnetic surface. Stray magnetism in tools and paper clips will change the information on the diskette. The magnetic surface of the diskette must be able to turn freely in the exterior envelope. Stacking objects on it causes the envelope to be too tight. This is one area where a tight fit isn't best.

## LABELING A DISKETTE

The best way to label a diskette is to write the label and then apply it to the diskette. If you must write on the label after it is applied to the diskette, please do not use a ballpoint pen. Use a soft tip pen only.

## STORING DISKETTES

Store diskettes in a sealed diskette box. Dust the box before opening it, so that no appreciable dust gets on the diskette. If you do not have a diskette box, then a ziplock plastic bag works great. The sandwich size works fine. It also keeps greasy fingers off the diskette. Always make two sets of diskettes. Label them properly and store one set off the premises.

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## Introduction

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System 20 is a menu driven accounts receivable system specifically designed for automotive dealerships. Its features include six character account numbers, credit limits, term and finance charge codes, groupings, and unlimited sales tax rates.

There are two different mailing label features that allow for mass mailing to customers or to print single labels. Custom labels can also be easily printed.

Ageing of accounts is vital for working capital management. System 20 provides four different ageing reports. There are short and long reports in both customer code and alphabetical order.

System 20 is designed to be a fully independent accounts receivable system or be fully integrated with System A, dealership accounting, or with System 1, parts inventory control.

For further information please see the section "GETTING STARTED".

## MASTER MENU

---

### Screen 1-1: MASTER MENU

SYSTEM 20 by Jarvis Computer Software

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- |   |                                |
|---|--------------------------------|
| 1. ENTER AND PRINT INVOICES.            | 6. PRINT SINGLE LABELS.        |
| 2. ENTER PAYMENTS.                      | 7. INITIALIZE BALANCES.        |
| 3. PRINT STATEMENTS.                    | 8. CLEAN-UP & FINANCE CHARGES. |
| 4. PRINT AGEING OF ACCOUNTS RECEIVABLE. | 9. ENTER INVOICES.             |
| 5. PRINT CUSTOMER MAILING LABELS.       |                                |

FILE MAINTENANCE FUNCTIONS

- 10. CUSTOMER.
- 11. CREDIT LIMIT CODES.
- 12. TERM CODES.
- 13. FINANCING RATE CODES.
- 14. GROUP CODES.
- 15. SALES TAX CODES.
- 16. COMPANY INFORMATION.
- 17. FILE REBUILDING.

OTHER FUNCTIONS

- 30. DAILY BACKUP.
- 31. VIEW CUSTOMER ACCOUNTS.
- 32. ENTER OR DELETE NOTES RECEIVABLE.
- 33. EDIT FORMS.

F1=CLEAR CURRENT FIELD, F5= EXIT, F7= HELP.

[\_\_]

---

## PURPOSE

The Master Menu allows the user to move smoothly from one function to another without the need to memorize commands.

## USE

Simply enter a single digit choice and follow it by a return or a two digit choice with no return. Therefore to enter choice number one you could press "0" and then press "1", or you could press "1" and then RETURN.

## FUNCTION KEYS

- F1      clears the current field.
- F5      exits the program.
- F7      displays the help screen. These function keys retain these purposes throughout all Jarvis Computer Software systems.

## FIELDS

There is only one field: the menu choice field. It accepts one or two digit menu choices.

## CUSTOMERS

---

Screen 2-2: CUSTOMER

---

CUSTOMERS, SYSTEM XX BY JARVIS COMPUTER SOFTWARE. (C) 1995

CUSTOMER CODE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_ - \_\_\_\_\_

SHIPPING ADDRESS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_ - \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

CONTACT: \_\_\_\_\_

FINANCE RATE CODE: \_\_\_\_\_ CREDIT LIMIT CODE: \_\_\_\_\_ TERMS CODE: \_\_\_\_\_

ACCOUNT TYPE: \_ O=OPEN ITEM, B=BALANCE FORWARD.

SALES TAX CODE: \_\_\_\_\_ GROUP CODE: \_\_\_\_\_

F1=CLEAR CURRENT FIELD, F3=OPTIONS, F5=RETURN TO MENU, ESC=SAVE DATA.  
F7=HELP.

---

---

**PURPOSE**

Enter the information for a customer, including the address, shipping address, and the financing arrangements.

## USE

Enter a six character customer code. If the customer code is already entered onto the system, data will fill the fields. If this is a new customer code, a beep will sound and the remaining fields will clear.

Once the new information has been supplied, press the ESC key to save the data.

To delete a customer record, enter the customer number in the first field. The record that is displayed should be the one that you want to delete. Press F3 D to delete it.

## FUNCTION KEYS

F1      clears the current field.

F3      displays a menu.

Same Delete Autocaps Recode Lookup Notes Fkeys  
Quit

F3-S     copies the shipping address information from the customer address.

F3-D     deletes the record or to copy.

F3-A     turns autocap on and off.

F3-R     changes or recodes the customer code.

F3-L     finds customer information from customer name.

F3-N     allows you to keep notes about the customer.

F3-F     allows you to program function keys (F8 to F12).

F5      exits the program.

F7      displays help screen.

## FIELDS

There are 21 fields in the customer program.

The first field is the code assigned the customer. If the information for that customer has been entered it is displayed, else the rest of the fields are cleared.

The next six fields are for the customer name and address. The following six fields are the shipping name and address; if you leave them blank they are copied from the customer name and address. Pressing F3 S is another way to copy these fields.

The next two fields are the customer's phone number and contact information. Below these are the codes for the finance rate, credit limit, and terms. These codes will have been assigned to certain interest rates, credit limits, and discounts that are normally given. To assign these codes, use selections 11, 12, and 13 from the main menu. See sections 2, 3, and 4 of this manual for information on doing this.

For the account type, press 0 or B (Open-ended or Balance forward). For the sales tax code, type the 2-letter state abbreviation followed by a digit. The digit is normally 0 for non-taxable sales and 1 for taxable sales. (See section 7 to set the sales tax rate.) The group code is a 2-character code that can be used for any purpose.

3.

## CREDIT LIMITS

### Screen 3-3: CREDIT LIMITS

SYSTEM XX BY JARVIS COMPUTER SOFTWARE. (C) 1993, ALL RIGHTS RESERVED.

## CREDIT LIMITS

F1=CLEAR CURRENT FIELD, F3=OPTIONS, F5=RETURN TO MENU, ESC=SAVE DATA.

## PURPOSE

The purpose of the credit limit code program is to provide an easy and standard method for setting customer credit limits. Types of customers with similar credit histories can be grouped together. Then you can increase or decrease the credit limits of a whole class of customers by changing the limit on this screen.

## USE

Carefully plan the credit limits that you will use. Assign each credit limit a code. Now begin entering the code and credit limits. When you have them all entered, press the ESC key to save the changes.

## FUNCTION KEYS

F1       clears the current field, and the F5 key exits the program. These function key retain these purposes throughout all Jarvis Computer Software systems.

F3       displays a menu.

Print Fkeys Quit

F3-P      prints credit limits and their codes.

F3-F      programs function keys (F8 to F12).

## FIELDS

There are many fields grouped in pairs. The first in the pair is a two character field, which is the credit limit code. The second is the dollar amount of the credit limit. The second field will only accept whole dollar amounts.

## TERMS CODES

---

Screen 4-4: TERM CODES

SYSTEM 20 BY JARVIS COMPUTER SOFTWARE. (c) 1986, 1993 ALL RIGHTS RESERVED.

TERMS CODE:   

MODE:    1=DISCOUNT OR FINANCE CHARGE FROM DATE OF INVOICE.  
          2=DISCOUNT OR FINANCE CHARGE FROM END OF THE MONTH.  
          3=DISCOUNT OR FINANCE CHARGE FROM STATEMENT DATE.

DISCOUNT RATE (%):    (USE 0 FOR NET ACCOUNTS)

(AFTER DISCOUNT PERIOD NO DISCOUNT WILL BE ALLOWED)

DISCOUNT PERIOD (DAYS):    (USE 0 FOR NET ACCOUNTS)

(AFTER DUE DATE FINANCE CHARGE WILL BE APPLIED)

DUE PERIOD (DAYS):   

F1=CLEAR CURRENT FIELD, F5=RETURN TO MENU, ESC=SAVE DATA.  
F2=NEXT, F4=PREVIOUS, F3=OPTIONS, F7=HELP.

---

## PURPOSE

The purpose of the term codes is to provide a consistent and organized manner for offering terms to your customers. Policy can easily be implemented and displayed using these term codes.

## USE

Enter a single character term code. If the term code is already entered into the system, data will fill the fields. If you enter a new term code, a beep will sound and the remaining fields will clear.

Once the new information has been supplied, press the ESC key to save the data.

## FUNCTION KEYS

- F1      clears the current field.
- F2      displays the next term code.
- F4      displays the previous term code.
- F5      exits the program.
- F7      displays the help screen.

These function keys retain these purposes throughout all Jarvis Computer Software systems.

- F3      displays a menu.

Print Delete Fkeys Quit

- F3-P     prints the list of term codes.
- F3-D     deletes the current term codes displayed on the screen.
- F3-F     allows you to program function keys (F8 to F12).

## FIELDS

There are four fields in the term code program. The first is the term code itself. It is a single character.

The second field is the mode. You may discount from the date of invoice (choice 1), from the end of the month (choice 2), or from the statement date (choice 3). When applying finance charges, if the mode is 1, finance charges are

applied to any invoices with dates more than "Due Days" before the finance charge date. ("Due Period" is the field on this screen, described below.) If the mode is 2 or 3, finance charges are applied to invoices dated earlier than a date that you enter. The Clean-up and Finance Charge program does not distinguish between 2 and 3. These numbers do affect the due date that is printed on customer's statements. Enter 2 if you want the end of the month printed or 3 if you want "Due Period" days added to the statement date.

The Discount Rate field is for your information. It will be displayed in the bottom right corner of the "Enter or Print Invoices" program, and can be printed on invoices, but is not otherwise used.

The Discount Period, like Discount Rate, can be printed on invoices or displayed, but is not used for calculations.

The Due Period is used by the Clean-up and Finance Charge program only when the Mode field is "1". It is used to calculate the due date that is printed on statements when the Mode field is "3".

## FINANCE RATE CODES

---

### Screen 5-5: FINANCE RATE CODE

FINANCE RATES BY JARVIS COMPUTER SOFTWARE.  
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FINANCE CODE: \_\_\_\_\_  
MONTHLY FINANCE RATE: \_\_\_\_\_  
ANNUAL FINANCE RATE: \_\_\_\_\_  
MINIMUM MONTHLY FINANCE CHARGE: \_\_\_\_\_

F1= CLEAR CURRENT FIELD, F5= RETURN TO MENU, ESC= SAVE DATA.  
F2= NEXT, F4= PREVIOUS, F3= OPTIONS.  
F7= HELP.

---

### PURPOSE

By assigning the customer a finance rate code, you can change many customers at once by changing the data associated with a code, instead of having to change hundreds of individual customer records.

### USE

Enter a two character finance code. If the finance code is already entered into the system, data will fill the fields. If you enter a new finance code, a beep will sound and the remaining fields will clear.

Once the new information has been supplied, press the ESC key to save the data.

## FUNCTION KEYS

F1      clears the current field.

F2      displays next finance code.

F3      displays a menu.

Print Delete Fkeys Quit

F3-P     prints list of finance codes and rates.

F3-D     deletes the code.

F3-F     allows the function keys (F8 to F12) to be programmed.

F4      displays previous finance code.

F5      exits the program.

F7      displays the help screen.

## FIELDS

There are four fields in the finance rate code program. The first is the finance code itself. This field is two characters long.

The monthly and annual finance rates are entered as percentages. Therefore 10% APR is entered as "10". If you enter the monthly rate, the annual rate will be computed. If you enter the annual rate, the monthly rate will be computed.

In most states you may charge a minimum monthly finance charge if there is any amount overdue. This charge is to cover administrative and mailing costs. The minimum monthly charge is entered in dollars. Fifty cents is entered as "0.50".

## GROUP CODES

---

Screen 6-6: GROUP CODES

GROUP CODES BY JARVIS COMPUTER SOFTWARE.  
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GROUP CODE: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

F1= CLEAR CURRENT FIELD, F5= RETURN TO MASTER MENU, ESC= SAVE TO DISK.  
F2= NEXT, F4= PREVIOUS, F3= ADDITIONAL FUNCTIONS.  
F7= HELP.

---

## PURPOSE

The group code is for the internal use of the dealership. You may classify your customer any way you wish. For example, you could use code 01 for commercial accounts, code 02 for personal accounts, 03 for employee accounts, etc. Using a very small or very large number makes it easier to disclude that group from reports, so you may want to use code 99 for accounts that have been written off. This way you can specify a range of codes through 98 on certain reports, like the ageing report, and those accounts won't be shown.

## USE

Enter the new group code and associated group name.

## FUNCTION KEYS

- F1      clears the current field.
- F2      displays next group code.
- F5      exits the program
- F7      displays the help screen.

These function keys retain these purposes throughout all Jarvis Computer Software systems.

- F3      displays a menu.

Print Delete Fkeys Quit

- F3-P     prints list of group codes and their names.
- F3-D     deletes the current group code.
- F3-F     allows the function keys (F8 to F12) to be programmed.
- F4       displays the previous group code.
- ESC      saves the current group code on to the disk.

## SALES TAX CODES

---

Screen 7-7: SALES TAX CODE

---

TAX CODE BY JARVIS COMPUTER SOFTWARE (C) 1993, 1995. ALL RIGHTS RESERVED.

SALES TAX CODE: \_\_\_\_\_

SALES TAX RATE: \_\_\_\_\_

F1= CLEAR CURRENT FIELD, F5= RETURN TO MENU, ESC= SAVE DATA.

F2= NEXT, F4= PREVIOUS, F3= OPTIONS.

F7= HELP.

---

#### PURPOSE

The sales tax code program allows you to assign sales tax rates to a three character code. Sales tax rates for different states may be set, and codes may be assigned for nontaxable sales. If the sales tax rate changes, it may be easily changed with this program.

#### USE

Enter a three character sales tax code. If the sales tax code is already entered into the system, data will fill the fields. If this is a new sales tax code, a beep will sound and the remaining fields will clear.

Once the new information has been supplied, press the ESC key to save the data.

## FUNCTION KEYS

- F1       clears the current field.
- F5       exits the program.
- F7       displays the help screen.

These function keys retain these purposes throughout all Jarvis Computer Software systems.

- F2       displays the next tax code.
- F4       displays the previous tax code.
- F3       displays a menu:  
                Print Delete Fkeys Quit
- F3-P      prints list of tax codes and the tax rates.
- F3-D      deletes current tax code and tax rate displayed on the screen.
- F3-F      allows you to program the function keys (F8-F12).

## FIELDS

There are two fields in the sales tax code program. The first is the sales tax code itself. This is three characters long. The first two characters must be the state abbreviation; the last character is a digit that may specify different tax rates within a state. Normally you would use "0" to indicate non-taxable sales, and "1" to indicate sales taxed at the regular rate.

The second field is the rate. It is specified as a percentage.

## COMPANY INFORMATION

Screen 8-8: COMPANY INFORMATION

COMPANY INFORMATION BY JARVIS COMPUTER SOFTWARE, (C) 1993, 1996.

NAME: Jarvis\_Computer\_Software\_\_\_\_\_

CITY: Homer \_\_\_\_\_ STATE: MN ZIPCODE: 55942-0000

PHONE: (507) 454-2575

PHONE: (800) 657-4499

F1= CLEAR CURRENT FIELD, F3= OPTIONS, F5= EXIT, F7= HELP, ESC= SAVE DATA.

## PURPOSE

The company information program displays and allows you to change the name, address, and phone number of your dealership. This information is displayed on the financial statements. The tag and data fields are used for miscellaneous items that you may want included on the forms as well. Some of the tags may be predefined by JCS. Any unused tag and data fields may be used by dealer personnel for in-house forms work.

**NOTE:** Jarvis Computer Software predefined tags and data fields should not be changed without first consulting JCS.

## USE

Enter the information about your company. Press ESC to save the information and return to the Main Menu. Use F5 to exit without changing the information. When you save data associated with a tag, referencing that tag in the financial statements causes the data to be printed in its place.

## TAGS

|            |  |
|------------|--|
| cname      | The company name.  |
| caddress1  | Line 1 of the address.   |
| caddress2  | Line 2 of the address.   |
| ccity      | The City.  |
| cstate     | The State.   |
| czip       | The first 5 digits in the zipcode.                             |
| czipext    | The zip extension (if any).                                    |
| careacode1 | The area code of the first phone number.                       |
| careacode2 | The area code of the second phone number.                      |
| cphone1    | The exchange of the first phone number.                        |
| cphone2    | The suffix of the first phone number.                          |
| cphone3    | The exchange of the second phone number.                       |
| cphone4    | The suffix of the second phone number.                         |
| ccphone1   | The complete first phone number in the format (507) 454-2575.  |
| ccphone2   | The complete second phone number in the format (800) 657-4499. |
| ccsz       | The complete last line of the address properly formatted.      |

## FUNCTION KEYS

F1      clears the current field.

F5      exits the program.

F7      displays the help screen. These function keys retain these purposes throughout all Jarvis Computer Software systems.

F3      displays a menu.

Autocap Fkeys Quit

F3-A     turns autocap on and off.

F3-F     allows the function keys (F8 to F12) to be programmed.

## ENTER AND PRINT INVOICES

---

Screen 9-9: ENTER AND PRINT INVOICES

---

INVOICE DATE: \_\_/\_\_/\_\_ CUSTOMER CODE: \_\_\_\_\_ PRINT INVOICE(Y/N): \_\_  
 TAX: \_\_  
 SALES REP.: \_\_  
 INVOICE #: \_\_  
 DEPT: \_\_

| QUANTITY | DESCRIPTION | UNIT  | CHARGE |
|----------|-------------|-------|--------|
| _____    | _____       | _____ | _____  |
| _____    | _____       | _____ | _____  |
| _____    | _____       | _____ | _____  |
| _____    | _____       | _____ | _____  |
| _____    | _____       | _____ | _____  |
| _____    | _____       | _____ | _____  |

|  |                                     |                      |
|--|-------------------------------------|----------------------|
| F1=CLEAR FIELD, F5=MENU, ESC=PRINT INVOICE,<br> F3=FKEYS, F6=TEST ALIGNMENT, F7=HELP.<br>+-----+-----+-----+-----+ | SUBTOTAL<br>TAX<br>FREIGHT<br>TOTAL | 0.00<br>0.00<br>0.00 |
| TERMS / /NET   |                                     |                      |

---

## PURPOSE

This program prints invoices and enters the amount and invoice number into the Accounts Receivable system.

## USE

Enter the field information as described above. When ready to print and/or enter the invoice into the system, press ESC. Press F5 and then "Y" to go back to the Main Menu.

## FUNCTION KEYS

F1      clears the current field.

F5      exits the program.

F7      displays the help screen.

These function keys retain these purposes throughout all Jarvis Computer Software systems.

F3      allows you to program the function keys (F8 to F12).

ESC      prints the invoice.

## FIELDS

The first field is the date of the invoice. The second is the customer number. For the Print Invoice field, enter "Y" if you want to print the invoice, or "N" if you do not want a printed invoice but want to enter the information into the Accounts Receivable system. The tax code field is filled in with the default value when you enter the customer code. This code is the sales tax code specified when the customer information was entered and is defined by the Sales Tax Codes program. It consists of the two letter state abbreviation followed by one digit, normally a 0 for non-taxable sales or a 1 for taxable sales.

The sales representative's initials are entered in the next field, followed by the invoice number and department code. The following eight lines contain four fields per line, in which the quantity, description, price per item, and total price of the items purchased are specified. The total price field is calculated automatically.

The next two fields, the subtotal and sales tax, are calculated automatically. The freight charge field must be entered. The total is also calculated.

## ENTER PAYMENTS

---

Screen 10-10: ENTER PAYMENTS

---

CUSTOMER CODE: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ 10/03/90 TOTAL DUE  
AMOUNT APPLIED AMOUNT: \_\_\_\_\_  
BALANCE FORWARD

| INVOICE DATE | DOC. NO. | AMOUNT | PREVIOUS<br>APPLIED | AMOUNT<br>DUE | AMOUNT<br>APPLIED | INVOICE<br>BALANCE | BALANCE |
|--------------|----------|--------|---------------------|---------------|-------------------|--------------------|---------|
|--------------|----------|--------|---------------------|---------------|-------------------|--------------------|---------|

---

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F1=CLEAR CURRENT FIELD, F3=OPTIONS, F5=EXIT, F7=HELP, ESC=SAVE DATA.  

---

## PURPOSE

The Enter Payments program is used to enter payments received into the accounts receivable system.

## FUNCTION KEYS

- F1        clears the current field.
- F5        exits the program.
- F7        displays the help screen.

These three function keys retain their purposes throughout all Jarvis Computer Software systems.

- F2        goes to the next page.
- F4        goes to the previous page.
- F3        displays a menu.

Apply\_amount\_due Fkeys Quit

- F3-A      applies the amount received to the customer's balance.
- F3-F      allows you to program function keys (F8 to F12).

## PRINT STATEMENTS

---

### Screen 11-11: PRINT STATEMENTS

STATEMENTS BY JARVIS COMPUTER SOFTWARE. (C) COPYRIGHT 1992, 1994, 1995, 1998.  
ALL RIGHTS RESERVED.

STATEMENT DATE: \_\_\_/\_\_\_/\_\_\_

BALANCE FORWARD DATE: \_\_\_/\_\_\_/\_\_\_ (NO EFFECT ON OPEN ITEM ACCOUNTS)

BEGINNING CUSTOMER CODE: \_\_\_\_\_  
ENDING CUSTOMER CODE: \_\_\_\_\_

BEGINNING CUSTOMER GROUP: \_\_  
ENDING CUSTOMER GROUP: \_\_

PRINT TO SCREEN (Y/N): \_

INCLUDE ZERO BALANCE ACCOUNTS (Y/N): \_

COMMENT: \_\_\_\_\_  
\_\_\_\_\_

F1= CLEAR CURRENT FIELD, F3= ADD'L FUNC., F5= RETURN TO MENU, ESC= START REPORT.  
F7= HELP.

---

## PURPOSE

This program prints out statements for any or all of your customers, listing invoices and payments.

## USE

If you have the complete Accounting System, you must first make sure that the accounts have been posted so that they are up to date. If you are using System 20 by itself, make sure that all applicable invoices and payments have been entered. Fill in the fields with the date and the range of customer numbers and/or customer groups for which you want statements printed, and press ESC. When the statements have been printed, you may reenter the fields for another set of statements, or press F5 and then "Y" to return to the Main Menu.

## FUNCTION KEYS

The Statement Printing program uses four function keys.

- F1       clears the current field
- F5       exits the program.
- F7       presents a help screen. These function keys retain these purposes throughout all Jarvis Computer Software systems.
- F3       presents a menu bar:      **Fkey test quit**
- F3-F     allows you to program function keys (F8 to F12).
- F3-T     allows you to run a test statement.
- F3-Q     quits the F3.

## FIELDS

The Statement Date is the date printed on the statement.

The Balance Forward Date is the date used for balance-forward customers in deciding whether to itemize individual invoices. Invoices and payments before the balance forward date are lumped together with "balfd" in place of the invoice number on the statement.

The starting customer and ending customer codes determine the range of customers for whom statements are to be printed. To print statements for all customers, enter through the fields so they default to (blank) through "zzzzzz". To print a single statement, enter the customer

number in both the starting and ending fields.

The starting and ending groups can restrict the statements to certain group codes. To print statements for customers in any group, enter through these fields to accept the default values. To print statements for a certain group, enter the group number in both the starting and ending group. To print statements for a range of groups, enter the range. You may need to plan for this when you invent group numbers--for example, if you use group 99 for bad debts, you can print statements for everybody else by entering 00-98.

The Print to Screen field lets you check the statements without printing them out. Answer Y to print to screen, or N to print to the printer.

The Include Zero Balance field gives you the option of printing statements for customers with zero balance.

The Comment fields allow you to enter comments onto the statement. The same comments will print on all the statements. The program remembers the comments from the last time you ran the program.

## AGEING OF ACCOUNTS RECEIVABLE

---

### Screen 12-12: AGEING OF ACCOUNTS RECEIVABLE

AGEING BY JARVIS COMPUTER SOFTWARE. (C) COPYRIGHT 1994, 1995.  
ALL RIGHTS RESERVED.

1. AGEING SHORT FORM NUMBER ORDER.
2. AGEING LONG FORM NUMBER ORDER.
3. CUSTOMER LIST ALPHABETICAL.
4. CUSTOMER LIST NUMBER ORDER.
5. AGEING SHORT FORM ALPHABETICAL.
6. AGEING LONG FORM ALPHABETICAL.
7. AGEING TOTALS ONLY.
8. FINANCE CHARGE REPORT.
9. AGEING LONG DETAILED NUMBER ORDER.

GROUPS:    (LEAVE BLANK FOR ALL CUSTOMERS)

REPORT CHOICE:    REPORT DATE: 07/24/1992 STARTING PAGE: 1

PRINT TO SCREEN (Y/N): N INCLUDE DELINQUENT LIST (Y/N): N

F1= CLEAR CURRENT FIELD, F3= PROG. FUNCTION KEYS, F5= RETURN TO MENU.  
F7= HELP, ESC= START REPORT.

---

### PURPOSE

The Ageing of Accounts Receivable program prints out reports in various formats showing the amounts due from customers.

## USE

Fill out the fields with the type of report you want and press ESC to display or print it. When finished, either change the fields to produce another report, or press F5 and then "Y" to return to the Main Menu.

## EXPORTING

A condensed version of the ageing data can be exported to a text file. The export file will only be created if the environment variable EXPORT\_SEPARATOR is present in the users environment. If you want the separator to be "|" then in the C shell you must add the following line to your ".login" file:

```
setenv EXPORT_SEPARATOR \|
```

If you use the Bourne shell then add the following two lines to your ".profile" file:

```
EXPORT_SEPARATOR=\  
export EXPORT_SEPARATOR
```

The file created is "/tmp/arexport". Here is sample file:

|        |      |       |      |         |
|--------|------|-------|------|---------|
| 21S001 | 0.00 | 20.83 | 0.00 | 98.10   |
| 654321 | 0.00 | 0.00  | 0.00 | 0.00    |
| AME001 | 0.00 | 7.17  | 0.00 | 1590.00 |
| AUT001 | 0.00 | 44.61 | 0.00 | 109.18  |
| B&T001 | 0.00 | 0.00  | 0.00 | 0.00    |
| BAN001 | 0.00 | 0.00  | 0.00 | 10.75   |

The first field is the A/R account code. The second field is the current amount, the third is the over 30 days amount, the fourth is the over 60 days amount, and the fifth is the over 90 days amount.

The file is created only when you choose:

1. AGEING SHORT FORM NUMBER ORDER.

## FUNCTION KEYS

- F1       clears the current field.
- F5       exits the program.
- F7       displays the help screen.

These function keys retain these purposes throughout all Jarvis Computer Software systems.

- F3-F      allows programming of function keys (F8 to F12).

## FIELDS

There are seven fields in the Ageing of Accounts Receivable program. The first two fields set the range of customer groups to include in the ageing. If you leave them blank, then all customers will be included. The third field specifies the type of report desired. The fourth specifies the date for which the report is being made. The fifth is the starting page of the report. The sixth indicates whether the report should be displayed on the screen or printed. The seventh and last field on this screen indicates whether the report should include delinquent list.

## PRINT CUSTOMER LABELS

---

Screen 13-13: PRINTING MAILING LABELS

---

CUSTOMER LABEL PRINTING BY JARVIS COMPUTER SOFTWARE (C) 1992,1995,1997,1998  
ALL RIGHTS RESERVED

PRINT SHIPPING ADDRESS (Y/N):    PRINT CUSTOMER CODE (Y/N):   

PRINT CUSTOMER CONTACT (Y/N):    PRINT PHONE NUMBER (Y/N):   

ACCOUNTS WITH BALANCES ONLY (Y/N):    PRINT BAR CODE (Y/N):   

NUMBER OF LABELS HORIZONTALLY (1-3):    ROLODEX SPACING (Y/N):     
ACCEPTION INPUT

FILL IN THE APPLICABLE RANGES ONLY!

----- STARTING ----- ENDING-----

GROUP:      

STATE:      

ZIPCODE:      

CUSTOMER CODE:      

F1= CLEAR CURRENT FIELD, F3= PROG. FUNCTION KEYS, F5= RETURN TO MENU.

F7= HELP, ESC= START PRINTING LABELS.

---

## PURPOSE

The mailing list program prints out mailing labels for some or all of your customers. The customers to be printed can be selected by customer group, state, zip code, or customer numbers.

## USE

You are first asked to align the labels. When the labels are in the printer and aligned correctly, press RETURN. Type in the values of the first two fields. The next eight fields specify the ranges of customers for which to print labels. If you want to use the field as a criterion for determining if a label should be printed, type in the lowest and highest values that the item must have in order to be printed. If you want to print records for one value, such as, for everyone in your state, enter the same value for the starting and ending fields. If you do not want to use the item as a criterion, or if you want to start from the beginning or go to the end, just press RETURN and the value will default to the lowest or highest possible value.

When you have filled in the fields, press ESC to print the labels.

## FILES

This program uses the file lab\_imcf. This file sets the configuration for the label. This is a standard imcf. You may edit it with any text editor. This program uses division #1 for one up labels, #2 for two up labels and #3 for three up labels.

## FUNCTION KEYS

- F1       clears the current field.
- F5       exits the program.
- F7       displays the help screen. These function keys retain these purposes throughout all Jarvis Computer Software systems.
- F3       allows you to program function keys (F8 to F12).

## FIELDS

There are thirteen fields in the mailing list program. The first specifies whether the shipping address or the customer's address is to be printed. The next three specify whether or not the customer code, contact, or telephone number should be printed on the label. The fifth field specifies the number of labels that will be printed across.

The next eight fields indicate ranges of values for the customer group, state, zip code, and customer numbers. Records whose values for these items fit into the specified ranges will be printed.

## PRINT SINGLE LABELS

---

Screen 14-14: PRINT SINGLE LABELS

---

SINGLE LABELS (C) 1994, 1995, ALL RIGHTS RESERVED.

CUSTOMER CODE: \_\_\_\_\_ POSTAL BARCODE (Y/N): \_

NAME:

ADDRESS:

CITY: STATE: ZIP: -

PHONE: ( ) -

MODE (B/S): B (B=BILLING ADDRESS, S=SHIPPING ADDRESS)

CUSTOM LABEL

F3

F1= CLEAR CURRENT FIELD, F5= EXIT, ESC= PRINT CURRENT LABEL,  
F2= NEXT, F4= PREVIOUS, F3= OPTIONS, F7= HELP.

---

PURPOSE

This program allows you to print labels for individual customers, and to type in special labels.

## USE

Enter the customer number. If that customer number exists, the information is displayed in the remaining fields. You may change any of the fields so that the information is displayed as you want it printed. When you are ready, press ESC to print the label.

Pressing F3 "C" allows you to create a custom label. You do not need to enter a customer number to use this option. Fill out the custom label fields and press ESC to print.

When you have printed the label, you may press ESC to print another one, change some information and press ESC to print a different label, or press F5 "Y" to exit the program. If you want to make another copy of a custom label you must press F3 "C" before you press ESC.

## FILES

This program uses the file lab\_imcf. This file sets the configuration for the label. This is a standard imcf. You may edit it with any text editor. The division used for this program is #1.

## FUNCTION

F1       clears the current field.

F5       exits the program.

F7       displays the help screen.

These three function keys retain these purposes throughout all Jarvis Computer Software systems.

F3       presents you with a menu bar. There are two ways to select an option. You can use the right and left arrow keys to move the highlighted box to the selection you want and press RETURN. The second way to choose an option is to press the capital letter that the option begins with.

Custom Update Autocaps Lookup Fkeys Quit

- F3-C allows you to make custom made labels.
- F3-U allows you to change customer label.
- F3-A turns on/off the autocap format.
- F3-L allows you to lookup customer code from name.
- F3-F allows you to program function keys (F8 to F12).

## FIELDS

There are seven fields used to print customer labels. The first field is for the customer number. When this number is entered, the remaining fields are filled in automatically with the information for the customer.

The mode field determines whether the billing name and address or the shipping name and address are printed on the label. The mode can be 'S' for shipping label or 'B' for billing label. No other values are accepted.

If F3 and then "C" is pressed, five more fields are displayed in which to type the information you want printed.

## INITIALIZE BALANCES

---

Screen 15-15: INITIALIZE BALANCES

---

## INITIALIZE ACCOUNT BALANCES

| ACCT # | NAME                       | DATE  | AMOUNT |
|--------|----------------------------|-------|--------|
| ADAMSM | Adams Motor Co             | _____ | _____  |
| ADOLPH | Adolphs Pont Buick Co.     | _____ | _____  |
| AHLFEL | Ahlfeldt Chev Inc.         | _____ | _____  |
| ALLEN  | Allen Eide Pont-Buick      | _____ | _____  |
| AMDAHL | Amdahl Chevrolet           | _____ | _____  |
| AMDMOT | Amdahl Motors              | _____ | _____  |
| ANDERS | Anderson Stalheim, Inc.    | _____ | _____  |
| ANTONC | Anton Chevrolet Co., Inc.  | _____ | _____  |
| ARNOLD | Arnold Chevrolet, Inc.     | _____ | _____  |
| ARROWH | Arrowhead Pont-Buick-GMC   | _____ | _____  |
| ARTDOR | Art Doran Mtrs, Inc.       | _____ | _____  |
| BARTH  | Barth Chevrolet, Inc.      | _____ | _____  |
| BAUCKC | Bauck Chev Olds Pont, Inc. | _____ | _____  |
| BAUMAN | Bauman Auto Co., In.c      | _____ | _____  |
| BECKMO | Beck Motors, Inc.          | _____ | _____  |
| BELL   | Bell Motor Co.             | _____ | _____  |
| BENTS  | Bents Motors, Inc.         | _____ | _____  |
| BERGER | Berger Chev Olds           | _____ | _____  |
| BERO   | Bero Motors, Inc.          | _____ | _____  |
| BGUNDE | B Gunderson Motors, Inc.   | _____ | _____  |

F1=CLEAR CURRENT FIELD, F3=PROG. FUNC. KEYS, F5=MENU, F7=HELP.

---

PURPOSE

The Initialize Balances program is used when installing the system to tell the Accounts Receivable program about existing customer balances.

## USE

After entering the customer information using the customer program (#10 on Accounts Receivable Menu), select this program. The customer codes and names you have entered are displayed; fill in the dates and the customers' balances as of the current date, and press the Escape key when you have finished entering the information.

## CLEANUP AND FINANCE CHARGES

---

### Screen 16-16: CLEANUP AND FINANCE CHARGES

PERIODIC FINANCE CHARGE UTILITY

(C) COPYRIGHT, 1989, 1992, 1994, 1995, 1998 BY JARVIS COMPUTER SOFTWARE.

ACCOUNTS: \_\_\_\_ - \_\_\_\_ GROUPS: \_\_ - \_\_

FINANCE CHARGE DATE: 11-29-94

FINANCE CHARGES REVIEW BEFORE APPLYING TO ACCOUNT (Y/N): \_

APPLY FINANCE CHARGE ON INVOICE BALANCES DATED: 10-31-94 OR EARLIER.

F1= CLEAR CURRENT FIELD, F3= PROG. FUNCTION KEYS, F5= MENU, ESC= START.

F7= HELP.

---

### PURPOSE

Finance charges are computed from the information in the customer file and added to the customers' accounts. Each account is checked for the number of active entries. If the number of active entries is above 200, then the program will give you the option of archiving entries to bring the number of active entries down to a manageable level.

The program must be run often enough so that no customer has more than 300 entries, which is the system's limit.

## USE

This program has two uses. It removes old information from the invoice file and it applies finance charges.

---

### Screen 16-17: REVIEW OF FINANCE CHARGES

130 NAME: Dave  
BALANCE: 71.56 CHARGE: 0.72

Yes No Change All Quit

---

---

### Screen 16-18: ARCHIVE OF BALANCE FORWARD CUSTOMERS

130 Dave  
200 transactions from 07-09-1994 to 11-23-1994 will be kept!  
76 transactions from 04-24-1994 to 07-08-1994 will be archived!

-Okay Yes No

---

---

### Screen 16-19: ARCHIVE OF OPEN ITEM CUSTOMERS

130 Dave  
294 Transactions with 18 balanced entries.  
Zero Balance Invoices start at 11-06-1994 and end at 11-23-1994.  
Enter zero balance invoice cleanup date 11 14 94  
9 Paid invoices will be archived leaving 276 transactions active.

-Okay Yes No Quit

---

Archiving is the removal of information from the active file and the storing of the information in a permanent file. In this case, the archived information may be viewed in the customer balance program.

To archive old information from the invoice file without applying finance charges, answer "Y" to the review finance

charge field. When you press ESC, any customers who deserve finance charges will be displayed. If you do not want any customers to have finance charges then press Quit when the first customer is displayed. If you want all customers that deserve finance charges to have finance charges then press All. Any customers who have more than 200 Accounts Receivable entries will be displayed.

If the customer is a balance forward customer, then approximately 200 entries will be kept in the active records and the remainder will be archived.

If the customer is an open item customer, all paid invoices are computed. A range of dates of when the invoices were paid in full will be displayed. Enter a date that will be used to archive the paid invoices.

When the program has finished applying finance charges, it prints an audit trail showing each account to which finance charges were applied and how much was applied.

If the program archives any entries an audit trail for that customer is printed.

---

#### Screen 16-20: ABANDON RUN

Abandon this run. Restore old files.

-Abandon? Yes No

---

At the conclusion of the program, you have the option of abandoning the finance charge run or accepting the results. If you abandon the run then the original data is restored and file indexes are rebuilt. If you answer No to the abandon run question, then the results of the program have been accepted. The resulting files will be rebuilt.

To debit the total amount of finance charges to your Accounts Receivable account number, do a general journal entry.

## TROUBLE SHOOTING

---

### Screen 16-21: EXCLUSIVE USE

---

This program needs exclusive use of the invoice file.  
Somebody else is using the file.  
Press enter....

---

This program needs exclusive use of the invoice and history files. You may need to run this program after hours or on weekends to accomplish this task.

#### FUNCTION KEYS

- F1       clears the current field.
- F3       allows you to program the function keys (F8 to F12).
- F5       exits the program.
- F7       displays this help screen.

These function keys retain these purposes throughout all Jarvis Computer Software systems.

#### FIELDS

The first two fields specify the range of account numbers to be processed. If you leave them blank, they default to a range that includes everybody.

The next two fields specify the range of groups to be processed. If you leave them blank, they default to a range that includes all groups.

The Finance Charge Date specifies the date that the finance charge or late charge will be applied to the customer's account.

The Finance Charge Review field allows you to see finance charges before they are applied and change them if necessary. If you answer "Y", each customer's finance charge will be displayed; you may then change it. If you answer "N", the program will run without stopping.

## VIEW CUSTOMER ACCOUNTS

---

Screen 17-22: VIEW CUSTOMER BALANCE

---

CUSTOMER CODE: 130\_\_\_\_\_ CREDIT LIMIT 1000 TOTAL DUE 233792.62  
 Dave Van Buren CREDIT LIMIT EXCEEDED  
 101 Main Street PAGE 17  
 Winona, MN 55987

| INVOICE DATE | DOC. NO. | AMOUNT  | PREVIOUS APPLIED | AMOUNT DUE | INVOICE BALANCE | BALANCE   |
|--------------|----------|---------|------------------|------------|-----------------|-----------|
| 11 18 94     | 924      | 946.34  | 0.00             | 946.34     | 946.34          | 228950.26 |
| 11 19 94     | 1275     | 1297.34 | 0.00             | 1297.34    | 1297.34         | 230247.60 |
| 11 19 94     | 1495     | 1517.34 | 1517.34          | 0.00       | 0.00            | 230247.60 |
| 11 19 94     | 925      | 947.34  | 0.00             | 947.34     | 947.34          | 231194.94 |
| 11 20 94     | 1276     | 1298.34 | 0.00             | 1298.34    | 1298.34         | 232493.28 |
| 11 20 94     | 1496     | 1518.34 | 1518.34          | 0.00       | 0.00            | 232493.28 |
| 11 21 94     | 1277     | 1299.34 | 0.00             | 1299.34    | 1299.34         | 233792.62 |
| 11 21 94     | 1497     | 1519.34 | 1519.34          | 0.00       | 0.00            | 233792.62 |
| 11 21 94     | 999      | 1021.34 | 1021.34          | 0.00       | 0.00            | 233792.62 |

F1= CLEAR FIELD, F2=NEXT PAGE, F3=OPTIONS, F4=PREVIOUS PAGE, F5=EXIT, F7=HELP.

---

## PURPOSE

This program is used to look up customer accounts receivable balances. The F3 key provides additional functions.

## FUNCTION KEYS

- F1      clears the current field. This is a standard function key throughout all screens and programs.
- F2      Will take you to higher page numbers (more current dates) in the current customer's data.
- F3-N     brings up the customer with next customer code.
- F3-P     brings up the customer with the previous customer code.
- F3-C     brings up a list of customers.
- F3-A     brings up the current customer's address.
- F3-L     allows the look up of customers by name.
- F3-H     allows the look up of the customer's old archived transactions.
- F3-F     allows function keys F8 to F12 to be programmed.
- F4      Will take you to lower page numbers (earlier dates) in the current customer's data.
- F5      key indicates you wish to exit from the program. A menu bar will appear. "Y=Yes" means that you wish to exit whereas "N=No" indicates that you do not want to quit. Pressing "N" will result in returning to the screen exactly where you left off.
- F7      displays this help screen.

## USE

Enter the customer number for the desired account information. If you do not know the account number then use F3-Customers or F3-Lookup. If the information you are looking for is older than the data on page 1, press F3-History.

## ENTER NOTES RECEIVABLE

---

### Screen 18-23: ENTER OR DELETE NOTES RECEIVABLE

---

ENTER NOTES RECEIVABLE BY JARVIS COMPUTER SOFTWARE (C) COPYRIGHT 1990  
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CUSTOMER CODE: \_\_\_\_\_

NOTE #: \_\_\_\_\_

NUMBER OF PAYMENTS (EXCLUDING LAST): \_\_\_\_\_ PAYMENTS PER YEAR: \_\_\_\_\_

AMOUNT OF PAYMENTS: \_\_\_\_\_ DATE OF FIRST PAMENT: \_\_\_\_/\_\_\_\_/\_\_\_\_

AMOUNT OF FINAL PAYMENT: \_\_\_\_\_ DATE OF FINAL PAYMENT: \_\_\_\_/\_\_\_\_/\_\_\_\_

F1=CLEAR CURRENT FIELD, F5=EXIT, ESC=WRITE RECORDS TO CUSTOMER ACCOUNT.  
F3=OPTIONS.

---

### PURPOSE

The purpose of the Notes Receivable program is to quickly enter into accounts receivable a batch of expected payments. Payments by the customer that should have already been made will be ignored. Future payments will be dated in the future and will show up at the appropriate date in the ageing of accounts receivable.

## USE

Fill in the customer code and note number. If you are deleting a note, press F3 and then "D" to delete the note. This will delete all future debits related to that note. If you are adding a note, fill in the rest of the information. You may view the payment schedule before writing the invoices to the customer account by pressing F3 and then "V". When you are satisfied that the information is correct, press ESC.

## FUNCTION KEYS

The Notes Receivable program uses three function keys.

F1       clears the current field.

F5       exits from the program.

These two function keys retain these purposes throughout all Jarvis Computer Software systems.

F3       is the options key. There are two options:

F3-V     view the expected payments schedule for accuracy.

F3-D     deletes the existing note receivable.

## FIELDS

**Customer code**     Enter a valid customer identification code. You must use screen #10 on the Accounts Receivable Menu to set up new customers.

**Note #**             The combination of the customer number and the note number forms a unique identifier. Therefore, you may use the same note number for various customer accounts. If you enter an existing note number, you will hear a beep. Your only option at this point is to delete the note number or select another number for this note.

**NUMBER OF PAYMENTS**     Enter the number of payments excluding the last. A three year contract with monthly payments can be entered as 36 while ignoring the bottom portion of the

screen. Otherwise, it can be entered as 35 while filling in the bottom of the screen.

|                         |  |
|-------------------------|--|
| PAYMENTS PER YEAR       | Enter the number of payments per year. This number is usually 12 but can also be 1, 2, 3, 4, 6, 24, 26, or 52. |
| AMOUNT OF PAYMENT       | Enter the amount of the repeating regular payments.  |
| AMOUNT OF FINAL PAYMENT | The final payment may be a balloon.  |

## EDIT FORMS

### PURPOSE

Selecting Edit Form Files allows you to edit the form files for invoice and statement forms using the SLE editor. You will need to edit the form file if you change forms and the new form has a different format, or if you want to add, change, or delete something that is currently on the form.

### USE

After choosing 33 from the Main Menu, you are presented with a list of the two form files used in System XX. Type "1" or "2" to edit the corresponding file, or press ESC to quit without doing anything.

The SLE editor will be run on the file you selected. When you are done editing the file, press F5 and select Quit, Save, or New name to return to the Main Menu.

The old ".fcp" file will be erased, causing the form compiler to be run the next time you use the form you edited.

### FORM FILES

The form file consists of a header and lines consisting of tag names followed by a letter followed by three numbers. The letter is either n, c, or e for normal, compressed, or expanded print. The first number is the distance in inches from the top of the form. The second is the distance in inches from the left side of the form. The third is the length in inches of the field. The tag describes what is printed in the field. Tags are listed in the next two sections.

You can also specify something in quotation marks to be printed. The text in quotation marks replaces the tag and can be used to print information that is the same on all the forms, such as the company name, address, and Tax ID.

## INVOICE & STATEMENT TAGS

The following tags are used by the invoice and statement forms:

|                  |  |
|------------------|--|
| account          | The account number                                 |
| amountdue        | The amount due                                     |
| btaddress1       | First line of billing address                      |
| btaddress2       | Second line of billing address                     |
| btcsz            | City, state, and zip of billing of address         |
| btfirstnamefirst | Billing address name e.g. "Jarvis, Clare"          |
| btname           | Billing address name e.g. "Clare Jarvis"           |
| charge           | charge amount                                      |
| credit           | credit amount                                      |
| date             | The date   |
| description      | Description  |
| freight          | Freight charges                                    |
| invoicedate      | The date of invoice                                |
| invoicetype      | The type of invoice                                |
| number           | The invoice number                                 |
| page             | The invoice page number                            |
| quantity         | Amount   |
| staddress1       | First line of shipping address                     |
| staddress2       | Second line of shipping address                    |
| stcsz            | City, state, and zip of shipping address           |
| stfirstnamefirst | e.g. if Shipping address name is "Jarvis, Clare"   |
| stname           | Shipping address name<br>then print "Clare Jarvis" |
| tax              |  |
| taxstate         | State tax  |
| total            | Total charge                                       |
| over60           | Amount due over 60 days                            |
| over90           | Amount due over 90 days                            |
| under30          | Amount due under 30 days                           |
| unit             |  |

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## Introduction

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System AP is a menu driven accounts payable system specifically designed for automotive dealerships. Its features include six character vendor account numbers, ageing of payables, discounts, vendor lists, check printing, and automatic transfer to System A--the dealership journal accounting system.

Although this manual is organized in the order that items appear on the Master Menu, it is suggested that you study the items in the following order:

Vendors  
Ageing of Payables  
Check Printing

For further information please see the section "GETTING STARTED".

# 1.

## BASICS

### INPUTS

System AP does not have a payables data entry of its own. All payables are entered through one of the journals in System A, the dealership accounting system. The journals that affect accounts payable are Purchase, Cash Disbursements, Accounts Payable, etc. It is important to note that only journals that request a vendor account number can affect the payables. If you do not make an entry into the accounts payable general ledger account number, then there will be no entry made into the accounts payable system.

### OUTPUTS

There are four basic outputs of the accounts payable system. They are Vendor Lists, Ageing of Payables, Printing of Checks, and Transfer to the Accounting System.

#### VENDOR LISTS

Vendor lists may be printed at any time. They can be printed in alphabetical or vendor number order. It is a good practice to keep a vendor list handy when coding invoices.

#### AGEING OF PAYABLES

Ageing of payables lists the age and amount of invoices owed to various trade creditors. It is printed in account number order.

## PRINTING OF CHECKS

Checks can be printed on various sizes and types of checks. The stub can include information on the invoices and amounts being paid. Discounts can be taken selectively on each invoice.

## TRANSFER TO THE ACCOUNTING SYSTEM

Just like receiving inputs from System A, the check printing program will transfer the changes in the cash account and accounts payable when checks are written. The check register is kept in the general journal.

## MASTER MENU

---

Screen 2-1: MASTER MENU

ACCOUNTS PAYABLE BY JARVIS COMPUTER SOFTWARE. (C) COPYRIGHT 1989, 1992, 1995.

- |                                |                |
|--------------------------------|----------------|
| 1. AGEING OF ACCOUNTS PAYABLE. | REBUILD FILES. |
| 2. CUT CHECKS.                 |                |
| 3. PRINT SINGLE LABELS.        | 20. VENDOR.    |
| 4. PRINT SINGLE CHECK.         | 21. PAYABLES.  |
| 5. VIEW PAYABLES.              |                |

## FILE MAINTENANCE

10. ENTER OR UPDATE VENDORS.

## OTHER FUNCTIONS

30. DATA BACKUPS.
- 
31. EDIT FORMS.

PLEASE ENTER CHOICE [\_\_]

F1= CLEAR CURRENT FIELD, F3= REMOVE LOCKS/FKEYS, F5= EXIT, F7= HELP.

---

## PURPOSE

The Master Menu allows the user to move smoothly from one function to another without the need to memorize commands.

## USE

Simply enter a single digit choice and follow it by a return or a two digit choice with no return. Therefore, to enter choice number one you could press "01", or you could press "1" and then RETURN.

## FUNCTION KEYS

F1       clears the current field.

F3-R      allows you to unlock a journal. This is used when you get a "Journal in use" error and you are absolutely positive that no one really is using the journal. The journal entry programs on the left side of the accounting main screen, the post to general ledger program (#21), printing paychecks, vendor checks and single checks, and entering repair orders and counter tickets into accounting, all count as using the journal.

F3-F      allows you to program function keys (F8 to F12).

F5        exits the program.

F7        displays the help screen.

## FIELDS

There is only one field, the menu choice field. It accepts one or two digit menu choices.

## AGEING OF PAYABLES

---

### Screen 3-2: AGEING OF ACCOUNTS PAYABLE

AGEING OF ACCOUNTS PAYABLE BY JARVIS COMPUTER SOFTWARE (C) 1994, 1995.

1. AGEING REPORT
2. VENDOR LIST NUMBER ORDER
3. VENDOR LIST ALPHABETIC ORDER
4. AGEING REPORT TOTALS ONLY.

MODE: \_

VENDORS: \_\_\_\_-\_\_\_\_

PRINT TO SCREEN (Y/N): \_

STARTING PAGE: \_\_\_\_\_ ENDING PAGE: \_\_\_\_\_

AGEING DATE: 04-25-1989

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=MENU, ESC=START REPORT, F7=HELP.  
^C = INTERRUPT REPORT.

---

### PURPOSE

This program produces reports showing the amounts owed to vendors, or it lists all the vendors in the system in alphabetical order or vendor number order.

## USE

Fill out the fields with the type of report you want and press ESC to display or print it. When finished, either change the fields to produce another report, or press F5 and then "Y" to return to the Main Menu.

## FUNCTION KEYS

- F1      clears the current field
- F3      allows you to program function keys.
- F5      exits the program,
- F7      displays the help screen.

## FIELDS

There are seven fields in the Ageing of Accounts Payable program. The first, labeled Mode, specifies the type of report desired. The second and third specify the range of vendor codes which will be shown on the report. The fourth indicates whether the report should be displayed on the screen or printed. The fifth and sixth specify the range of page numbers that will be printed. The last field is the date of the report; it defaults to the current date.

## WRITING CHECKS

---

Screen 4-3: CUT CHECKS

---

JOURNAL DATA ENTRY                    GENERAL

ACCOUNTING YEAR: 93

ACCOUNTING MONTH: 01

---

MONTHLY STATUS

---

|             |              |
|-------------|--------------|
| 01 JANUARY  | 07 JULY      |
| 02 FEBRUARY | 08 AUGUST    |
| 03 MARCH    | 09 SEPTEMBER |
| 04 APRIL    | 10 OCTOBER   |
| 05 MAY      | 11 NOVEMBER  |
| 06 JUNE     | 12 DECEMBER  |

---

F1= CLEAR CURRENT FIELD, F5=RETURN TO MENU, ESC=PROCEED TO JOURNAL ENTRY.

---

---

## PURPOSE

This program prints checks to pay invoices that were previously recorded in the accounts payable system. It records the paid checks in the accounts payable system and in the general ledger.

Screen 4-4: CUT CHECKS, SECOND PAGE

F1=CLEAR CURRENT FIELD, F2=NEXT, F4=PREVIOUS, ESC = PRINT CHECK  
F3=OPTIONS, F7=HELP.

USE

Enter the year and month for which the checks are being written. Normally this is the current date, and you will not have to enter anything. You can choose one of the two months you have open unless you have entered information in the journals for one of the months but not yet posted; if so you can only use the month with the unposted information.

When the correct year and month are displayed, press ESC to continue. A new screen is displayed, on which you must enter the date, check number, and the number of the vendor you want to pay.

The check number cannot be an existing check number that has not been posted yet; anything else is allowed.

The vendor number must be in your vendor file. You can press F3 and select Vendor on this field to display and select a vendor number. When a valid vendor number has been

entered, the name of the vendor is displayed along with a list of invoices owed to that vendor. The total owed is shown as Invoice Total.

At this point you should be positioned on the Status field for the first invoice. If there is an applicable discount from the amount on the invoice, press the left arrow key to move to the discount field and enter the dollar amount of the discount. Then enter "Y" in the Status field to pay the invoice, or "N" if you do not want to pay it. The "P" for Paid status is filled in by the system when the check is printed.

Enter the discount and status for the other invoices in the same manner. As you enter the information, the total amounts and total of the discounts are displayed above as Check Total and Discount Total. When all of the information has been entered, press ESC to print the check.

After the check has been printed, you may enter another vendor number. The check number is automatically increased by one; you are allowed to change it. You then can print the next check.

When all checks have been printed, press the F5 key. You will be asked to put paper in the printer for the audit trail. If you are using the same printer for checks and audit trails, replace the checks with the report paper. Press "Y" when the printer is ready.

The audit trail lists sections consisting of the vendor number, name, check number and amount, followed by the list of invoices paid. There is one such section for each check.

This program deletes the paid invoices from the vendors' accounts and records the checks in the general journal. The general journal must be posted (Program #21) to transfer the amounts to the general ledger.

## TROUBLE-SHOOTING

If this program stalls, make sure that your printer is online and the cables are tightly attached to the printer and computer.

Here is a short description of some of the error codes this program displays when it fails:

- 1001 form or formcmp.exe not found
- 1003 unable to open vendor file
- 1004 unable to open payable file
- 1006 unable to acquire printer or open spool file

|       |  |
|-------|--|
| 1007  | #apglnum missing, or ade_imcf file missing               |
| 1008  | apglnum account number missing                           |
| 1009  | #discglnum missing                                       |
| 1010  | discglnum account number missing                         |
| 1011  | #cashglnum missing                                       |
| 1012  | cashglnum account number missing                         |
| 1013  | #cdjoursetup missing                                     |
| 1031  | error rereading journal pages                            |
| 1032  | could not add pages to journal                           |
| 1034  | could not open journal (not found or permission wrong)   |
| 1035  | could not allocate enough memory                         |
| 1036  | error reading journal file (disk read failed)            |
| 1037  | journal file has zero length                             |
| 1038  | error adding journal pages                               |
| 1070  | cannot read general ledger; most likely needs rebuilding |
| 2004  | could not open journal or move files to new & old        |
| 30xx  | cannot open audit trail printer (xx is any two digits)   |
| 5000  | cdjoursetup describes header larger than actual header   |
| 8744  | cdjoursetup line is invalid                              |
| 9365  | general journal in use, or *.loc file in year directory  |
| 15000 | apglnum specified in ade_imcf is not in general ledger   |
| 15001 | discglnum specified in ade_imcf is not in general ledger |
| 15002 | cashglnum specified in ade_imcf is not in general ledger |

Errors 1007-1013 and 5000 refer to the file ade\_imcf described in Chapter 18 of the accounting system manual. Errors in the 1030's refer to the journal file on the accounting directory with a four character journal name and no extension.

If the program seems to work but does not display all the invoices that should be there, rebuild the payable file by selecting 21 from the Accounts Payable Menu.

If the layout of the checks is not right, or if they print on the wrong printer, select #31 on the Accounts Payable Menu to edit forms, then select 1 for the check form. You can find instructions on changing form files in the last chapter of the accounting system manual.

## FUNCTION KEYS

This program uses six function keys:

F1       clears the current field.

F5       exits the program.

F7 display help screen.

These three function keys retain their purpose throughout all Jarvis Computer Software systems. The other three function keys are used on the second screen of this program:

- F2 displays the next screenful of invoices, if there are more invoices than can be displayed on the screen.
- F4 displays the previous screenful of invoices, if you have pressed F2 to page forward.

F3 brings up the following menu bar:

Debug Test Vendor Check\_numbers Fkeys Quit

- F3-D brings up three more options: **List Tags, Print Tags, and Quit.** These selections are used to test the printing of checks when designing a form file for the layout of the check you are using (see the section on form files for details on designing forms) Selecting **List** causes the names of form tags and their values to be listed on the screen as well as printed. Selecting **Print Tags** causes the names of the form tags to be printed on the check instead of their values. These options do not print the checks when you select them; they only change the way the check will be printed when you press ESC or F3-Test. Selecting **Quit** resets the debugging mode so that checks will print normally.
- F3-T prints a test check. Test can be used after you select Debug-List or Debug-Print; that way you can test checks without affecting your accounts payable. If you did not select F3-Debug-Print, the test checks option prints X's in place of the data normally printed on the check. If you selected F3-Debug-Print before you selected Test, the names of the tags from the form file are printed on the checks.
- F3-V can only be selected when the cursor is on the Vendor Field. It displays a list of the vendors in the system. You may scroll through the list of vendors by pressing U (for Up) and D (for Down). You may select a vendor to put in the vendor field by pressing S (for Select). You may return to the main screen without selecting a vendor by pressing Q (for Quit).

- F3-C displays last check numbers used by payroll, accounts payables and disbursements.
- F3-F allows you to program function keys.
- F3-Q allows you to exit from the F3 menu bar without doing anything.

## PRINT SINGLE CHECK

---

Screen 5-5: SINGLE CHECK

---

JOURNAL DATA ENTRY

CASH DISBURSEMENTS

ACCOUNTING YEAR: 93

ACCOUNTING MONTH: 01

---

MONTHLY STATUS

---

|             |              |
|-------------|--------------|
| 01 JANUARY  | 07 JULY      |
| 02 FEBRUARY | 08 AUGUST    |
| 03 MARCH    | 09 SEPTEMBER |
| 04 APRIL    | 10 OCTOBER   |
| 05 MAY      | 11 NOVEMBER  |
| 06 JUNE     | 12 DECEMBER  |

---

F1= CLEAR CURRENT FIELD, F5=RETURN TO MENU, ESC=PROCEED TO JOURNAL ENTRY.

---

---

PURPOSE

The Print Single Checks program prints checks without recording them as accounts payable. You specify the accounts from which to pay the check.

Screen 5-6: SINGLE CHECK, SECOND PAGE

CUT SINGLE CHECK BY JARVIS COMPUTER SOFTWARE. (C) COPYRIGHT 1990,1994,1995  
ACCOUNTING MONTH/DAY/YEAR: 01/\_/92 ALL RIGHTS RESERVED.

CHECK #: \_\_\_\_\_ VENDOR: \_\_\_\_\_ NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

CASH ACCOUNT: 201\_ CASH ON HAND

**COMMENT:** The following is a summary of the comments received by the Bureau of Land Management (BLM) on the proposed rule.

**DEBITS (EXPENSES INVENTORIES MISC.)**

F1=CLEAR CURRENT FIELD, F5=QUIT.  
F3=OPTIONS, F7=HELP.

TOTAL:

USE

Enter the year and month for which the checks are being written. Normally this is the current date, and you will not have to enter anything. If there is a month described as "Open For Entry", you must use that month, or else post it first. If there is not, you may use either month described as "Available".

When the year and month have been entered, a new screen is displayed, on which you enter the date, check number, and the number of the vendor you want to pay. You may leave the vendor number field blank. If you fill it in, the vendor's name and address are displayed. The name and address may be changed.

The Cash Account number is the general ledger account that will be credited with the amount of the check. The default number comes from the ade\_imcf set-up file. You may change this field to anything except the Accounts Payable

account.

Enter the amounts and expense account numbers from which to pay the check. The Accounts Payable account number is not allowed. These amounts will be debited to the specified account.

Press ESC to print the check. The screen is then cleared, except that the date remains and the check number is increased by one. You may continue to print checks from this screen until you press F5 to exit the program.

The accounting information on the checks that were printed is stored in the Cash Disbursements journal. You must post this journal to store the amounts in the general ledger.

## TROUBLESHOOTING

This program returns the same error codes as "Cut Checks". See the list of error codes for that program.

## FUNCTION KEYS

This program uses only four function keys.

- F1      clears the current field.
- F5      exits the program.
- F7      display help screen.
- F3      presents this menu bar:  
Autocaps Debug Test Vendor Check\_numbers Fkeys Quit
- F3-A     displays another menu bar from which you select "Yes" or "No". If you choose Yes, the first letter of each word in the vendor name and address will be capitalized when you enter those fields. Selecting No turns off this feature. Normally, the Autocaps mode is Yes until you select F3-A-N.
- F3-D     displays another menu bar from which you select "List\_tags", "Print\_tags" or "Quit". These options are used when laying out new check forms and testing them. They are described in the "Function Keys" section of the "Cut Checks" chapter.
- F3-T     prints a test check that does not affect invoices.

This is also used for testing new check forms.

- F3-V can only be selected when the cursor is on the Vendor Field. It displays a list of the vendors in the system. You may scroll through the list of vendors by pressing U (for Up) and D (for Down). You may select a vendor to put in the vendor field by pressing S (for Select). You may return to the main screen without selecting a vendor by pressing Q (for Quit).
- F3-C displays last check number used by payroll, payables and disbursements.
- F3-F allows you to program function keys.
- F3-Q allows you to exit from the F3 menu bar without doing anything.

## PAYABLE VIEW

Screen 6-7: PAYABLE VIEW

| VENDOR CODE: BNT001 B & T Automotive Inc |          |     |         | New London | RUNNING  |       |     |         |
|--|----------|-----|---------|------------|----------|-------|-----|---------|
| INVOICE                                  | DATE     | AGE | CURRENT | +10        | +20      | +30   | +40 | TOTAL   |
| 105057                                   | 02-07-92 | 35  |         |            |          | 1.23  |     | 1599.86 |
| 105088                                   | 02-07-92 | 35  |         |            |          | 8.16  |     | 1608.02 |
| 105117                                   | 02-07-92 | 35  |         |            |          | 6.12  |     | 1614.14 |
| 105133                                   | 02-07-92 | 35  |         |            |          | 3.05  |     | 1617.19 |
| 105209                                   | 02-10-92 | 32  |         |            |          | 40.83 |     | 1658.02 |
| 105231                                   | 02-10-92 | 32  |         |            |          | 36.85 |     | 1694.87 |
| 105855                                   | 02-10-92 | 32  |         |            |          | 2.66  |     | 1697.53 |
| 105438                                   | 02-12-92 | 30  |         |            |          | 5.85  |     | 1703.38 |
| 105483                                   | 02-13-92 | 29  |         |            | 48.90    |       |     | 1752.28 |
| 105488                                   | 02-13-92 | 29  |         |            | 9.36     |       |     | 1761.64 |
| 47833                                    | 02-13-92 | 29  |         |            | -1221.60 |       |     | 540.04  |
| 105548                                   | 02-14-92 | 28  |         |            | 45.25    |       |     | 585.29  |
| 105613                                   | 02-14-92 | 28  |         |            | 8.84     |       |     | 594.13  |
| 105723                                   | 02-17-92 | 25  |         |            | 28.33    |       |     | 622.46  |
| 105734                                   | 02-17-92 | 25  |         |            | 4.44     |       |     | 626.90  |
| 105801                                   | 02-18-92 | 24  |         |            | 29.20    |       |     | 656.10  |
| 105802                                   | 02-18-92 | 24  |         |            | 6.95     |       |     | 663.05  |
| 105814                                   | 02-18-92 | 24  |         |            | 18.68    |       |     | 681.73  |
| 105815                                   | 02-18-92 | 24  |         |            | 2.90     |       |     | 684.63  |
| 105846                                   | 02-18-92 | 24  |         |            | 23.55    |       |     | 708.18  |

F1=CLEAR CURRENT FIELD, F2=NEXT, F4=PREV, F5=EXIT, F3=OPTION, F7=HELP.

## PURPOSE

This program allows viewing of the payables for each vendor without the necessity of printing.

## USE

Enter the vendor code for the party you wish to view. Up to the first twenty invoices payable will be displayed. To view the next page press the F2 key. Each additional page may be viewed by pressing the F2. To backup a page press the F4 key.

To view another vendor enter the new vendor code.

To exit press the F5 key.

## TROUBLE-SHOOTING

If the program seems to work but does not display all the invoices that should be there, rebuild the payable file by selecting 21 from the Accounts Payable Menu.

## FUNCTION KEYS

This program uses six function keys:

F1      clears the current field.

F5      exits the program.

F7      displays the help screen.

These three function keys retain their purpose throughout all Jarvis Computer Software systems. The other three function keys are used on the second screen of this program:

F2      displays the next screen of invoices.

F4      goes back one page.

These keys also retain their function throughout all Jarvis Computer Software systems in which there is more than one page of information to display.

F3      displays a menu bar.

Next Previous Vendor Address Lookup Fkeys

**History** **Quit**

- F3-N displays next vendor payables information.
- F3-P displays previous vendor payables information.
- F3-V displays list of vendor codes and their vendor names. It also displays menu bar selection to move up and down the list and to select a vendor.
- F3-A displays billing and shipping address of currently displayed vendor on the screen.
- F3-L allows you to lookup vendor code, city and state from name.
- F3-F allows you to program function keys (F8 to F12).
- F3-H allows you to lookup payments made to the vendor.

## VENDORS

---

Screen 7-8: VENDOR

---

VENDORS, SYSTEM AP BY JARVIS COMPUTER SOFTWARE. (C) COPYRIGHT 1988, 1995

VENDOR CODE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_ - \_\_\_\_\_

SHIPPING ADDRESS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_ - \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

CONTACT: \_\_\_\_\_

FEDERAL ID NUMBER: \_\_\_\_\_

F1=CLEAR CURRENT FIELD, F3=OPTIONS, F5=RETURN TO MENU, ESC=SAVE DATA.  
F7=HELP.

---

**PURPOSE**

This program allows you to enter or change the name, address, and shipping address of vendors.

## USE

Enter a six character vendor code. If the vendor code is already entered into the system, data will fill the fields. If you enter a new vendor code, a beep will sound and the remaining fields will clear.

Once the new information has been supplied, press ESC to save the data.

## FUNCTION KEYS

The vendor program uses four function keys.

- F1       clears the current field.
- F5       exits the program.
- F7       displays the help screen. F1, F5 and F7 retain these purposes throughout all Jarvis Computer Software systems.

- F3       displays a menu bar.

Autocaps Same Notes Fkeys Delete Quit

- F3-A      turns autocaps on and off.
- F3-S      allows you to copy shipping address information from the vendor address.
- F3-N      allows you to keep notes about the vendor.
- F3-F      allows you to program function keys (F8 to F12).
- F3-D      allows you to delete a vendor.

## FIELDS

There are 15 fields in the vendor program.

The first field is the code assigned to the vendor. If the information for that vendor has been entered it is displayed, otherwise the rest of the fields are cleared.

The next six fields are for the vendor name and address. The zip code must be within the range of zip codes for the state or it will not be accepted. The following six fields are the shipping name and address; if you leave them blank, they are copied from the vendor name and address. Pressing F3 "S" or F3 Enter is another way to copy these fields. The last two fields are the vendor's phone number and contact information.

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## Introduction

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System PR is a menu driven payroll system that is fast, efficient, and flexible. It is ideally suited for the business with a variety of payroll plans. Mini-spreadsheets are used for each employee to compute gross pay and payroll distribution. There is no end to the flexibility; situations in which the employee has wages, draw, and commission are easily handled.

System PR handles all of the usual payroll record keeping including tracking vacation, holiday, and sick pay. System PR prints out concise quarterly reports, W2's, and audit trails.

System PR prints the payroll checks. Most paycheck layouts can be accommodated.

Employee payroll records can be viewed on the screen at any time.

If you have System.A, accounting data are transferred automatically to the accounting system. System PR is accessed through the System.A Master Menu #26 OTHER. Choose PAYROLL from the OTHER Menu.

## PAYROLL MASTER MENU

---

Screen 1-1: MAIN MENU

---

PAYROLL MASTER MENU BY JARVIS COMPUTER SOFTWARE (C) COPYRIGHT 1989, 1993, 1995  
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1. ENTER EMPLOYEE HOURS & SALES.
2. PRINT CHECKS & PAYROLL AUDIT TRAIL.
3. VIEW EMPLOYEE EARNINGS RECORD.
4. PRINT QUARTERLY REPORT.
5. PRINT W2'S.
6. CALCULATE TIME.
7. PRINT QUARTERLY TAX FORMS.
8. PRINT 1099 MISC FORMS.

## FILE MAINTENANCE

## REBUILD FILES

- |   |                   |
|---|-------------------|
| 10. EMPLOYEE RECORDS.                   | 20. EMPLOYEE.     |
| 11. FRINGE BENEFIT PLANS.               | 21. FRINGE.       |
| 12. EMPLOYEE HOURS & SALES SETUP.       | 22. SET-UP.       |
| 13. TAX TABLE.                          | 23. TAX TABLE.    |
| 14. INITIALIZE OR EDIT PAYCHECK RECORD. | 24. EARNINGS.     |
| 15. EDIT FORM FILES.                    | 25. HOUR & SALES. |

PLEASE ENTER CHOICE [\_\_]

F1=CLEAR CURRENT FIELD, F3=ADDITIONAL FUNCTIONS, F5=EXIT, F7=HELP.

---

PURPOSE

The Payroll Main Menu allows access to all of the programs in the payroll system. It displays the descriptions of the programs and allows the user to run a program by entering its number. There is no need to memorize commands.

## USE

Type the number of the program you wish to run. If it is a two digit number, the program will run immediately after you type the digits. If it is a one digit number, you must either press RETURN after typing the digit or type a zero first so that both digits are filled in.

The programs are divided into three groups. The first group, numbers 1 through 7, consists of programs you will use in normal payroll run you would first calculate the employees' time using program 6 (this is optional); enter their times, commissions, time off, and possibly other information using program 1. Also, print a proof while still in program 1; then print the checks (which also records the accounting information in the payroll journal) using program 2.

The second group, numbers 10-15, is programs that are used when initially setting up the system and when making changes. In setting up or changing the system, the order to follow is: 11--Fringe Benefit Plans, 10--Employee Records, 12--Employee Hours & Sales Setup, and 14--Initialize or Edit Paycheck Record. This order is used because program 10 will not let you give an employee a new benefit plan until you have already entered the plan into the system, and programs 12 and 14 will not work with a new employee until the employee information has been entered. It does not matter when you do the other two, 13--Tax Table and 15--Edit Form Files, as long as you remember to do them.

The third group, 20-25, rebuilds the index files used by the system. The index files occasionally become damaged and cause system errors. If this happens, the system usually gives a message saying it cannot read/write/create/add index to such-and-such a file, followed by "errorcode" and some number. To correct the problem, bring up the payroll system again, and rebuild the appropriate file. Most likely this will correct the error.

## FUNCTION KEYS

F1       clears the current field

F3       will display a menu bar

Remove Locks Fkeys Quit

F3-R      allows you to unlock a journal.

- F3-F allows you to program function keys (F8-F12).
- F5 exit payroll menu.
- F7 display help screen.

## PAYROLL DATA ENTRY (MENU #1)

---

Screen 2-2: PAYROLL DATA ENTRY

EMP.#: \_\_\_\_

#/YEAR: \_\_\_\_ FLAT RATE: \_ SPECIAL? \_

[NOTE: THE FIELDS DISPLAYED HERE ARE DIFFERENT FOR DIFFERENT  
EMPLOYEES AND/OR BUSINESSES. SEE SETUP PROGRAM #12.]

---

---

GROSS PAY DISTRIBUTION

---

---

-ACCT #-

-ACCT #-

---

---

TOTALS

---

| GROSS     | FED        | FICA     |
|-----------|------------|----------|
| STATE     | FRINGE     | NET      |
| YTD GROSS | YTD FED    | YTD FICA |
| YTD STATE | YTD FRINGE | YTD NET  |

F1=CLEAR CURR. FIELD, F2=NEXT PAGE, F3=OPT., F5=EXIT, ESC=SAVE DATA, F7=HELP.

---

## PURPOSE

The Payroll Data Entry program is used to enter the employees' data for each pay period. This data may include hours worked, vacation time taken, the amount of bonuses or commissions, or anything else that may be needed. The data that is entered and the format used are determined using the Payroll Setup program (menu #12). This format may be

different for each employee, depending on how each employee's pay is calculated.

## FUNCTION KEYS

This program uses six function keys.

- F1       clears the current field.
- F2       displays the entry for the next employee. In any other field, F2 switches to the next page.
- F3       presents the menu:    Proof Delete Fkeys  
                                Split\_medicare Quit
- F3-P      to print a proof. If you type "P", you are given another menu: "Totals\_only Everything Quit".
- F3-P-T     prints current, month-to-date, quarter-to-date, and year-to-date totals of wages and withholding for all employees, including the current payroll that you have entered so far. These are what the totals would be if you printed payroll checks at this point.
- F3-P-E     prints a page for each employee showing their payment information. Shows the data on the hours & sales screens, plus totals for gross pay, federal income tax withholding, FICA tax, state income tax withholding, adjustments due to insurance plans or other deductions, and net pay. Finally, it prints a total screen for all employees.
- F3-D      to delete the setup.
- F3-F      to program function keys (F8 to F12).
- F3-S      will split the fica into social security and medicare and display on the screen for the current employee.
- F3-Q      to leave the F3 menu without doing anything.
- F4       displays the entry for the previous employee. If no employee number is displayed, the first employee number is found. In any other field, F4 switches to

the previous page.

F5 exits the program.

F7 displays the help screen.

## FIELDS

The first field is the employee number. The rest of the fields are determined by the Payroll Setup program. The purpose should be labeled when defining the setup. A format for these fields is defined in the setup, and if a number is entered that is too long for the field's format, the entry will not be accepted.

## USE

There are three screens in the data entry program. The layout of the first two is determined using the setup program, menu #12. The data used to calculate each week's gross pay are entered on these two pages.

The third screen displays the plans that the employee has, whether they are in effect for the current pay period, and the amounts by which they affect the pay. You may change the status of the plans (whether or not they are in effect) by typing "Y" or "N" in the first column of fields. Below the plans, you may enter up to six miscellaneous deductions. These amounts are deducted from the net pay. You must enter the corresponding account numbers to indicate the account this amount will be paid to.

To begin entering an employee's data, enter the employee number into the first field. If the number does not exist, the cursor will not move off the field. Otherwise, it moves to the first data entry field. Enter the information into these fields. There may be some information on the second page; if so, press F2 to move to the second page. If necessary, press F2 again to go to the third page to activate or deactivate plans or enter miscellaneous deductions. When all of the information has been entered, press ESC to save it.

At the bottom of the screen, the employee's current and year-to-date amounts are displayed for gross pay, federal withholding, FICA, state withholding, amount deducted from net pay for benefit plans, and net pay. The gross pay amount includes any increases or decreases for benefit plans. On the second page, the gross pay distribution is displayed. Above it are the gross hours and gross pay before fringe

benefits are added or subtracted. You may want to check these numbers to make sure that things seem to be correct.

Pressing F3 and then "P" prints a proof that shows all of the employees' payroll information. You should print this proof after entering all of the employees, to make sure that the information is correct before printing the checks.

After the payroll data has been entered, the paychecks may be printed using program #2.

## PAYCHECK PRINTING AND AUDIT TRAIL (MENU #2)

---

Screen 3-3: PRINT PAYCHECK AND AUDIT TRAIL

---

JOURNAL DATA ENTRY                    payroll journal

ACCOUNTING YEAR: 89

ACCOUNTING MONTH: 01

---

MONTHLY STATUS

---

|             |              |
|-------------|--------------|
| 01 JANUARY  | 07 JULY      |
| 02 FEBRUARY | 08 AUGUST    |
| 03 MARCH    | 09 SEPTEMBER |
| 04 APRIL    | 10 OCTOBER   |
| 05 MAY      | 11 NOVEMBER  |
| 06 JUNE     | 12 DECEMBER  |

---

F1= CLEAR CURRENT FIELD, F5=RETURN TO MENU, ESC=PROCEED TO JOURNAL ENTRY.

---

---

PURPOSE

The Print Paycheck and Audit Trail program prints paychecks and enters the transactions into the payroll journal. It prints an audit trail showing the paycheck information and year-to-date totals. The checks are printed using a layout defined in a form file, which can be customized to print on any style of checks (this form file can be modified using Main Menu selection #15).

---

## Screen 3-4: PRINT PAYCHECK AND AUDIT TRAIL

PRINT PAYCHECK AND AUDIT TRAIL BY JARVIS COMPUTER SOFTWARE  
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STARTING CHECK #: \_\_\_\_\_

PAYROLL DATE (MM-DD-YY): 01-02-89

PAY PERIOD STARTING: - - -

PAY PERIOD ENDING: - - -

F1=CLEAR CURRENT FIELD, F5=EXIT, ESC=START PRINTING CHECKS.  
F7=HELP.

---

### USE

Enter the month and year the checks are to be dated into the fields on the first screen. When the second screen is displayed, enter the number of the first check and the day. If the month and year match the current date, the day field defaults to the current day.

After some disk activity, a message is displayed telling you to align the checks in the printer. Make sure the checks are in the printer and that they are aligned so that the first line to be filled in will be printed correctly. Press either "S" to print one line, or P to print continuously. You may want to print one or two checks one line at a time, using "S", until you are sure the checks are lined up well. Then press "P" to print the rest.

You can type Control-C (hold down the control key while pressing C) to stop the printout. You may do this either while printing single lines or while printing continuously. When you do this, you are given a menu asking if you want to Reprint the check, Continue, or Quit. If you Quit, none of the checks will be recorded in the accounting system, and you will have to reprint them all. If you Reprint or Continue, line up the check after the one on which you stopped, then press "S" or "P" as you did when lining up the first check. If you chose Reprint, remember to remove and void the defective check (the defective check will not have been entered into the payroll journal). You can only reprint the

check that was being printed when it stopped printing.

After all of the checks have been printed, the audit trail is printed. If you are using the same printer for the audit trail, remove the checks and replace it with paper for the audit trail. Press Return when you are ready. If the audit trail was successfully printed, or if the program thinks that it was, the program returns to the Main Menu; if there is a problem printing the audit trail, the information will not be recorded and you will have to reprint the checks.

If the checks do not print correctly, you may type Control-C (hold down the CTRL key and press C) when it says to press Return for the audit trail. This will leave the program without printing the audit trail; the checks will not be recorded and you can print the checks again without re-entering the hours and sales information.

## CORRECTING BAD CHECKS

If you have printed out the checks and the audit trail successfully and then find that the information on one of the checks is wrong, you will have to make the following corrections: calculate what the check should have been, write the new check by hand, and use program #14 to correct the information on the check. Go into the payroll journal and correct the information there (see the section on Journal Data Entry in the System A manual), and make a note of the bad check in your records. You could also print new checks by re-entering them into the payroll system and running them on the computer. In this case, remove the old information in both program #14 and the payroll journal by entering 0 for all the amounts. You should do this before you re-run the checks.

## PAYROLL AUDIT TRAIL

A sample page of the audit trail is shown. One page is printed for each employee, plus a page of totals.

The dates on the first two lines are the three dates entered on the screen, in the same order. None of them are necessarily the current date. The date at the top left is used on the payroll records in both the payroll system and the accounting system's payroll journal.

The check number and employee information are shown next. Below that is the employee's pay calculation, the format of which is specific to each employee.

The current, month-to-date, quarter-to-date and

---

## Sample Report 3-5: PAYROLL AUDIT TRAIL

---

03-07-96

EMPLOYEE PAYROLL AUDIT TRAIL  
03-03-96 THROUGH 03-07-96

PAGE 1

CHECK #: 45127 EMPLOYEE: 011 SSN: 565-85-6103 Becker, Melissa H

|       |       |               |        |
|-------|-------|---------------|--------|
| A/R   | 20.00 | VACATION RATE | 0.00   |
| HOURS | 35.00 | 35.HOURS      | 10.00  |
| HOURS | 5.00  | 40. HOURS     | 10.00  |
| HOURS | 0.10  | 40.1 HOURS    | 10.00  |
|       |       | TOTAL PAY     | 401.00 |

|               |           |           |           |           |
|---------------|-----------|-----------|-----------|-----------|
|               | CURRENT   | MTD       | QTD       | YTD       |
| GROSS HOURS   | 40.10 Hrs | 40.10 Hrs | 40.10 Hrs | 40.10 Hrs |
| REGULAR HOURS | 40.10 Hrs | 40.10 Hrs | 40.10 Hrs | 40.10 Hrs |

|                        |           |           |           |           |
|------------------------|-----------|-----------|-----------|-----------|
| GROSS BEFORE FRINGE    | \$ 401.00 | \$ 401.00 | \$ 401.00 | \$ 401.00 |
| TAXABLE GROSS          | 401.00    | 401.00    | 401.00    | 401.00    |
| - OASDI                | 5.81      | 5.81      | 5.81      | 5.81      |
| - MEDICARE             | 24.87     | 24.87     | 24.87     | 24.87     |
| - FEDERAL WITHHOLDING  | 38.23     | 38.23     | 38.23     | 38.23     |
| - MN STATE WITHHOLDING | 16.50     | 16.50     | 16.50     | 16.50     |
| - DEDUCTIONS           | 50.00     | 50.00     | 50.00     | 50.00     |
| A-R MELISSA            | 50.00     |           |           |           |
| NET                    | 265.59    | 265.59    | 265.59    | 265.59    |

|                        |           |           |           |           |
|------------------------|-----------|-----------|-----------|-----------|
| OASDI-TAXABLE GROSS    | \$ 401.00 | \$ 401.00 | \$ 401.00 | \$ 401.00 |
| MEDICARE-TAXABLE GROSS | 401.00    | \$ 401.00 | \$ 401.00 | \$ 401.00 |
| EMPLOYER OASDI         | 5.81      | 5.81      | 5.81      | 5.81      |
| EMPLOYER MEDICARE      | 24.87     | 24.87     | 24.87     | 24.87     |
| FEDERAL UNEMPLOYMENT   | 0.00      | 0.00      | 0.00      | 0.00      |
| MN STATE UNEMPLOYMENT  | 0.00      | 0.00      | 0.00      | 0.00      |

|                   |          |          |          |          |
|-------------------|----------|----------|----------|----------|
| VACATION EARNED   | 0.00 Hrs | 0.00 Hrs | 0.00 Hrs | 0.00 Hrs |
| VACATION USED     | 0.00     | 0.00     | 0.00     | 0.00     |
| HOLIDAY EARNED    | 0.00     | 0.00     | 0.00     | 0.00     |
| HOLIDAY USED      | 0.00     | 0.00     | 0.00     | 0.00     |
| SICK LEAVE EARNED | 0.00     | 0.00     | 0.00     | 0.00     |
| SICK LEAVE USED   | 0.00     | 0.00     | 0.00     | 0.00     |

---

year-to-date totals are shown. The totals-to-date include the current check and are relative to the payroll date entered on the screen.

## THE PAYCHECK FORM FILE

The paycheck form file is the file "frm/paycheck.frm". It describes the layout of the check. To create or change this file, choose 15 from the Main Menu, "Edit Form Files."

## TROUBLESHOOTING

After entering the check number and date and hitting ESC, if the program immediately returns to the Main Menu, it means that the program "formcmp.exe" is not on the accounting data directory, as it should be. Look for this program on other directories and copy it to the data directory.

If the "formcmp" program is run after hitting ESC and it puts out an error message, this means that the check form file is bad. Edit the file by selecting 15 from the Main Menu and then typing "1".

If the program displays the message "Invalid account number", it is trying to enter an invalid account into the journal. The check that was just printed is the one that caused the problem. The bad account number could be in the employee setup, the employee hours and sales (if the setup allowed enterable accounts or if the special format was used), the plans, or the ade\_imcf file. Normally the account numbers are checked when they are entered in the programs. If you have added or changed account numbers in the ade\_imcf file, this is the most likely problem. Another possibility is that the chart of accounts has been changed or needs rebuilding.

If the message "Journal in Use" appears on the first screen of the program, make sure that no one really is using the journal (only one user can access it at a time). If no one is using it, remove the lock file by going to the accounting menu (not payroll menu); press F3 and select Remove\_locks; select the payroll journal lock.

If you get a "Cannot open employee file" message, the owner or group of the employee.dat or employee.isi files could be wrong. The file is copied to the "new" subdirectory with the existing owner and the permissions determined by your umask. The umask may need to be changed in your ".login" file. This error might also be caused by files in the wrong place; follow the instructions in the next paragraph.

If the message "Uncorrectable Error" is displayed, this usually means that the files are in temporary directories instead of where they should be. The error number displayed will usually be 1.0 or 2.0. 1.0 means that a file could not

be moved to the "old" directory, either because it does not exist or because a copy of that file already exists on the "old" directory. If the error code is 2.0, it could not copy the file from the "old" to the "new" directories. Error 2.0 could mean that the disk is full.

To correct the error 1.0, get to the operating system command line. Do this by pressing Enter at the error message, then press F5 and Y until you either get to a system prompt or a menu with "Shell" on it. On many systems, Shell is on the same menu as Payroll, and choosing it puts you in the accounting directory so you can skip the first cd ("change directory") command shown below.

Once you are at the system prompt, enter the commands below (replace the descriptions in angle brackets with the appropriate characters).

```
cd <your accounting data directory>
mv old/e* .
mv old/* <last two digits of year>
rm new/*
```

## FUNCTION KEYS

Function keys F1, F3, F5 and F7 are used by the paycheck program.

- F1       clears the current field.
- F3       presents the menu bar:  
Test Check\_numbers Fkeys Quit
- F3 T      allows you to test print a check. Select "T" after pressing F3. The test check prints out XXXXX's for all tags used in the paycheck program.  
Literals (text in quotes) will print as usual.  
This function is used when changing and testing the form file that describes the check layout.
- F3 C      displays the last check number printed by each of the programs that print checks.
- F3 F      lets you define a function key (F8-F12)
- F3 Q      gets you out of the menu bar without doing anything.
- F5       exits to the Payroll Main Menu after presenting a confirmation menu. Type "Y" (Yes) if you really

want to exit the program and "N" (No) if you do not.

F7 display help screen.

## FIELDS

There are two fields on the initial screen of the paycheck program, the month and the year which the checks will be dated.

There are four more fields in the main part of the paycheck program, the starting check number, the payroll date, and the starting and ending dates.

## VIEW EMPLOYEE EARNINGS (MENU #3)

---

Screen 4-6: VIEW EMPLOYEE EARNINGS RECORD

---

VIEW EMPLOYEE EARNINGS RECORD BY JARVIS COMPUTER SOFTWARE (C) 1989, 1990, 1995  
 SHOW CURRENT QUARTER? (Y/N)   

|                    |                           |       |        |       |        |     |
|--------------------|---------------------------|-------|--------|-------|--------|-----|
| YEAR: 90           | EMPLOYEE #: <u>      </u> | FIRST | SECOND | THIRD | FOURTH | YTD |
| =====              |                           |       |        |       |        |     |
| TOTAL GROSS        |                           |       |        |       |        |     |
| INC. TAXABLE GROSS |                           |       |        |       |        |     |
| FICA TAXABLE GROSS |                           |       |        |       |        |     |
| FEDERAL W/H        |                           |       |        |       |        |     |
| SOCIAL SECURITY    |                           |       |        |       |        |     |
| MEDICARE           |                           |       |        |       |        |     |
| TOTAL FICA         |                           |       |        |       |        |     |
| STATE W/H          |                           |       |        |       |        |     |
| ADJUSTMENT         |                           |       |        |       |        |     |
| NET                |                           |       |        |       |        |     |
| HOURS              |                           |       |        |       |        |     |
| VACATION EARNED    |                           |       |        |       |        |     |
| VACATION USED      |                           |       |        |       |        |     |
| HOLIDAY EARNED     |                           |       |        |       |        |     |
| HOLIDAY USED       |                           |       |        |       |        |     |
| SICK LEAVE EARNED  |                           |       |        |       |        |     |
| SICK LEAVE USED    |                           |       |        |       |        |     |

F1=CLEAR FIELD, F2=SHOW EXTRA DATA, F3=OPTIONS, F5=EXIT, F7=HELP.

---

## PURPOSE

The Employee Earnings Record program displays the record of paychecks given to an employee, showing the check number, its amount, the gross earnings, and deductions. It also displays the quarterly and year-to-date totals of these amounts. This information is displayed on the screen and may also be printed out.

## USE

Enter the year and employee number for the information you wish to see. The information is loaded from the disk and displayed on the screen. To print the information on the printer, press F3, select "P" from the first menu, and select "E" to print the information for the employee that is currently displayed or "A" to print the checks of all employees.

On the first screen, the program displays the quarterly and year-to-date totals for the following: gross pay (after adjustment for fringe plans that affect the gross pay); federal withholding; Social Security, Medicare and total FICA tax; state withholding; adjustments for plans and miscellaneous deductions; net pay; hours worked; and earned and used vacation, holiday, and sick pay.

If you press F2, the second page is shown; it shows up to ten items that the system keeps cumulative totals on. (These items are determined when the system is set up; see the Extra Data section of the "Ade\_imcf File" chapter of this manual).

Individual checks are listed on the third page, which you get to by pressing F2. If there are more checks than fit on the page, pressing F2 again will display another page of the listing. Pressing F4 goes back to the previous page of checks or to the extra data screen. The program displays the date of the check, check number, hours worked, marital status at the time, state to whom income tax was paid, federal withholding, gross pay, state withholding, FICA, amount deducted for fringe benefits, and the amount of the check.

To look at the information for another employee, enter the employee number. To look at information from other years, press the left arrow key to move to the year field and enter the year. Then enter the new employee number or press RETURN for the same employee.

When you are finished, exit the program.

## FUNCTION KEYS

F1       clears the current field.

F2       displays the next page of extra-data totals or check information.

|      |   |
|------|---|
| F3   | displays a menu bar<br>Forward_an_employee Back_an_employee Print fKeys |
| Quit |   |
| F3-F | will display next employees record.                                     |
| F3-B | will display previous employees record.                                 |
| F3-P | allows you to print the information.                                    |
| F3-K | allows you to program function keys F8-F12.                             |
| F4   | displays the previous page of check information or totals screens.      |
| F5   | exits the program.  |
| F7   | display help screen.  |

#### FIELDS

There are two enterable fields. The first field is the year for which you want to see the information. It is originally set to the present year; if you do not want to change it just press Return, or else enter the year you want to see. The second field is the employee number. This is a three character code used to reference employees. Enter the number of the employee you want to see.

## PRINT QUARTERLY REPORT (MENU #4)

---

Screen 5-7: PRINT QUARTERLY REPORT

---

PRINT QUARTERLY REPORT

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YEAR: 90

QUARTER: 1

F1=CLEAR CURRENT FIELD, F5=EXIT, ESC=PRINT REPORT  
F7=HELP.

---

#### PURPOSE

The Quarterly Report shows the amount of withholding for FICA, federal income, state, and unemployment taxes, and the number of employees subject to each tax for a specified quarter.

#### USE

Enter the year and quarter for which you want the report if they are not already correct. If the year is right but you need to change the quarter, just press RETURN on the year field to get to the quarter field. The year and quarter default to the previous or current quarter (depending on how far into the quarter it is), so they should normally be correct. If they are both correct, or when you have entered the correct period, press ESC to print the report.

The report is divided into sections, one for each quarter from the start of the year to the current quarter, one for each month in the quarter, and one more for totals. Each section is divided into nine columns, with one line for

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## Sample Report 5-8: QUARTERLY REPORT

---

### 1. QUARTERLY TAX REPORT FOR FIRST QUARTER

| TAX  | COUNT | GROSS WAGES | INCOME TAX |               |            | UNEMPLOYMENT TAX |             |        |
|------|-------|-------------|------------|---------------|------------|------------------|-------------|--------|
|      |       |             | EXCESS     | TAXABLE WAGES | TAX AMOUNT | COUNT            | GROSS WAGES | EXCESS |
| FICA | 9     | 11805.12    | 0.00       | 11805.12      | 1039.58    | N/A              | N/A         | N/A    |
| FED  | 9     | 11805.12    | 0.00       | 11805.12      | 2357.84    | 9                | 14844.32    | 0.00   |
| MN   | 5     | 5471.62     | 0.00       | 5471.62       | 157.24     | 9                | 11805.12    | 0.00   |
| WI   | 4     | 6333.50     | 0.00       | 6333.50       | 213.78     | 0                | 0.00        | 0.00   |

### 2. QUARTERLY TAX REPORT FOR SECOND QUARTER

| TAX  | COUNT | GROSS WAGES | INCOME TAX |               |            | UNEMPLOYMENT TAX |             |        |
|------|-------|-------------|------------|---------------|------------|------------------|-------------|--------|
|      |       |             | EXCESS     | TAXABLE WAGES | TAX AMOUNT | COUNT            | GROSS WAGES | EXCESS |
| FICA | 9     | 11805.12    | 0.00       | 11805.12      | 1039.58    | N/A              | N/A         | N/A    |
| FED  | 9     | 11805.12    | 0.00       | 11805.12      | 2357.84    | 9                | 11805.12    | 0.00   |
| MN   | 5     | 5471.62     | 0.00       | 5471.62       | 157.24     | 9                | 11805.12    | 0.00   |
| WI   | 4     | 6333.50     | 0.00       | 6333.50       | 213.78     | 0                | 0.00        | 0.00   |

### 4. QUARTERLY TAX REPORT FOR APRIL

| TAX  | COUNT | GROSS WAGES | INCOME TAX |               |            | UNEMPLOYMENT TAX |             |        |
|------|-------|-------------|------------|---------------|------------|------------------|-------------|--------|
|      |       |             | EXCESS     | TAXABLE WAGES | TAX AMOUNT | COUNT            | GROSS WAGES | EXCESS |
| FICA | 9     | 3935.04     | 0.00       | 3935.04       | 346.52     | N/A              | N/A         | N/A    |
| FED  | 9     | 3935.04     | 0.00       | 3935.04       | 785.62     | 9                | 3935.04     | 0.00   |
| MN   | 5     | 1823.88     | 0.00       | 1823.88       | 52.42      | 9                | 3935.04     | 0.00   |
| WI   | 4     | 2111.17     | 0.00       | 2111.17       | 71.26      | 0                | 0.00        | 0.00   |

### 5. QUARTERLY TAX REPORT FOR MAY

| TAX  | COUNT | GROSS WAGES | INCOME TAX |               |            | UNEMPLOYMENT TAX |             |        |
|------|-------|-------------|------------|---------------|------------|------------------|-------------|--------|
|      |       |             | EXCESS     | TAXABLE WAGES | TAX AMOUNT | COUNT            | GROSS WAGES | EXCESS |
| FICA | 9     | 3935.04     | 0.00       | 3935.04       | 346.53     | N/A              | N/A         | N/A    |
| FED  | 9     | 3935.04     | 0.00       | 3935.04       | 785.61     | 9                | 3935.04     | 0.00   |
| MN   | 5     | 1823.87     | 0.00       | 1823.87       | 52.41      | 9                | 3935.04     | 0.00   |
| WI   | 4     | 2111.16     | 0.00       | 2111.16       | 71.26      | 0                | 0.00        | 0.00   |

---

each state plus federal and FICA. The columns indicate the name of the state (or FED or FICA), the number of employees subject to the tax, the total wages of those employees, the amount of excluded wages (only relevant for FICA), the wages subject to the income tax or FICA tax, the total amount of

---

## Sample Report 5-9: QUARTERLY REPORT (Continued)

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### 6. QUARTERLY TAX REPORT FOR JUNE

| TAX  | COUNT | GROSS WAGES | INCOME TAX |               |            | UNEMPLOYMENT TAX |             |        |        |
|------|-------|-------------|------------|---------------|------------|------------------|-------------|--------|--------|
|      |       |             | EXCESS     | TAXABLE WAGES | TAX AMOUNT | COUNT            | GROSS WAGES | EXCESS | TAXABL |
| FICA | 9     | 3935.04     | 0.00       | 3935.04       | 346.53     | N/A              | N/A         | N/A    | N      |
| FED  | 9     | 3935.04     | 0.00       | 3935.04       | 785.61     | 9                | 3935.04     | 0.00   | 3935   |
| MN   | 5     | 1823.87     | 0.00       | 1823.87       | 52.41      | 9                | 3935.04     | 0.00   | 3935   |
| WI   | 4     | 2111.16     | 0.00       | 2111.16       | 71.26      | 0                | 0.00        | 0.00   | 0      |

### QUARTERLY TAX REPORT TOTALS

| TAX  | COUNT | GROSS WAGES | INCOME TAX |               |            | UNEMPLOYMENT TAX |             |        |        |
|------|-------|-------------|------------|---------------|------------|------------------|-------------|--------|--------|
|      |       |             | EXCESS     | TAXABLE WAGES | TAX AMOUNT | COUNT            | GROSS WAGES | EXCESS | TAXABL |
| FICA | 9     | 23610.24    | 0.00       | 23610.24      | 1039.58    | N/A              | N/A         | N/A    | N      |
| FED  | 9     | 23610.24    | 0.00       | 23610.24      | 2357.84    | 9                | 23610.24    | 0.00   | 23610  |
| MN   | 5     | 10943.24    | 0.00       | 10943.24      | 157.24     | 9                | 23610.24    | 0.00   | 23610  |
| WI   | 4     | 12667.00    | 0.00       | 12667.00      | 213.78     | 0                | 0.00        | 0.00   | 0      |

---

the tax, the wages excluded from unemployment tax, the wages subject to the unemployment tax, and the amount of the unemployment tax. The excluded wages are the total of the amounts the employees earned over the cut-off amount. The wage base is the total of the amounts earned under the cut-off amount. These numbers add up to the gross wage.

### FUNCTION KEYS

This program uses only three function keys, F1, F5 and F7.

- F1       clears the current field.
- F5       exits the program.
- F7       displays the help screen.

## FIELDS

There are two fields in this program. The first field indicates the year of the report, and the second shows the quarter (1, 2, 3, or 4).

## PRINT W2 FORMS (MENU #5)

---

Screen 6-10: PRINT W2'S

W2 PRINT & AUDIT TRAIL BY JARVIS COMPUTER SOFTWARE (C) COPYRIGHT 1989, 1995  
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PAYROLL YEAR: \_\_

PRINT AUDIT TRAIL ONLY (Y/N): \_\_

F1 =CLEAR CURRENT FIELD, F5=EXIT, ESC= START PRINTING.  
F7=HELP.

---

#### PURPOSE

The W2 program prints the W2 tax forms. It also prints an audit trail showing the amount withheld for income, FICA, and state tax. This program can be run as often as necessary, so you can test it first on plain paper, or re-run it if necessary.

#### USE

Enter the year for which the W2's are being printed and "Y" or "N" for "Print Audit Trail Only". If you are printing W2's, put the forms in the printer. When the message telling you to align the forms is displayed, line up the form so that the first line to be printed is lined up under the print head. Then press "S" to print one line, or "P" to print continuously. Press Control-C (hold down the control key and press C) to stop printing.

If the W2's cannot be lined up, check whether the layout of the forms has been changed from previous years. If it has, you will have to exit the program and change the form

file "frm/W2.frm" (see the chapter entitled "Edit Form Files").

When the W2's have finished printing, or if you have answered "Y" (Yes) to "Print Audit Trail Only", you will be prompted to put the paper for the audit trail into the printer and press RETURN. The audit trail displays one line each for federal, FICA, and each of the states for which taxes were withheld. The line indicates the type of tax or name of the state, the amount paid to employees that were subject to the tax, and the amount withheld.

## THE W2 FORM FILE

The file "system.a/frm/W2.frm" describes the layout of the W2 form. You will have to change this file if the W2 form is changed. To change the file, choose 15 from the Main Menu, "Edit Form Files".

## FUNCTION KEYS

The F1, F5 and F7 function keys are used in their regular manner.

- F1       clears the current field.
- F5       exits the program.
- F7       displays a help screen.

## FIELDS

There are two fields. They are the year for which the W2 form is being printed and the "Print Audit Trail Only" field. Answer "N" to "Print Audit Trail Only" if you want to print the W2's or "Y" if you just want to print the Audit Trail which shows the amount of taxes withheld.

**CALCULATE TIME (MENU #6)**

---

**Screen 7-11: CALCULATE TIME**

CALCULATE HOURS BY JARVIS COMPUTER SOFTWARE (C) 1990 ALL RIGHTS RESERVED.

STARTING TIME    ENDING TIME    TIME THIS DAY    RUNNING TOTAL

---

F1 = CLEAR CURRENT FIELD, F3 = OPTIONS, F5 = EXIT, ESC= CLEAR SCREEN, F7=HELP.

---

**PURPOSE**

The Calculate Time program makes it easy to figure employees' hours from timecards.

**USE**

Enter the starting and ending times of the first employee. If you are entering the time in minutes, use a decimal point instead of a colon. The program will replace it with a colon when you move off the field (this feature allows you to use the numeric keypad efficiently). When you are finished, the last line of the "Running Total" column displays the time. You can make a note of this time on the employee's timecard and press ESC to go on to the next employee, or you can print out the calculations by pressing the F3 key--make sure the printer is ready and select "P" (if you press ESC, it will ask if you want to print the first

time; answer "C" for continue and it will not ask again).

When you have no more employees to calculate, press F5 to return to the Payroll Master Menu.

#### FUNCTION KEYS

F1      clears the current field.

F3      allows you to print the calculation. It presents the menu:

Print Fkeys Quit

F3-P     print after you have made sure the printer is ready

F3-F     to program function keys (F8 to F12).

F3-Q     to quit without printing.

F5      exits from the program and returns to the Payroll Menu.

F7      will display a help screen.

#### FIELDS

There are four fields in each row. There may be up to one hundred rows; if you need more rows than fit on the screen, the fields will scroll up.

The starting time and ending time fields are enterable. When you enter them, the time will be rounded according to the way the system is set up (see the section of the payroll manual on the file "ade\_imcf" to change the setup). The starting time is rounded up and the ending time is rounded down. The times may be in minutes or in tenths or hundredths of hours. In either case, they are entered using the decimal point as a separator; it will be replaced with a colon automatically.

The total fields are displayed after you enter the times. The "Time This Day" field displays the time for the line it is on, and the "Running Total" displays the total time.

## QUARTERLY TAX FORMS (MENU #7)

---

Screen 8-12: QUARTERLY TAX FORMS

---

PRINT QUARTERLY TAX FORMS      BY JARVIS COMPUTER SOFTWARE (C) 1992, 1995  
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YEAR: 92                            QUARTER: 1

|                          |                |                |
|--------------------------|----------------|----------------|
| FEDERAL & FICA DEPOSITS: | 00-00-00=_____ | 00-00-00=_____ |
| 00-00-00=_____           | 00-00-00=_____ | 00-00-00=_____ |
| 00-00-00=_____           | 00-00-00=_____ | 00-00-00=_____ |
| 00-00-00=_____           | 00-00-00=_____ | 00-00-00=_____ |
| 00-00-00=_____           | 00-00-00=_____ | 00-00-00=_____ |
| 00-00-00=_____           | 00-00-00=_____ | 00-00-00=_____ |
| 00-00-00=_____           | 00-00-00=_____ | 00-00-00=_____ |
| 00-00-00=_____           | 00-00-00=_____ | 00-00-00=_____ |

PRINT QUARTER OVERDEPOSIT: \_\_\_\_\_                                    TOTAL DEPOSITS \_\_\_\_\_

1. Federal 941 form
2. MN state form
3. WI state form
4. Employee list

PLEASE CHOOSE [ ]

F1=CLEAR CURRENT FIELD, F3=PROG. FUNC. KEYS, F5=EXIT, F7=HELP, ESC=PRINT FORMS.

---

**PURPOSE**

The Quarterly Forms program prints the quarterly tax forms required by the federal and state governments.

## USE

Enter the year and quarter for which you want the report if they are not already correct. If the year is right but you need to change the quarter, just press RETURN on the year field to get to the quarter field. The year and quarter default to the previous or current quarter (depending on how far into the quarter it is), so they should normally be correct. If they are both correct, or when you have entered the correct period, enter the number of the form to print and press Enter or ESC to print the form.

The forms available are listed in the #quarterlymenu division of the ade\_imcf file; the form files can be edited from selection #15 of the payroll menu.

## FUNCTION KEYS

This program uses only four function keys, F1, F3, F5 and F7.

- F1       clears the current field.
- F3       allows you to program function keys.
- F5       exits the program.
- F7       displays a help screen.

## FIELDS

There are three fields in this program. The first field indicates the year of the report, and the second shows the quarter (1, 2, 3, or 4). The third field is used to enter the number of the form to print.

## PRINT 1099 MISC FORMS (MENU #8)

---

Screen 9-13: 1099 FORM PRINTING

---

1099 FORM PRINTING BY JARVIS COMPUTER SOFTWARE (C) 1993, ALL RIGHTS RESERVED.

MODE (C/V/N): \_\_\_\_\_ CUSTOMER/VENDOR #: \_\_\_\_\_

Lotsa Cars Company  
123 Main Street  
Winona, MN 55987

22-7777777

TAX #: \_\_\_\_\_

NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

C,ST.ZIP: \_\_\_\_\_

1. RENTS

2. ROYALTIES

3. PRIZES

4. FED WITHHOLDING 5. FISH BOAT PRO.

6. MED. &amp; HEALTH. 7. NON-EMP. COMP.

8. SUBSTITUTE PAY. 9. DIRECT SALES &gt;

\$5,000 \_\_\_\_\_

10. CROP INSURANCE 11. STATE WITHHOLD

12. STATE # \_\_\_\_\_

TOTAL WITHHELD

TOTAL PAID

COUNT

F1=CELR CURRENT FIELD, F3=PROG. FUNC. KEYS, F5=EXIT, F7=HELP, ESC=PRINT.

---

PURPOSE

Since the IRS will not allow hand written 1099's any more and some of the information required for the 1099 is already on the system, this program allows fast and efficient printing of 1099 misc forms and the accompanying 1096 transmittal.

## USE

Make sure that the information in program #16 from the accounts receivable menu is correct. You must have an entry labeled "FEDID" to work properly.

Using item #15 on the payroll menu to make sure that both the 1099 form and 1096 form are directed to the proper printer and aligned correctly.

Now select #8 from the payroll menu to print 1099 misc forms.

Make sure that your Name, address and tax ID are correct because the program will use this information directly off the screen.

If the recipient is in the customer or vendor file then enter 'C' or 'V'. If the recipient is not in the customer or vendor then enter 'N'. If the mode is 'C' or 'V' enter a valid customer or vendor code. The name and address will be displayed. All remaining fields must be set to correct values by you.

The recipient's tax ID is required and one of the dollar amounts must be non-zero. When the screen is correct, press the escape key to print one 1099. If what is printed is incorrect then reprint using the same screen.

Repeatedly enter the mode, and other fields and pressing ESC until all your 1099's are printed. When finished press F5. If you need to make adjustments to your totals, because you reprinted a 1099 then answer 'Y' to make adjustments.

Adjust the amount paid, amount withheld, or count as needed. Put the 1096 transmittal form in the proper printer and answer 'Y'.

## FUNCTION KEYS

F1 key will clear the current field. This is a standard function key through-out all screens and programs.

F3 allows you to program function keys.

F5 key indicates you wish to exit from the 1099 printing program. After pressing F5, you can adjust the totals for the 1096 form and print the form.

F7 displays the help screen.

## ENTER EMPLOYEE INFORMATION (MENU #10)

---

Screen 10-14: EMPLOYEE RECORDS

EMPLOYEE #: \_\_\_\_\_ SS#: \_\_\_\_\_  
 LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_  
 A/R NUMBER: \_\_\_\_\_ DATE HIRED: \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE TERMINATED: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 AVAILABLE HOURS VACATION: \_\_\_\_\_ HOLIDAY: \_\_\_\_\_ SICK PAY: \_\_\_\_\_

| PLAN # | FRINGE BENEFITS | PLAN # | FRINGE BENEFITS |
|--------|-----------------|--------|-----------------|
| _____  | _____           | _____  | _____           |
| _____  | _____           | _____  | _____           |
| _____  | _____           | _____  | _____           |
| _____  | _____           | _____  | _____           |
| _____  | _____           | _____  | _____           |

## TAX INFORMATION

INCOME TAX STATE: \_\_\_\_\_ EXEMPTIONS: \_\_\_\_\_ PAY PERIODS/YEAR: \_\_\_\_\_  
 UNEMPLOYMENT TAX STATE: \_\_\_\_\_ MARITAL STATUS (S/M): \_\_\_\_\_

FEDERAL-->ADDITIONAL WITHHOLDING: \_\_\_\_\_ FLAT RATE (Y/N): \_\_\_\_\_ %  
 STATE--->ADDITIONAL WITHHOLDING: \_\_\_\_\_ FLAT RATE (Y/N): \_\_\_\_\_ %

F1=CLEAR CURRENT FIELD, F3=OPTIONS, F5=EXIT, ESC=SAVE DATA.  
 F7=HELP.

---

## PURPOSE

The Employee Record program displays the name, address, fringe benefit plans, tax information, and accumulated holiday, vacation, and sick pay of employees. It allows this information to be updated and stored and new records to be added. To see or change information on the employee's rate of pay and rate of earning vacation, holiday and sick pay, use the Payroll Setup program, number 12 on the Main Menu.

## USE

Type the employee number in the first field. If it does not represent an employee already in the system, the program beeps and blanks the fields; otherwise, the information on that employee is displayed. If you wish to change or enter new information, type in the information, or use the arrow keys to skip past the fields you do not want to enter or change. When you have finished entering or updating the information, press ESC to save it. Certain fields are required to be filled in before you are allowed to save the record.

## FUNCTION KEYS

- F1 clears the current field.
- F3 presents this menu bar:  
Autocaps List Print Recode Notes Fkeys Quit
- F3 A allows you to set or reset the Autocaps feature, which automatically capitalizes the first letter of every word in the field. Choose Yes from the Autocaps menu if you want automatic capitalization, or No if you do not.
- F3 L displays a list of employees on the screen. It shows a list of employee numbers and names, and presents another menu. Select "Q" when you want to return to the main program. Press "U" or "D" to go Up or Down through the list.
- F3 P Prints the list of employees. It can print either a short list (one line per employee) or a master list that shows the plans. The short list can print all employees or only current ones; the master list shows only current employees.
- F3 R changes an employee's number. This is not recommended unless absolutely necessary. It will change the employee numbers on the paycheck history for one year, but previous years will retain the old number.
- F3 N allows you to enter additional information about employees.
- F3 F lets you define the function keys F8-F12 as a sequence of keystrokes. This is useful for predefining the city/state/ZIP code when entering a

large number of employees.

- F3 Q does nothing except get you out of the F3 menu bar.
- F5 exits from the program; it presents another menu from which you choose Yes if you really want to quit or No in case you pressed F5 accidentally and do not want to quit.
- F7 display help screen.

## FIELDS

The first field is the employee number, which is used to reference the employee in the payroll programs. The next three fields hold the social security number. Following these fields are the employee's name, address, city, state, zip, and telephone number. The A/R number is used if you want to assign the employees customer numbers for the accounts receivable customer list. It can be left blank if the employee will never have accounts receivable withheld from his pay. The date of hire is next, in the form month/day/year. The date of termination is left blank as long as the employee is still employed.

The next three fields are the available hours for holiday, vacation, and sick pay. These fields may be left blank when a new employee is entered to start them off at 0. They are updated automatically when paychecks are printed, according to a rate defined in the Payroll Setup program (number 12 on the Main Menu) or by an amount entered when entering the employee's time. Alternatively, you can enter the amount of an employee's vacation, holiday and sick pay in these fields at the beginning of the year, if the payroll set-up program is not set to accrue them automatically.

The next ten fields list fringe benefit plans for the employee. The fringe benefit plans are entered using the Fringe Benefit Plans program and referred to by a three digit code. When the code is entered, it will display the name of the fringe benefit plan next to the code if that plan exists, otherwise it will beep and not accept the field. Any or all of these fields may be blank, depending on the number of fringe benefits pertaining to the particular employee you are working on.

The Tax Information fields specify information needed in calculating tax withholding. The Income Tax State field is the two letter abbreviation of the state to which the employee's income tax is paid, normally the state of residence. The Unemployment Tax State field is the state to which the unemployment tax is paid, usually the location

where the employee works (enter EX if the employee is exempt from both federal and state unemployment). Exemptions is the number of exemptions claimed on the W-4 form. Pay periods per year is the number of times in the year the employee will be paid. For instance, if the employee is paid every two weeks you would enter 26. This number is used in calculating income tax withholding; the employee's annual income is estimated by multiplying this number by the gross pay. Marital Status is "S" for Single or "M" for Married and is used to calculate federal and most states' taxes.

The last six fields, additional federal and state withholding and flat rates, are normally left blank (no additional withholding). In some cases an employee may be required to request additional withholding. For the federal tax, there is a space on the W-4 form for this amount. These extra amounts are withheld each pay period. The flat rate question and amounts can be used as an alternate way to calculate withholding. If you answer "Y" (Yes), you must specify a percentage of the gross income to be withheld, instead of calculating the withholding the regular way. Otherwise, enter "N" (No).

## ENTER FRINGE BENEFIT PLANS (MENU #11)

---

Screen 11-15: FRINGE BENEFIT PLANS

FRINGE BENEFIT PLANS BY JARVIS COMPUTER SOFTWARE (C) 1989, 1995

PLAN ID CODE: 102 PLAN TITLE: Union\_Dues\_\_\_\_\_

TRANSACTIONS PER YEAR: \_\_\_ ON WHICH PAY PERIOD? \_\_\_

EFFECT ON PAY: I=INCREASE, D=DECREASE, N=NO CHANGE.

## EMPLOYEE PORTION OF COST

FLAT COST: \_\_\_\_\_ EFFECT ON INCOME-TAXABLE GROSS (D/N): N

PERCENT OF GROSS: \_\_\_\_\_ 2 EFFECT ON FICA-TAXABLE GROSS (D/N): N

HOURLY COST: \_\_\_\_\_

## EMPLOYER PORTION OF COST

FLAT COST: \_\_\_\_\_ EFFECT ON INCOME-TAXABLE GROSS (I/N): N

PERCENT OF GROSS: \_\_\_\_\_ EFFECT ON FICA-TAXABLE GROSS (I/N): N

HOURLY COST: \_\_\_\_\_ EFFECT ON NET (I/N): N

EMPLOYER PORTION: 0

DEBIT ACCT #: \_\_\_\_\_

PAID BENEFITS: 0.02000\*H10

CREDIT ACCT #: 201

FICA TAXABLE: 0

INCOME TAXABLE: 0

DEBIT AMOUNT TAG NAME: \_\_\_\_\_ CREDIT AMOUNT TAG NAME: \_\_\_\_\_

F1=CLEAR FIELD, F2=NEXT, F3=OPTIONS, F4=PREVIOUS, F5=EXIT, ESC=SAVE DATA.

F7=HELP.

---

PURPOSE

The Fringe Benefit Plans program is used to enter amounts deducted from employees' pay, and employer-paid benefits either paid to employees or accrued to a payable account. These amounts can be deducted or added before or after taxes. They can be put into effect either on specified pay periods, such as the first pay period of the month, or on all pay periods.

## USE

To add a new plan, type its code in the first field. The computer or terminal will beep, indicating that the plan code does not exist. Then enter the information on the plan as described above.

To look at or change an existing plan, type its code in the first field. The information on the plan is displayed. If the plan was calculated in the regular way, by entering the Percent Rate, Flat Rate, or Hourly rate, you can edit those fields but will be locked out of the formula fields. If the formulas have been calculated by hand, you will be locked out of the regular fields.

To switch from the regular fields to the formula fields, type F3 and then "F". To switch from the formula fields to the regular fields, type F3 "R". When you switch to the formula fields, the regular fields are erased since they no longer apply. If a plan can be entered using the regular fields, it should be entered that way and the formulas will then be calculated automatically. If you need to calculate the formulas by hand, be very careful when entering them, since they are not checked well and could cause hard-to-find problems.

## FUNCTION KEYS

- F1      clears the current field.
- F2      displays the next plan, according to the alphabetical ordering of the plan codes.
- F3      displays this menu:  
`Autocaps Print_plans Formula_field_edit Delete fKeys Copy Quit`
- F3 A     turns the automatic capitalization of the plan name on or off. If it is on, the first letter of each word will be capitalized when you enter or move out of the plan name field.
- F3 P     prints a listing of the plans on the printer.
- F3 F     allows you to enter the four formulas displayed at the bottom of the screen, instead of calculating them automatically. Put in a 0 if there is no amount, and do not begin the formulas with equal signs. If you fill out the other fields before you press F3 F you can modify the existing formulas. This does not show up on the F3 menu bar if you are

already in formula field edit mode.

- F3 R allows you to enter the Flat Rate, Percent Rate, and Hourly Rate fields for both the employee and employer if you were previously in the formula field edit mode. Otherwise this option does not show up on the F3 menu bar.
- F3 D deletes the plan that is currently on the screen. You must answer Y to confirm it.
- F3 K allows you to program function keys F8-F12.
- F3 C allows you to copy an existing plan into another plan code. You must first have entered the plan code of the new plan (or the one you want to change). Then press F3 C. Choose the plan you want to copy from the list by pressing S and entering the plan code.
- F3 Q does nothing. This option lets you get out of the menu bar if you hit F3 accidentally.
- F4 displays the next plan, according to the alphabetical ordering of the plan codes.
- F5 allows you to exit from the program and return to the Main Menu.
- F7 displays a help screen.

## FIELDS

The first two fields are the plan code and plan name. You assign each plan its own three-digit code. After entering the plans in this program, you will enter these plan codes in the employee screen (program #10) for each employee that has the plan. This way you can use the same plan for more than one employee. If the amounts are unique for each employee, however, you must set up a plan for each employee. It is a good idea to use the employee number as part of the plan code if the plan is specific to one employee, for example a letter followed by the last two digits of the employee number. When the code for an existing plan is entered in this field, the rest of the fields are filled in.

The next field is the number of times per year the transaction takes place. If this field is left blank, the transaction will take place each pay period. The following fields are used only when the pay periods are more frequent than the plan transaction. They indicate on which pay period the transaction will take place; if it is negative, it

measures from the end of the plan period. For example, if employees are paid weekly, and an amount is deducted monthly for a plan, the Which Pay Period field indicates on which week of the month the deduction is made. A "1" would mean the first week of the month; a "2" would mean the second week of the month; a "-1" would mean the last week of the month.

You can list up to four pay periods in this way; for example, if an employee is paid weekly and you want a deduction on the first four weeks of the month, put in 48 for transactions per year and 1, 2, 3 and 4 for "On Which Pay Period".

The next three lines indicate the amount paid by the employee for the plan. The amount can be specified as a constant amount, as a percentage of the gross pay, or as a certain amount per hour worked. The Effect on Gross Pay questions determine whether the amount is taxed. If the effect on gross pay is None, the amount the employee pays for the plan is taxed. If the gross pay is Decrease, the amount is not taxed. A plan may be FICA-taxed but not income-taxed, or vice versa.

The next three lines indicate the amount paid by the employer for the plan, in the same way as the employee's portion. The Effect on Gross Pay questions in this section are answered None if the amount is not taxable, or Increase if the amount is taxable. The Effect on Net Pay is Increase if the amount is paid to the employee, or None if it is paid to the provider of the benefit.

The four fields on the bottom left are the formulas that are used to calculate the amounts from the payroll spreadsheet (see the section on the Payroll Setup Program #12 on how these formulas work). The formulas are filled in automatically from the information in the Employee's and Employer's Portion fields. You may change them by hand if there is some special circumstance that prevents that calculations from being done in the usual way. If you do change these fields, the Employee and Employer fields will be cleared, and you will be locked out of them, so you can see that the plan is not calculated in the usual way (clearing all the formulas will unlock the fields).

These fields are equated to the variables PAIDFRxxx, BENxxx, ADJFICxxx, and ADJINCxxx, where "xxx" is the plan code, even though the assignments are not shown. Those variables can be used in the paycheck form.

After the Employer's Portion and the Paid Benefit amount are the account numbers to which these amounts will be posted. The Employer's Portion is the expense account that will be debited. The Paid Benefit amount is the benefit

provider's account payable, which will be credited. These amounts are not necessarily the same; the difference affects the employee's net pay. These account numbers are required if the corresponding formula is anything other than blank or zero.

The two fields on the bottom line allow you to enter a tag name that can be used to identify the plan on the payroll setup or paycheck form. The debit amount refers to the amount that will go to the debit account, and similarly for the credit amount. If you want the credit amount for all insurance plans printed on the paycheck, for example, enter the same name (such as INSURANCE) into the "credit tag" for each of the insurance plans you set up; the tag INSURANCE can then be used in the paycheck form to print the credit amount of any of the insurance plans. To get the employee's contribution, use a variable name for both the debit and credit, and subtract the debit from the credit.

## SET UP PAYROLL (MENU #12)

## Screen 12-16: PAYROLL SETUP

|  |               |               |               |               |
|--|---------------|---------------|---------------|---------------|
| PAYROLL SETUP                                    | EMP. #: _____ |               |               |               |
|  | ----- A ----- | ----- B ----- | ----- C ----- | ----- D ----- |
| 1 _____  | _____         | _____         | _____         | _____         |
| 2 _____  | _____         | _____         | _____         | _____         |
| 3 _____  | _____         | _____         | _____         | _____         |
| 4 _____  | _____         | _____         | _____         | _____         |
| 5 _____  | _____         | _____         | _____         | _____         |
| 6 _____  | _____         | _____         | _____         | _____         |
| 7 _____  | _____         | _____         | _____         | _____         |
| 8 _____  | _____         | _____         | _____         | _____         |
| 9 _____  | _____         | _____         | _____         | _____         |
| 10 _____   | _____         | _____         | _____         | _____         |
| <hr/> GROSS PAY DISTRIBUTION <hr/>               |               |               |               |               |
| -ACCT #-   | ----- B ----- | -ACCT #-      | ----- D ----- |               |
| 11  ____   | _____         | _____         | _____         |               |
| 12  ____   | _____         | _____         | _____         |               |
| 13  ____   | _____         | _____         | _____         |               |
| 14  ____   | _____         | _____         | _____         |               |
| <hr/> NET PAY DISTRIBUTION ACCOUNT NUMBERS <hr/> |               |               |               |               |
| FED ____   | FICA ____     | STATE ____    | NET ____      |               |

F1=CLEAR FIELD, F2=NEXT PAGE, F3=OPTIONS, F5=EXIT, F7=HELP, ESC=SAVE DATA.

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PURPOSE

The Payroll Setup program allows payroll information to be entered and customized for each employee. The information entered using the Payroll Setup program is used to indicate what is displayed and entered whenever the payroll information for that employee is entered, how the employee's pay is calculated, what amounts are posted to which accounts when the employee is paid, what is displayed on the audit

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## Screen 12-12: PAYROLL SETUP, PAGE 2

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|  |         |          |   |       |     |
|--|---------|----------|---|-------|-----|
| PAYROLL SETUP  | EMP. #: | <hr/>    |   |       |     |
|  |         | E        | F | G     | H   |
| 1  |         |          |   |       |     |
| 2  |         |          |   |       |     |
| 3  |         |          |   |       |     |
| 4  |         |          |   |       |     |
| 5  |         |          |   |       |     |
| 6  |         |          |   |       |     |
| 7  |         |          |   |       |     |
| 8  |         |          |   |       |     |
| 9  |         |          |   |       |     |
| 10   |         |          |   |       |     |
| <hr/> <hr/> GROSS PAY DISTRIBUTION <hr/>               |         |          |   |       |     |
| -ACCT #-   | F       | -ACCT #- | H |       |     |
| 11   |         |          |   |       |     |
| 12   |         |          |   |       |     |
| 13   |         |          |   |       |     |
| 14   |         |          |   |       |     |
| <hr/> <hr/> NET PAY DISTRIBUTION ACCOUNT NUMBERS <hr/> |         |          |   |       |     |
| FED  |         | FICA     |   | STATE |     |
|  |         |          |   |       | NET |

F1=CLEAR FIELD, F3=OPTIONS, F4=FIRST PAGE, F5=EXIT, F7=HELP, ESC=SAVE DATA.

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trails, and what information specific to that employee is displayed on the paycheck.

Formulas are entered in the Payroll Setup program that indicate the method of calculating the employee's gross pay, vacation, holiday, and sick leave earned, and the amounts of the payment to be posted to various general ledger accounts. A spreadsheet format is used to provide flexibility both in setting up these calculations and in determining what information will be entered.

Each employee has his or her own setup information, so that the method of calculating and rate of pay can be different for each employee.

The setup information is used by the Payroll Data Entry program and by the Payroll Check and Audit Trail program. The Data Entry program uses it to determine what its data entry screens should look like, what its input fields should be, and what calculations it should display. The Payroll Check and Audit Trail program uses it to determine what the

gross pay and hours are, what amounts to apply to which accounts, how much to adjust the employee's accrued vacation, holiday, and sick leave hours, what other information specific to an employee should be printed on the paycheck, and what to print on the audit trail. A short description showing how this information is entered follows.

What the data entry screens look like is determined by typing "labels" in the spreadsheet fields. These "labels" are displayed in the same location on the screen in the Data Entry program.

What the Data Entry program's input fields are is determined by entering an "input format" in the spreadsheet fields. These will appear as input fields on the same location on the screen as in the Data Entry program. The purpose of these input fields can be described using labels.

What calculations the Data Entry program will display is determined by entering a "formula" in the spreadsheet fields. The result of the formula is displayed at the same location on the screen in the Data Entry program. The formula can use numbers, other formulas, and entered amounts in its calculation.

The gross hours and gross pay are indicated by a formula or input format in the special Gross Hours and Gross Pay fields. The result of the formula or the inputted amount should represent the gross hours or pay.

What amounts to apply to which accounts are indicated by the Gross Pay and Net Pay distribution fields. The Gross Pay fields must have both account numbers and amounts, indicated by formulas or input formats. The Net Pay distribution fields have only an account number. The calculated or inputted Gross Pay amounts are debited to the specified or inputted accounts, and the withholding and net pay amounts are credited to the specified Net Pay distribution accounts.

The amount to adjust an employee's vacation, holiday, and sick leave is indicated by the calculated or inputted amounts in special fields. The Earned amount is added to and the Used amount subtracted from the employee's accrued amounts.

Other information specific to an employee can be printed on the paycheck by putting this information at the same location on the spreadsheet for every employee. This information can either be a formula, label, or inputted amount. The paycheck form refers to this field by its name and describes where it is to be printed on the checks (see the chapter on the Print Checks and Audit Trail program to set up the paycheck form). Examples of such information are

the employee's rate of pay and job title.

All labels, inputted amounts, and calculated results are displayed on the audit trail when the paycheck is printed.

## USE

Enter the employee number that you are setting up. The program displays the employee setup information for that employee number if it has already been entered. Otherwise, it beeps and clears all the fields except for the predefined labels.

The predefined labels, "HOURS", "USED", "EARNED", "VACATION", "HOLIDAY", "SICK LEAVE", "GROSS HOURS", and "GROSS WAGES" are displayed whether or not the employee information exists. These labels cannot be changed. All of the other fields can be changed. They may contain either a label, an input format, or a formula, or they may be left blank. The contents of these fields are described in the above FIELDS section. You may look at or change any of these fields by using the arrow keys and the F2 and F4 keys. If you change a field and your change is not accepted (that is, if the computer beeps and leaves the cursor on the same field), the program will display a message on the second to the last line of the screen, above the function key descriptions. The descriptions of the messages are given in the next section.

If there are other employees already in the system whose pay is calculated in a way similar to the employee you are currently entering, you may press F3 and then "P" (Prototype) to copy that employee's information. You may change the information you have copied to correspond to the new employee's calculations and rate of pay. After you have pressed F3 "P", the program displays a list of employees and presents the menu "Down Up Select Quit". Type "Q" if you want to return to the setup screen without copying another employee's information. If there are more employees than fit on the screen, type "D" or "U" to go Down or Up in the list. Type S when you have found the employee whose setup information you want to copy. The program will ask for the employee number; type it in and press RETURN. You will then be returned to the setup screen, which will display the information you copied.

To save the new setup information, press ESC. If there are any invalid formulas or missing fields, the program will beep and position the cursor on the field that is in error, or else the information will be saved.

## ERROR MESSAGES

The following messages are displayed on the next-to-last line when a field is not accepted.

### **Unbalanced parentheses**

Parentheses in a formula do not match up.

### **Illegal character in formula**

A formula contains a letter or symbol that is not allowed in formulas.

### **Formula is invalid**

The formula is not mathematically correct.

### **Formula references itself**

The formula contains the name of the field that it is in. For example, if the formula in field B6 is "=B6+1", an error occurs because it cannot be calculated.

### **Circular references**

The formula contains the name of another formula, which contains the name of the current field, or a formula refers to a formula that refers to another formula that refers to the formula it is in, and so on. The message indicates the chain of references. For instance, if you are on field D1 and give it the formula "=D2", and the formula in D2 is "=D3", and the formula in D3 is "=D1", an error occurs because there is no way to begin calculating it. The error message in this case is "Circular references: D2->D3->D1".

### **<field> does not contain an amount**

The formula uses the field indicated in the message (the field name replaces "<field>" in the message), but that field does not contain either a formula or an input format. You must enter the fields that are used in formulas before you enter the formulas.

### **Illegal character in input field**

An input format contains a letter, number, or punctuation mark other than "#" or ".". Any field beginning with those characters is assumed to be an input format, so this error may be caused by starting a label with those characters. For instance, entering "# OF HOURS" will cause this error.

### **Account number required**

Account numbers are required for the net distribution fields.

### **Account number does not exist in general ledger**

The field is supposed to contain an account number,

but that account does not exist in the general ledger. Account fields cannot contain equations or labels. New account numbers must be added before you use the Payroll Setup program.

**Account number or #HHHF required**

To allow the account number to be entered along with the payroll data, the input format "#HHHF" must be used, regardless of the actual size of your account numbers.

**Variable name is invalid**

The variable name consists of characters other than letters and digits, does not begin with a letter, is already assigned to another formula, or is a field name. Otherwise, a field intended as a label contains an equal sign.

In addition to these error messages that are displayed when a field is entered, there are several other messages displayed when you press ESC to try to save the setup information. In this case, the program beeps and positions the cursor to the unacceptable field. The error message pertains to that field. A description of these messages follows.

**Gross Hours amount required**

The Gross Hours field cannot be left blank or used as a label. Make sure that it contains a valid formula beginning with "=" or an input format.

**Gross Pay amount required**

The Gross Pay field cannot be left blank or used as a label. Make sure that it contains a valid formula beginning with "=" or an input format.

**Amount required for account**

The amount field corresponding to an account number does not contain a valid formula beginning with "=" or an input format. In the Gross Pay distribution, an amount and account number must be specified together.

**Account number required for amount**

The account field corresponding to an amount does not contain an account number or "#HHHF". In the Gross Pay distribution, an amount and account number must be specified together.

**Gross Pay Distribution accounts required**

You must specify at least one account in the Gross Pay Distribution.

**Account number required**

You must specify an account number for each of the Net Pay Distribution fields.

## EXAMPLE

Here is an example of an employee's payroll setup:

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### Screen 12-12: SAMPLE SETUP SCREEN

| PAYROLL SETUP                      | EMP. #:         | 101 Smith, Jan W |                  |
|------------------------------------|-----------------|------------------|------------------|
| 1 HOURS                            | A               | B                | C                |
| 2 USED                             | VACATION        | HOLIDAY          | SICK LEAVE       |
| 3 EARNED                           | ##.##           | ##.##            | ##.##            |
| 4                                  | = $(D5+D6)*.05$ | ##.##            | =1               |
| 5 REGULAR_RATE                     | RATE=6.50       | REGULAR_HOURS    | ##.##            |
| 6 OT RATE                          | =RATE*1.5       | OT_HOURS         | ##.##            |
| 7                                  |                 | HOURLY_PAY       | = $D5*B5+D6*B6$  |
| 8                                  |                 | COMMISSIONS      | #HHHF.##         |
| 9                                  |                 | VACATION_PAY     | =B2*RATE         |
| 10 AD_DEPT_HOURS                   | ##.##           | HOLIDAY/SICK_PAY | = $(C2+D2)*RATE$ |
| ===== GROSS PAY DISTRIBUTION ===== |                 |                  |                  |
| 11                                 | -ACCT #-        | F                | -ACCT #-         |
| 12                                 |                 |                  |                  |
| 13                                 |                 |                  |                  |
| 14                                 |                 |                  |                  |
| ===== NET PAY DISTRIBUTION =====   |                 |                  |                  |
|                                    | -ACCT #-        | -ACCT #-         | -ACCT #-         |
| FED                                | FICA            | STATE            | NET              |

F1=CLEAR CURRENT FIELD, F3=OPTIONS, F5=EXIT, ESC=SAVE DATA.

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In this example all of the calculations and input are on page one in order to save the data entry person from the bother of switching pages when entering the payroll information. If there was more information than could fit onto one page, some of the fields could be moved to page two.

When typing in this example, the employee number is first entered. The employee number must have been entered previously using the Employee Records program. The employee name is then displayed, as well as the labels for vacation, holiday, and sick leave. The gross hours and gross pay labels on page two are also filled in. The input format fields (e.g., "##.##") and the labels should be entered first (the labels may actually be entered at any time, but it helps you plan the layout of the spreadsheet if you enter them

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## Screen 12-12: SAMPLE PAYROLL SETUP SCREEN, PAGE 2

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|                   |             |                                       |
|-------------------|-------------|---------------------------------------|
| PAYROLL SETUP     | EMP. #:     | 101 Smith, Jan W                      |
|                   |             | ----- E ----- F ----- G ----- H ----- |
| 1                 |             |                                       |
| 2                 |             |                                       |
| 3                 |             |                                       |
| 4                 |             |                                       |
| 5                 |             |                                       |
| 6                 |             |                                       |
| 7                 |             |                                       |
| 8                 |             |                                       |
| 9                 |             |                                       |
| 10  GROSS HOURS   | =B5+B6      | GROSS WAGES =D7+D8+D9+D10             |
| <hr/> <hr/> <hr/> |             |                                       |
| -ACCT #-          | F -----     | -ACCT #----- H -----                  |
| 11  160_          | =D8         | 170_ =B5*(D5+D6-D10)                  |
| 12  161_          | =D9         | 171_ =H10-F11-F12-F13-F14-H11         |
| 13  162_          | =D10        |                                       |
| 14  163_          | =D6*(B6-B5) |                                       |
| <hr/> <hr/> <hr/> |             |                                       |
| -ACCT #-          | -ACCT #-    | -ACCT #----- ACCT #-----              |
| FED 220_          | FICA 221_   | STATE 223_ NET 299_                   |

F1=CLEAR CURRENT FIELD, F3=OPTIONS, F5=EXIT, ESC=SAVE DATA.

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first). Then the regular rate is entered, followed by the overtime rate, since these are used in other calculations. The regular rate had to be entered before the overtime rate since the overtime rate uses the regular rate in its calculation. The overtime rate could alternatively have been specified as the constant "=9.75", but the current way makes it easier to change the rate of pay. The regular rate is assigned to the variable RATE because it is used frequently in other formulas, and using a variable makes it easier to see what you are doing and helps avoid errors.

The rest of the formulas on page one can then be entered in any order, since all of the fields they reference have been filled in. Finally, the formulas on page two are filled in.

When the data is entered for this employee, the program will request input for all of the fields that have input formats specified: vacation, holiday, sick leave taken, the number of holiday hours in this pay period, the regular and overtime hours this employee worked, the amount of

commissions he earned, and "advertising department hours" worked. For this example, assume that Ms. Smith normally works in the sales department, but for accounting purposes we want to keep track of how many hours the advertising department "borrowed" her.

The calculation for earned vacation is based on hours worked--she gets one day of vacation per twenty worked. The earned holiday amount will be entered when the payroll is entered. The sick leave is a constant rate of one hour per pay period. The pay calculations are straightforward--regular hours times regular rate plus overtime hours times overtime rate, with vacation, holiday, and sick leave paid at the regular rate. Note that in the hourly pay field, both of the multiplications are done before the addition. It is a general rule in mathematics that multiplication and division are done before addition and subtraction. However, if you are not sure how a long formula would be calculated, you should play it safe and use parentheses around the calculations that should be done first.

The calculations for gross hours and gross pay on the second page are simply additions to the amounts inputted or calculated on the first page. These amounts must be calculated (or inputted) into these fields, because the payroll program looks for them there.

The Gross Pay Distribution fields contain six different debit account numbers to which the gross pay amount will be posted. The calculations basically repeat or copy the calculations from page one so that the total amount also adds up to the gross pay. These are the purposes of the accounts, reading down: 160 is for commissions, 161 is vacation pay, and 162 is holiday and sick pay. These amounts were simply copied from page one. 163 is the extra amount paid for overtime (overtime hours times the difference in the hourly rates). 170 is the pay (not counting time-and-a-half) from the sales department. 171 is the pay from the advertising department. Account 171 is actually equal to  $B5*D10$ , but by computing it as the amount that is left after the other distribution accounts have been subtracted from the net pay, you avoid any possible errors caused by rounding.

The net pay distribution fields are filled in with the general ledger account numbers of the accounts that will be credited. In this example 220 is the amount owed to the government for federal income tax, 221 is the amount owed for FICA tax, 223 for state tax, and 299 is the amount to be paid to the employee.

## FUNCTION KEYS

This program uses five function keys.

- F1      clears the current field.
- F5      exits from the program.
- F7      display help screen.
  - field.
- F2      in the employee number field, F2 displays the entry for the next employee. In any other field, F2 switches to the second page.
- F4      displays the entry for the previous employee. If no employee number is displayed, the first employee number is found. In any other field, F4 switches to the previous page.
- F3      will cause a menu bar to appear:  
**Prototype Delete\_setup List\_to\_printer Fkeys Quit**
  - F3-P     allows you to setup a prototype.
  - F3-D     deletes the setup.
  - F3-L     list is sent to printer.
  - F3-F     allows you to program the function keys (F8 to F12).
  - F3-Q     allows you to quit F3.

## FIELDS

The first field in the Payroll Setup program is the employee number. The next 96 fields are arranged in a "spreadsheet" format. This format consists of a grid of fields lettered across the top and numbered vertically. Each field has a name, which consists of the letter of the column followed by the number of the row--for instance, the field in the top left corner is called "A1". There are two pages to the spreadsheet, which are considered to be side-by-side. Columns A-D appear on page one and columns E-H on page two. The F2 key switches to page two, the F4 key to page one. Except for the Account Number fields, the fields may each contain up to 42 characters, even though they are not all

displayed. When entering these fields, they will scroll sideways as you type characters or move the cursor.

These fields correspond to fields in the Employee Hours Data Entry program. Information entered into these fields in the Payroll Setup program determines what will appear at the same location on the screen in the Data Entry program. You may enter one of three types of information into each of these fields--a label, an input format, or a formula. You may also leave it blank.

A label is anything that does not begin with a period (.) or number sign (#) and does not contain an equal sign (=). It will be displayed in the same position on the screen in the Data Entry program. Labels are used to indicate the meaning of fields that display amounts or that request input.

An input format indicates that the field will be a Data Entry field when the Data Entry program is used. It consists of number signs--one for each digit that will be allowed--and a decimal point (period). The decimal point is optional. The number of number signs to the right of the decimal point indicates the number of decimal places that will be displayed. For example, "#####.##" indicates a number that can have up to five digits and two decimal places. If the number has fewer than five digits, only the actual digits are displayed. However, if the number has fewer than two decimal places, the extra places are filled out with zeros, so that dollar and cent amounts are always displayed correctly. If the number has more than two decimal places, it is rounded off to two places.

The format may optionally be preceded by a variable name and an equal sign. The variable name may be used in formulas in place of the field name, as described below.

A formula indicates that an amount is to be calculated and displayed at the same location during Data Entry. It consists of an optional variable name, followed by an equal sign, followed by a formula containing numbers, field names, variable names, the operators +, -, \*, /, ^, #, and parentheses. Field names consist of the letter and number that indicate the column and row where an amount is located. This amount can be either another formula or an input field. The amount is used in the calculation in the place its name is in the formula. For instance, "C4+1" means take the amount in the field called C4 (column C and row 4), and add 1 to it.

The operators you can use in formulas are: plus (+), minus (-), times (\*), divide (/), exponentiation (^), less than (<), greater than (>), and rounding (#). Exponentiation means to take the first number to the power of the second (i.e. multiplying the first number by itself the number of

times indicated by the second number). For instance,  $10^3$  is 10 to the third power or 10 times 10 times 10 or 1000.

Expressions with greater than and less than have the value one if they are true or zero if they are false. These would typically be used to multiply by a number that you only want under certain conditions. For instance, the formula `OTHOURS=(HOURS>40)*(HOURS-40)` sets the variable OTHOURS to the amount of hours over 40 by multiplying the difference by one. If HOURS is less than 40, it multiplies the difference by zero so that you will not get a negative number.

Rounding rounds the first number to the number of decimal places indicated by the second number; for example, `10.9276 # 2` is 10.93.

Parentheses indicate that the formula between them is evaluated first. For instance, `1.5*(B4+B5)` means to add fields B4 and B5 and then multiply that answer by 1.5.

A formula can be assigned to a variable by putting the name of the variable before the equal sign. The variable name can be used in other calculations in place of the field name. The variable may also be the name of an "extra data" amount, which is an amount, such as for commissions, that you want to store in the paycheck record. This allows you to calculate month-to-date and year-to-date amounts. The names of these extra data amounts are specified in the "ade\_imcf" file, which is described in the last section of this manual.

Variables are also assigned to the amounts of fringe benefit plans (see the Fringe Benefit Plan Entry program, #11 on the Payroll Menu). These variables consist of a tag--BEN, PAIDFR, ADJINC, or ADJFIC--followed by the plan code. For instance, BENMR1 is the cost of plan MR1 (if the employee does not have a plan MR1, the program will not allow such a variable). The tag BEN means the total amount paid for a plan by both the employee and the employer. PAIDFR is the amount paid by the employer. ADJINC and ADJFIC are the amounts by which the wages taxable by income tax and FICA tax are adjusted. They are negative if the employee pays for a plan, and that amount is to be subtracted from the gross before figuring taxes.

Rows 1-10 of the spreadsheet are general-purpose fields. A few of them are predefined. The rest of them can be used for amounts, hours, labels, or any other purpose. Predefined fields are either labels or fields for a special purpose. The labels cannot be changed. They indicate the purpose of the special-purpose fields. There are eight of these special-purpose fields: earned vacation (B2), used vacation (B3), earned holiday (C2), used holiday (C3), earned sick leave (D2), used sick leave (D3), gross hours (F10), and

gross pay (H10). These fields may be set to a formula or to an input format. The numbers that will be entered or calculated in these fields must represent the fields' intended purposes.

Rows 11-14, labeled "GROSS PAY DISTRIBUTION", are used for posting debit amounts to the general ledger. Columns A, C, E, and G represent account numbers. They may contain either the actual account number or "HHHH" to indicate that the account number must be entered. Columns B, D, F, and H represent amounts that are to be posted to the corresponding accounts in columns A, C, E, and G. The amount fields may contain either formulas or input formats to indicate that an amount must be entered. These fields must be set up so that the total of the amounts will always equal the gross pay in field H10.

You may leave any of the Gross Pay Distribution fields blank, as long as you specify both an account number and amount for any pair that you do fill in, and as long as the amounts will always add up to the gross pay. The setup program is not able to check your calculations. Therefore, if the amounts do not add up to the gross pay, problems will be created that will not show up until you enter the payroll data. The best way to make sure these amounts add up is to set the formula for one of the accounts to the gross pay minus all of the other distribution amounts (see example below).

The last four fields are at the bottom of the second page. They are the account numbers for the net pay distribution. Enter the account numbers in the general ledger that will be credited for the federal tax, state tax, FICA tax, and net pay.

## ENTER TAX TABLES (MENU #13)

---

Screen 13-13: TAX TABLE

---

TAX TABLE MAINTENANCE BY JARVIS COMPUTER SOFTWARE (C) COPYRIGHT 1989, 1995  
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YEAR: \_\_\_\_\_  
STATE ID, FD, OR FI: \_\_\_\_\_ STATUS (S=SINGLE/M=MARRIED/U=UNEMPLOYMENT): \_\_\_\_\_

|    | AMOUNT | DESCRIPTION |
|----|--------|-------------|
| A: | _____  | _____       |
| B: | _____  | _____       |
| C: | _____  | _____       |
| D: | _____  | _____       |
| E: | _____  | _____       |
| F: | _____  | _____       |
| G: | _____  | _____       |

  

|    | THRESHOLD | CEILING | BASE  | % RATE |
|----|-----------|---------|-------|--------|
| 1: | _____     | _____   | _____ | _____  |
| 2: | _____     | _____   | _____ | _____  |
| 3: | _____     | _____   | _____ | _____  |
| 4: | _____     | _____   | _____ | _____  |
| 5: | _____     | _____   | _____ | _____  |
| 6: | _____     | _____   | _____ | _____  |
| 7: | _____     | _____   | _____ | _____  |
| 8: | _____     | _____   | _____ | _____  |
| 9: | _____     | _____   | _____ | _____  |

F1=CLEAR CURRENT FIELD, F5=EXIT, ESC=SAVE DATA, F7=HELP, F3=PROG. FUNC. KEYS.

---

## PURPOSE

The Tax Table program allows you to change the tax rates, brackets, and other figures used in calculating taxes, so that a change in taxes can easily be entered and will not normally require a change in the payroll programs. The tax tables may be entered for federal or state income tax.

## USE

Enter the two letter state abbreviation or the code "FD" or "FI". For taxes other than FICA, enter the marital status or unemployment code. The table is displayed if it exists. If not, it will beep and clear the fields. It will then allow you to enter a new table. Normally you would never do this, since the tables for the states that the payroll programs currently support already exist. It is possible to add new states whose tax is calculated in the same way as the federal tax is. Unemployment tax states may also be added as long as they are calculated in the regular way. If you need to add new states which are not calculated the same way as the federal, you will have to call us to add the necessary calculations to the programs.

After bringing up a tax table, you may examine or change it. To change it, move to the fields that need to be changed and type the new information. This information is obtained from state or federal tax calculation instructions. The information in the top group of fields is state-specific and can be understood by reading the state's instructions for calculating taxes (it is not used for unemployment taxes). The information in the lower group of fields is described above in the "FIELDS" section (it is not used for FICA).

To save new tax rates, press ESC. If you do not want to save the information, enter a new state and status or press F5 Y to leave the program.

## FUNCTION KEYS

- F1       clears the current field.
- F3       allows you to program function keys F8-F12.
- F5       exits from the program.
- F7       displays a help screen.

## FIELDS

There are 52 fields in the Tax Table program. The first field indicates the two letter postal abbreviation for the state, FD for federal, or FI for FICA. The next field indicates whether the table is for single people, married people, or unemployment. If the tax table is the same for single or married people, type "S" (this currently applies only to Iowa).

The next 14 fields contain income tax information specific to the state. The fields on the left contain an amount or rate, and the fields on the right describe what those fields are for. The fields on the right should not be changed, since the purpose described remains the same unless the program is changed. They are entered only when a new state is added, then they may be used for reference if the rates or amounts change. These fields are not used for unemployment tax.

The last 36 fields specify the tax brackets and rates. The meaning of this table is the same for all the states currently supported. The first column specifies the Threshold Amount. The second specifies the Ceiling Amount. These columns specify the ranges of each tax bracket. A person earning an amount between the Threshold and the Ceiling amounts (after subtracting allowances, if applicable) would be in the tax bracket specified by that line. The Base is the total amount of tax paid at all of the lower tax bracket rates. The rate is the rate for the employee's tax bracket. The amount earned over the Threshold Amount is taxed at this rate, and added to the Base to determine the total tax (before subtracting credits).

For the unemployment tax, only the first line needs to be filled in. The threshold amount should be 0.00, the ceiling is the cutoff amount, which may vary from state to state. The base is 0.00, and the rate is filled in with the unemployment tax rate.

## INITIALIZE OR EDIT PAYCHECK RECORD (MENU #14)

---

Screen 14-14: PAYCHECK INITIALIZATION OR EDIT

---

PAYROLL CHECK ENTRY OR RE-EDIT BY JARVIS COMPUTER SOFTWARE (C) 1989-2002  
YEAR: 90 ALL RIGHTS RESERVED  
EMPLOYEE #: 101 NAME Smith, Jan W SS # 391-83-2593  
CHECK #: \_\_\_\_\_ EMPLOYER-PAID FRINGE: \_\_\_\_\_  
DATE: \_\_\_\_ 90 EARNED VACATION: \_\_\_\_\_  
INCOME TAX STATE: \_\_\_\_\_ USED VACATION: \_\_\_\_\_  
UNEMPLOYMENT TAX STATE: \_\_\_\_\_ EARNED HOLIDAY: \_\_\_\_\_  
MARITAL STATUS: \_\_\_\_\_ USED HOLIDAY: \_\_\_\_\_  
PAY PERIODS/YEAR: \_\_\_\_\_ EARNED SICK LEASE: \_\_\_\_\_  
EXEMPTIONS CLAIMED: \_\_\_\_\_ USED SICK LEAVE: \_\_\_\_\_  
HOURS WORKED: \_\_\_\_\_ Commissions: \_\_\_\_\_  
REGULAR HOURS: \_\_\_\_\_ Bonuses: \_\_\_\_\_  
GROSS BEFORE ADJUSTMENT: \_\_\_\_\_  
ADJUST TO INCOME TAXABLE: \_\_\_\_\_  
ADJUST TO FICA TAXABLE: \_\_\_\_\_  
FEDERAL WITHHOLDING TAXES: \_\_\_\_\_  
OASDI: \_\_\_\_\_  
MEDICARE: \_\_\_\_\_  
TOTAL FICA: \_\_\_\_\_  
STATE WITHHOLDING TAXES: \_\_\_\_\_  
FRINGE: \_\_\_\_\_  
NET PAY: \_\_\_\_\_

F1=CLEAR CURRENT FIELD, F2=NEXT CHECK, F4=PREVIOUS CHECK, F5=EXIT.  
ESC=SAVE THESE DATA. F7=HELP, F3=PROGRAM FUNCTION KEYS.

---

## PURPOSE

The Payroll Check Entry or Re-Edit program allows you to enter paycheck information into the system without printing out the paychecks, or to change information on checks that are already in the system. Its main purpose is to allow you to enter payroll information from the beginning of the year when converting to System PR, so that year-to-date totals, the quarterly report, and the W2 forms will contain complete information.

## USE

Enter the year for which you want to edit or add paychecks. This number can only be entered once; to change it you must exit the program and run it again. Enter the employee number in the next field; it must exist in the employee file (employee information must be entered using the "Employee Records" program--selection 10 on the System PR Main Menu--before their paychecks can be entered). If the employee number does not exist, the computer beeps and you must reenter the field. If it exists, the employee's name and social security number are displayed.

At this point you may either look up existing checks or enter a new one. To look at existing checks, use the F2 and F4 keys to go forward and backward through the employee's checks. The first time you press one of these keys, the employee's first check is displayed. You may also display the first check by pressing RETURN in the check number field. To look at an existing check whose number you know, enter the number in the check number field.

To enter a new check, enter the date and the check number. If the check number already exists, the information on that check is displayed. If the number is for a new check, the previous check's information is cleared (if a check was previously being displayed), and you may enter the new information.

You can change information in existing checks, as well as add new check information. When you want to save the new or changed information, press ESC. If the Gross Pay plus Adjustment to Gross, minus the State, Federal, Fica, and Fringe withholding add up to the Net Pay, the check information will be saved. If not, the amount you are off by is displayed and you must correct the information before it can be saved.

**IMPORTANT NOTE:** If you change the information on a check or add new checks, the information is not saved to the

accounting system. You will have to enter the new or corrected information into the payroll journal by selecting Payroll Journal Entry from the System A Main Menu.

## FUNCTION KEYS

- F1      clears the current field.
- F2      displays the next check for an employee, or the first check if you are currently on the last check. It does not save any information on the current check that you may have changed.
- F3      will allow you to program function keys F8-F12.
- F4      displays the previous check.
- F5      exits from the program to the Payroll Main Menu.
- F7      displays help screen.

## FIELDS

There are 30 enterable fields in the Paycheck Edit program. The first field is the year. This field can only be entered once. The next field is the employee number, which is the three digit number used throughout the payroll system to refer to an employee.

The remaining fields describe the information that is recorded for each paycheck. The first of these is the check number. The next two are the month and day (the year is copied from the year field above). It is followed by the state to which unemployment tax is paid, the state to which state income taxes are paid, the employee's marital status (S or M), the number of pay periods per year, the number of exemptions claimed on the W4, the amounts for the pay period for hours worked, gross pay before adjustments, adjustments to income-taxable gross pay for fringe benefit plans, adjustments to FICA-taxable gross pay for fringe benefit plans, federal income tax withholding, OASDI (Social Security), Medicare and total FICA withholding, state income tax withholding, deductions from net pay for fringe benefit plans, and the net pay.

The "fringe" amount is the amount of income-taxable deductions. Non-income-taxable deductions are not included, but show up as a negative amount in "Adjust to Income Taxable". The net pay should be the Gross Before Adjustment minus Adjust to Income Taxable, Fringe, and taxes. By contrast, the "Adjust to FICA Taxable" does not figure into

the net calculation.

Depending on how your system is (or was) set up for the year you are entering, you may be able to enter either Total FICA or the breakdown, but never both.

To the right are the fields for earned and used vacation, holiday, and sick leave hours. Below these are ten more fields. These are the "extra data" fields. You can specify up to ten amounts that the payroll system would not otherwise keep track of, such as, commissions. These amounts are recorded for each check and can be used to compute month-to-date and year-to-date amounts. The names and descriptions of these fields are specified in the ade\_imcf file, which is described in the last section of this manual. The descriptions of these amounts are displayed before the amount fields if they have been given in the ade\_imcf file. In the example shown, the descriptions "Commissions" and "Bonuses" were given for the first two extra data items, but the ade\_imcf file contained no description of the last eight items.

### EXTRA PAYCHECK DATA REPORT (MENU #17)

---

#### Screen 15-15: PRINT EXTRA PAYCHECK DATA REPORT

EXTRA PAYCHECK DATA REPORT BY JARVIS COMPUTER SOFTWARE (C) 2001.

EXTRA DATA #:   

ACCOUNTING MONTH/YEAR:   /  

F1=CLEAR CURRENT FIELD, F5=EXIT,  
F7=HELP, ESC=START REPORT.

---

---

#### Sample Report 15-16: QUARTERLY REPORT

---

#### PURPOSE

The Extra Paycheck Data Report shows the amount taken from each employees paycheck for extra items such as 401k, IRA, Child Support. Only items set up as extra\_data# in the ade\_imcf will appear as options for printing. The report shows totals for the month, quarter, and year specified for each employee.

## USE

The available data options will appear on the right hand side of the screen. Enter the number which corresponds to the extra data listed. Enter the month and year for which you want the report if they are not already correct. Press ESC to print the report.

## FUNCTION KEYS

This program uses only three function keys, F1, F5 and F7.

F1      clears the current field.

F5      exits the program.

F7      displays the help screen.

## FIELDS

There are three fields in this program. The first field indicates the data you want in the report, the second is the month, and the third is the year.

## EDIT FORM FILES

### PURPOSE

Selecting Edit Form Files allows you to edit the form files used in System PR using the SLE editor. You will need to edit the form file if you change forms and the new form has a different format, or if you want to add, change, or delete something that is currently on the form.

### USE

After choosing 15 from the Main Menu, you are presented with a list of the two form files used in System PR. Type "1" or "2" to edit the corresponding file, or press ESC to quit without doing anything.

The SLE editor will be run on the file you selected. When you are done editing the file, press F5 and select Quit, Save, or New name to return to the Main Menu.

The old ".fcp" file will be erased, causing the form compiler to be run the next time you use the form you edited.

### FORM FILES

The form file consists of a header and lines consisting of tag names followed by a letter followed by three numbers. The letter is either n, c, or e for normal, compressed, or expanded print. The first number is the distance in inches from the top of the form. The second is the distance in inches from the left side of the form. The third is the length in inches of the field. The tag describes what is printed in the field. Tags are listed in the next two sections.

You can also specify something in quotation marks to be printed. The text in quotation marks replaces the tag and can be used to print information that is the same on all the forms, such as the company name, address, and Tax ID.

## PAYCHECK TAGS

The following tags are used by the Paycheck program to print checks:

|                  |   |
|------------------|---|
| address          | Employee's street address   |
| adjfic...        | Change in FICA taxable because of fringe plan;<br>replace ... with plan code. Decrease is negative.   |
| adjinc...        | Change in income taxable because of fringe plan ...   |
| amount           | Net pay in protected format, e.g., \$***100.00  |
| ar_num           | Employee's Accounts Receivable customer code  |
| ben...           | Benefit amount of fringe plan; replace ... with code  |
| checknum         | Number of this check  |
| csz              | Employee's city, state, and zip code  |
| date             | Date in the format mm-dd-yy   |
| date_            | Date in the format mmdy   |
| des...           | Description of extra data or fringe plan if not zero;<br>replace ... with plan code or extra data tag |
| earnedholiday    | Hours of holiday earned this pay period *   |
| earnedssickleave | Hours of sick pay earned this pay period *  |
| earnedvacation   | Hours of vacation earned this pay period *  |
| eftvoid          | Prints a VOID message if using electronic transfer  |
| emp_num          | Number assigned to employee   |
| eppdate          | Pay period ending date, in the format mm-dd-yy  |
| eppdate_         | Pay period ending date without the dashes   |
| exemptions       | Number of exemptions claimed  |
| fed_add          | Additional federal withholding  |
| fedtax           | Amount of federal tax withheld *  |
| fica             | Employee FICA withheld (both medicare & oasdi) *  |
| ficarate         | Employee FICA rate  |
| ficawage         | Amount subject to FICA (i.e. medicare taxable) *  |
| firstnamefirst   | Employee's name (First M Last)  |
| fringe           | Amount deducted for fringe benefits *   |
| gbf              | Gross income before fringe benefits *   |
| gross            | Same as grosswage *   |
| grosshours       | Hours worked *  |
| grosswage        | Gross income after fringe benefits *  |
| holiday          | Hours of holiday accrued  |
| hours            | Hours worked *  |
| lastnamefirst    | Employee's name (Last, First M)   |
| letterdate       | Date in the format Monthname dd, yy   |
| medi             | Amount of employee medicare tax withheld *  |
| mtd...           | Month-to-date totals of any tag marked with *; see below  |
| net              | Net pay (amount of the check) *   |
| paidfr...        | Employer-paid amount of fringe plan; replace ... with code  |
| qtd...           | Quarter-to-date totals of any tag marked with *; see below  |
| reghrs           | Regular hours *   |
| sickleave        | Hours of sick pay accrued   |
| sppdate          | Pay period starting date, in the format mm-dd-yy  |
| sppdate_         | Pay period starting date without the dashes   |
| ss               | Amount of employee oasdi tax withheld *   |
| ssn              | Employee's Social Security number   |

|               |   |
|---------------|---|
| state_add     | Additional state withholding                              |
| statetax      | Amount of state tax withheld *                            |
| status        | Employee's marital status                                 |
| tstate        | State to which employee pays income tax                   |
| usedholiday   | Hours of holiday used this pay period *                   |
| usedsickleave | Hours of sick pay used this pay period *                  |
| usedvacation  | Hours of vacation used this pay period *                  |
| ustate        | Unemployment tax state                                    |
| vacation      | Hours of vacation accrued                                 |
| w_amount      | Net pay in words, e.g., One Hundred and 00/100ths Dollars |
| ytd...        | Year-to-date totals of any tag marked with *; see below   |

The descriptions followed by an \* can show amounts for year-to-date, quarter-to-date, and month-to-date as well as the current pay period. To do this, precede the tag name with "ytd", "qtd", or "mtd". For example, the tag "gross" indicates gross pay for the current pay period; "ytdgross" indicates year-to-date gross, and so on.

The names of fields in the payroll setup can also be used as tags to indicate the value displayed or calculated in that field or the label displayed there. These names consist of a letter indicating the column, followed by a two digit number indicating the row, such as "a01" or "f13". If the set-up contains a variable followed by an equals sign followed by the formula, you can use the variable in the paycheck form. You can also use the variables from the plans screen labeled "Debit Amount Tag Name" and "Credit Amount Tag Name" as tags in the paycheck form file.

Names of extra-data variables can be preceded by "des" to show the description, and they can be preceded by "ytd", "qtd" and "mtd" to show totals as described above. Other variables used in the payroll set-up can only show the current pay period.

Any of the numeric tags can be used in calculations.

## W2 FORM TAGS

The following tags are used in printing W2 forms:

|              |  |
|--------------|--|
| address      | Employee's street address                              |
| csz          | Employee's city, state, and zip code                   |
| date         | Date in the format mm-dd-yy                            |
| emp_num      | Number assigned to employee                            |
| extradata1-5 | The extra data accumulated on each payroll run.        |
| exemptions   | Number of exemptions currently claimed                 |
| fed_add      | Additional fed. withholding per pay period (currently) |
| fedtax       | Amount of federal tax withheld during the year         |
| fica         | Amount of social security withheld during the year     |
| ficarate     | Employee FICA rate                                     |

|                |   |
|----------------|---|
| ficawage       | FICA wages (smaller of grosswage and the FICA cutoff)   |
| firstnamefirst | Employee's name (First M Last)                          |
| fringe         | Amount deducted for fringe benefits during the year     |
| gbf            | Gross income during the year before fringe benefits     |
| grosswage      | Gross income during the year after fringe benefits      |
| hours          | Total hours worked during the year                      |
| lastnamefirst  | Employee's name (Last, First M)                         |
| letterdate     | Date in the format Monthname dd, yyyy                   |
| medi           | Amount of medicare withheld during the year             |
| net            | Net pay for the year                                    |
| ssn            | Employee's Social Security number                       |
| state_add      | Additional state withholding per pay period (currently) |
| statetax       | Amount of state tax withheld during the year            |
| status         | Employee's current marital status                       |
| tstate         | State to which employee currently pays income tax       |

#### COMPANY INFO TAGS

|            |   |
|------------|---|
| XXsid      | Tax id of state XX (ie MN or WI or NY)          |
| caddress1  | First line of company address                   |
| caddress2  | Second line of company address                  |
| careacode1 | Area code of first company phone number         |
| careacode2 | Area code of second company phone number        |
| ccity      | Company city                                    |
| ccphone1   | First company phone number                      |
| ccphone2   | Second company phone number                     |
| ccsz       | Company city, state and zip                     |
| cinvocode  |   |
| cname      | Company name                                    |
| cphone1    | Company phone exchange for first phone number   |
| cphone2    | Last four digits of company first phone number  |
| cphone3    | Company phone exchange for second phone number  |
| cphone4    | Last four digits of company second phone number |
| cstate     | Company state                                   |
| czip       | Company 5 digit zip code                        |
| czipext    | Company 4 digit zip code extension              |
| tid        | Tax id of the first state                       |
| tid2       | Tax id of the seond state                       |

#### QUARTERLY FORM TAGS

The following tags are used in printing quarterly tax forms. All of them except those designated as "not a bodyfield" can be used as repeating fields by listing the tags on the bodyfield line.

|         |                                       |
|---------|---------------------------------------|
| address | Employee's address                    |
| ar_num  | Employee's Accounts Receivable number |
| csz     | Employee's city, state, and ZIP code  |
| emp_num | Employee number                       |
| fdgross | Federal income-taxable wages          |
| fdtax   | Federal tax withheld                  |

|                   |   |
|-------------------|---|
| fdtaxable         | Federal unemployment-taxable wages, cut off at limit                                |
| fdunempwages      | Federal unemployment-taxable wages, not cut off                                     |
| ficagross         | FICA-taxable wages, not cutoff  |
| ficatax           | Social security withheld  |
| ficataxable       | Social-security-taxable wages, cut off at limit                                     |
| firstname         | Employee's first name   |
| firstnamefirst    | Employee's full name (First M. Last)  |
| lastname          | Employee's last name  |
| lastnamefirst     | Employee's full name (Last, First M.)   |
| medigross         | Same as ficagross   |
| meditax           | Medicare withheld   |
| meditaxable       | Medicare-taxable wages, cut off at limit  |
| middleinitial     | Employee's middle initial   |
| numpages          | Number of pages that will be printed (not a bodyfield)                              |
| page              | Page number (not a bodyfield)   |
| quarter           | Quarter number (1, 2, 3 or 4) (not a bodyfield)                                     |
| s-s-n             | Social security number, with hyphens  |
| ssn               | Social security number (9 digits, no hyphens)                                       |
| tstate            | Employee's current income-tax state   |
| ustate            | Employee's current unemployment-tax state   |
| year              | Last two digits of year (not a bodyfield)   |
| <state>gross      | State-taxable gross, where <state> is state abbreviation<br>(e.g. mngross, wigross) |
| <state>tax        | State tax withheld, where <state> is state abbreviation                             |
| <state>taxable    | State unemployment-taxable wages, cut off at limit                                  |
| <state>unempwages | State unemployment-taxable wages, not cut off                                       |

In addition, any of the amount tags can be prefixed by "pg" to indicate page totals; for instance, "pgficagross" or "pgmntax". These represent the total of everything on one page; they do not accumulate.

The tags can be prefixed by "tot" to indicate grand totals; these are the totals of everything on all pages, for example, "totficagross".

## INFORMATION REQUIRED IN ADE\_IMCF FILE

### ADE\_IMCF TAGS USED BY SYSTEM PR

The file "ade\_imcf" on the "system.a" directory contains information used by the payroll programs. This file consists of lines that begin with a number sign (#) followed by a tag. After each of these lines are one or more lines containing information specific to that tag. The tags used by the payroll programs are listed here. Some of these tags are used by other parts of the accounting system. There are other tags not listed here that are used by the accounting system, but not the payroll system (these are listed in the accounting manual). The tags do not have to be in any specific order, but (with a couple exceptions) they must exist somewhere in the file.

|                       |   |
|-----------------------|---|
| #doade.date           | Month/year used in Check Print  |
| #extra_data1          | See below   |
| #extra_data2          | See below   |
| #extra_data3          | See below   |
| #extra_data4          | See below   |
| #extra_data5          | See below   |
| #employer_fica_credit | (optional) Account credited with employer FICA  |
| #employer_fica_debit  | (optional) Account debited with employer FICA   |
| #midmonth             | Day of month that splits twice-monthly payroll; default is 15. A date on or after this date is considered the second one of the month for purposes of determining which plans are active. |
| #payjour              | Name of payroll journal files, e.g. prch or prgm  |
| #payjoursetup         | Describes journal; see next section below   |
| #plannames            | Followed by a list of plan descriptions that the employee program shows by default before an actual plan code has been entered.   |
| #schedule_reference   | List of scheduled account numbers followed by what they are scheduled on; see below.  |
| #timeunits            | Describes the precision for time calculation  |
| #unemployment         | (optional) Unemployment tax accounts; see below   |

## PAYJOURSETUP

The payroll journal setup information consists of the line "#payjoursetup" followed by lines consisting of a name and two numbers. The name specifies an amount that will be displayed on the header page of the payroll journal, and the numbers specify the offset into a journal record where the information will be written and the length of that field in the file. The offset is measured from the end of the check number. A typical line would be:

```
emp_num 0 3
```

The names allowed are as follows:

|                   |                                     |
|-------------------|-------------------------------------|
| address           | Employee's address                  |
| ar_num            | Accounts Receivable customer number |
| csz               | City, state and ZIP code            |
| earnedholiday     | Holiday earned this pay period      |
| earnsicksickleave | Sick leave earned this pay period   |
| earnedvacation    | Vacation earned this pay period     |
| emp_num           | Number assigned to employee         |
| firstnamefirst    |                                     |
| gbf               | Gross before fringe benefits        |
| grosshours        |                                     |
| holiday           | Hours of holiday time available     |
| lastname          |                                     |
| lastnamefirst     |                                     |
| sickleave         | Hours of sick leave time available  |
| ssn               | Social security number              |
| tstate            | Income tax state                    |
| usedholiday       | Holiday used this pay period        |
| usesicksickleave  | Sick leave used this pay period     |
| usedvacation      | Vacation used this pay period       |
| ustate            | Unemployment tax state              |
| vacation          | Hours of vacation time available    |

To hook the payroll system into an existing payroll journal, go into the accounting system and enter the data entry for the payroll journal. Find the fields in the header that correspond to the tags above. Then count the spaces in all of the fields in the header. For each tag that is used, type a line consisting of the tag, followed by a space, followed by the offset of the field, followed by its length. The offset is the number of characters in all the fields starting with the first one after the check number up to the field you are describing, counting left to right and top to bottom. Start counting from zero, so that the first field after the check number has an offset of 0. The next field's offset is the length of the first one, the field after that has an offset equal to the combined lengths of the first two

fields, and so on.

The check number is filled in automatically and does not require a description line.

## SCHEDULE REFERENCE

The #schedule\_reference division is followed by any number of lines. Each line contains an account number followed by a tag, separated with a space. The tag is one of the names in the previous section, such as address, ar\_num, etc. This indicates that that item is used to schedule the item in the accounting system. For example:

```
#schedule_reference  
247 emp_num  
323b tstate
```

## TIME UNITS

The #timeunits division is followed by a line indicating the precision of the times entered in the time calculating program. The time can be expressed either in minutes or as a decimal fraction. If it is in minutes, the line should contain the number of minutes to which the program will round, followed by the word "minutes". For example, the line "5 minutes" causes the calculating program to round off amounts to the next or previous 5 minutes, so that if you enter 7:53 it will round to 7:55. If the times are entered as decimal amounts, enter the decimal number to which the program will round, followed by the word "hours". For example, the line ".1 hours" rounds to the nearest tenth of an hour, so that if you enter 7.28 it will round to 7.3.

## UNEMPLOYMENT RATES

The unemployment section consists of lines containing a state abbreviation or "FD", a debit account, and a credit account. When the checks are printed, the unemployment taxes are recorded in the specified accounts in the payroll journals. If the "#unemployment" tag is omitted from the ade\_imcf file, the unemployment taxes will not be recorded. Here is a typical unemployment section:

```
#unemployment  
FD 25 323  
WI 25 323  
MN 25 323
```

## EXTRA\_DATA

The payroll system allows you to keep records of five items on each employee's paycheck in addition to the items which it automatically keeps track of. These items are indicated by the tags "#extra\_data1" through "#extra\_data5".

Each tag is followed by two lines. The first is a description of the item. This description can be displayed on paychecks and is also displayed by the Paycheck Initialization program (#14) and the Payroll Data Entry program (#1) when using the special entry format.

The second line contains a tag or variable name. This is a short name used to refer to the item. In the Payroll Setup program (#12) these tags are assigned formulas in order to indicate the value to be recorded for the check. The paycheck form (#15, selection #1) uses the tag to indicate that its value is to be printed on the check.

Here is an example of an extra data section:

```
#extra_data1  
Commissions on new vehicles  
newcomm  
#extra_data2  
Commissions on used vehicles  
usedcomm
```

When setting up an employee's data entry format (program #12), you would equate the tags with the amount. Say that this format contains data entry fields for new and used commissions at fields D7 and D8 respectively. Then you must have the formulas "NEWCOMM=D7" and "USEDCOMM=D8" somewhere in the setup if these amounts are to be recorded.

When setting up the paycheck form (program #15, selection #1), you can use tags such as "newcomm", "ytdnewcomm", and "qtdusedcomm" to print these amounts. The tags "desnewcomm" and "desusedcomm" print the descriptions if their year-to-date amounts are not zero.

## REQUIRED FILES AND DIRECTORIES

```

.. /system.a
    emp.exe
    empview.exe
    formcmp.exe
    mmpr.exe
    paycheck.exe
    payde.exe
    plans.exe
    prsu.exe
    quarter.exe
    rebuild.exe
    sle.exe
    ttab.exe
    w2.exe
    chain.com (MS DOS only)

.
    ade_imcf
    empToyee.dat      employee.isi
    gl.dat            gl.isi
    plans.dat        plans.isi
    prsu.dat         prsu.isi
    ttab.dat         ttab.isi
    chain.com (MS DOS only)
    env.dat (MS DOS only)          employee.par
                                    gl.par
                                    plans.par
                                    prsu.par
                                    ttab.par

./frm
    w2.frm           w2.fcp
    paycheck.frm     paycheck.fcp
    (any quarterly report forms)

./yy*
    paycheck.dat     paycheck.isi
    prgm.wdt**       prgm.wdi**
    prgm.wtr**       prgm.wti**

./old
./new

```

\* yy is the last two digits of the year  
 \*\* prgm is the name specified in ade\_imcf

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