

\*\*\* NOTES \*\*\*

TI-COUNT  
ACCOUNTS RECEIVABLE

MANUAL

PREFACE

HOW TO USE THE TI-COUNT MANUALS

PIKE CREEK COMPUTERS' COMPLETE "TI-COUNT" BUSINESS SYSTEM CONSISTS OF SIX MODULES;

- o GENERAL LEDGER
- o ACCOUNTS RECEIVABLE
- o ACCOUNTS PAYABLE
- o INVENTORY
- o PAYROLL
- o MAIL SYSTEM

DESIGNED WITH COMMON FILES. EVERY "TI-COUNT" MODULE HAS ITS' OWN MANUAL, DISTINGUISHED BY LOGICAL ORGANIZATION AND THE SAME FORMAT.

EACH MANUAL IS DIVIDED INTO FIVE SECTIONS;

1. INTRODUCTION
2. THE DAILY OPERATING PROCEDURE
3. PREPARING THE MODULE FOR OPERATION
4. SPECIAL PROCEDURES SPECIFIC TO EACH TI-COUNT MODULE
5. APPENDICES

ENABLING THE USER TO LOCATE INFORMATION AND SPECIFIC PROCEDURES QUICKLY, NO MATTER WHICH MODULE THEY'RE USING. KEY POINTS OF EACH SECTION ARE SUMMARIZED BELOW:

SECTION	KEY POINTS	MOST FREQUENT USER
1	MODULE PURPOSE, FEATURES, CONVENTIONS AND EQUIPMENT.	SUPERVISOR
2	ROUTINE OPERATION OF THE MODULE ACCOMPANIED BY THE ACTUAL DISPLAY SEEN BY THE OPERATOR AT EACH STEP.	OPERATOR
3	COMPLETE DIRECTIONS FOR SETTING UP THE MODULE FOR OPERATION, EDITING AND PRINTING PROCEDURES.	SUPERVISOR AND OPERATOR
4	SPECIAL PROCEDURES FOR THE SPECIFIC MODULE	SUPERVISOR AND OPERATOR
5	ERROR RECOVERY AND ANY TROUBLE SHOOTING PROCEDURES NOT AUTOMATICALLY COVERED BY THE PROGRAMS	OPERATOR

THE SUPERVISOR AND OPERATOR SHOULD SET THE SYSTEM UP FOR USE BY ENTERING THE NECESSARY DATA (SECTIONS 3 & 4). THE OPERATOR CAN ASSUME RESPONSIBILITY FOR DAILY OPERATION OF THE MODULE, ENTERING DATA, ORDERING FORMS AND SUPPLIES AND PROVIDING THE PRINTOUTS NEEDED FOR PROFITABLE MANAGEMENT OF THE BUSINESS.

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## CHAPTER 1 INTRODUCTION

- 1-1. GENERAL FEATURES OF THE ACCOUNTS RECEIVABLE SYSTEM
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## 1-1. GENERAL FEATURES OF THE ACCOUNTS RECEIVABLE SYSTEM

THE TI-COUNT ACCOUNTS RECEIVABLE LEDGER SYSTEM IS AN EXTENSION OF THE TI-COUNT GENERAL LEDGER SYSTEM. IT IS MADE UP OF A NUMBER OF INDIVIDUAL CUSTOMER ACCOUNTS CALLED SUBSIDIARY (OR HELPER) LEDGER ACCOUNTS. THE SUM OF THESE SUBSIDIARY ACCOUNTS IS EQUAL TO A GENERAL LEDGER ACCOUNTS RECEIVABLE CONTROL ACCOUNT.

UP TO 200 CUSTOMER SUBSIDIARY LEDGER ACCOUNTS CAN BE KEPT ON ONE CUSTOMER DISK. EACH ACCOUNT CONTAINS THE CUSTOMER'S NAME, ADDRESS, TELEPHONE NUMBER, TERMS OF SALE, AMOUNT PAID DURING THE YEAR PLUS A LIST OF ALL OF THE OPEN INVOICES AND CHECKS RECEIVED. THE SUM OF THESE IN A CUSTOMER'S FILE IS THE BALANCE IN THAT SUBSIDIARY LEDGER. EACH CUSTOMER DISK HAS ITS OWN GENERAL LEDGER ACCOUNTS RECEIVABLE CONTROL ACCOUNT.

ACCOUNTS RECEIVABLE USES THE SALES AND CASH RECEIPTS JOURNALS FROM THE GENERAL LEDGER SYSTEM. SINCE THESE JOURNALS ARE POSTED BY GENERAL LEDGER'S DAILY BALANCE PROGRAM, THE INTERIM STATEMENTS AND BALANCES INCLUDE ALL OF THE TRANSACTIONS FROM BOTH THE GENERAL LEDGER AND ACCOUNTS RECEIVABLE SYSTEMS.

THE ACCOUNTS RECEIVABLE SYSTEM INSTRUCTS THE USER STEP BY STEP ON THE COLOR MONITOR SCREEN. EACH CUSTOMER INVOICE IS TYPED INTO A FORM ON THE SCREEN, EDITED, VERIFIED AND IMMEDIATELY PRINTED ON THE PRINTER. THE RECEIVABLE REPORT SELECTIVELY LISTS THE BALANCE, INVOICES AND CHECKS IN ALL CUSTOMER OR SINGLE CUSTOMER ACCOUNTS. A COMPLETE AGING REPORT IS PRINTED FOR EACH CUSTOMER AND TOTALED FOR THE DISK. CHECKS ARE ENTERED INTO A CUSTOMER'S FILE AS THEY ARE RECEIVED. BILLING STATEMENTS CAN BE PRINTED ON ANY SCHEDULE (MONTHLY OR WEEKLY). EVERY TASK IS MENU DRIVEN AND PROGRAMMED TO MINIMIZE ERRORS AND GUIDE THE USER THROUGH THE DAYS ACTIVITIES.

A BUSINESS IS USUALLY ACCOUNTED FOR ON EITHER A CASH (COLLECTIONS AND PAYMENTS) OR ON AN ACCRUAL BASIS. ACCRUAL ACCOUNTING REPORTS REVENUES AND EXPENSES AS THEY OCCUR RATHER THAN AS THEY ARE COLLECTED OR PAID. THE ACCOUNTS RECEIVABLE SYSTEM IS CLOSED THE SAME IN EITHER CASE. FOLLOW THE INSTRUCTIONS FOR CLOSING IN THE GENERAL LEDGER MANUAL. CLOSE EACH CUSTOMER ACCOUNT BY FOLLOWING THE PROCEDURE IN CHAPTER 4 OF THIS MANUAL.

THE PERSON WHO SETS UP THE ACCOUNTS RECEIVABLE SYSTEM, CASHES THE CHECKS AND VALIDATES THE INVOICES SHOULD HAVE SOME KNOWLEDGE OF THE ACCOUNTING PROCEDURE. HOWEVER, THE TI-COUNT ACCOUNTS RECEIVABLE SYSTEM DAILY OPERATOR NEEDS TO BE CONCERNED ONLY WITH THE PROCEDURES IN CHAPTER 2 AND DOES NOT REQUIRE AN ACCOUNTING BACKGROUND.

## 1-2. EQUIPMENT NEEDED TO OPERATE TI-COUNT ACCOUNTS RECEIVABLE

THE TI-COUNT ACCOUNTS RECEIVABLE PROGRAMS WILL OPERATE WITH THE FOLLOWING TEXAS INSTRUMENTS 99/4 AND 99/4A PERSONAL COMPUTER EQUIPMENT.

1. 99/4 OR 99/4A MAIN COMPUTER CONSOLE.
2. 10" COLOR MONITOR OR COLOR TV WITH AN RF MODULATOR
3. DISK CONTROLLER
4. ONE 5 1/4" DISK DRIVE
5. RS232 INTERFACE
6. EXTENDED BASIC COMMAND MODULE
7. AN 80-COLUMN PRINTER THAT IS COMPATIBLE WITH THE RS232 INTERFACE. IF IN DOUBT, TRY OUT THE PRINTER INCLUDING THE TOP-OF-FORM (FORM ADVANCE) INSTRUCTION CHR\$(12)

THIS MINIMAL EQUIPMENT CONFIGURATION WILL SERVICE ONE INVOICE AND CHECK PER CUSTOMER ACCOUNT. YOU MUST ADD THE EXTENDED MEMORY MODULE OR CARD TO STORE UP TO 100 INVOICES AND CHECKS PER CUSTOMER. A SECOND DISK DRIVE IS ALSO RECOMMENDED FOR EASE OF COPYING DISKS AND TO MINIMIZE THE SHUFFLING OF DISKS DURING NORMAL OPERATION.

## 1-3. SPECIAL SUPPLIES

1. THE PRINTING FORMAT FOR THE ENTIRE ACCOUNTS RECEIVABLE IS DESIGNED TO FIT ON 8 1/2" X 11" PAPER. THE PRINTOUTS CAN BE EASILY FILED IN STANDARD BINDERS AND FOLDERS.
2. PREMIUM QUALITY 5 1/4" SOFT SECTOR DISKS ARE RECOMMENDED BECAUSE OF THEIR RELIABILITY. A MINIMUM OF ONE DISK IS NEEDED TO SET UP THE ACCOUNTS RECEIVABLE SYSTEM.
3. THE ACCOUNTS RECEIVABLE SYSTEM CAN PRINT CONTINUOUS FORM INVOICES AND STATEMENTS ON:
  - A. PLAIN PAPER
  - B. INVOICE AND STATEMENT FORMS PRE-PRINTED WITH YOUR COMPANY NAME FROM PIKE CREEK COMPUTER COMPANY.

ALL OF THE SUPPLIES ABOVE CAN BE PURCHASED DIRECTLY FROM PIKE CREEK COMPUTER COMPANY (SAMPLES AND CATALOG ARE AVAILABLE):

PIKE CREEK COMPUTER CO, INC  
2 GALAXY DR  
P.O. BOX 9619  
NEWARK DE 19714-9619  
(302) 239-5113

## 1-4. READ THIS FIRST

TI-COUNT ACCOUNTS RECEIVABLE PROGRAMS AND THIS MANUAL ARE WRITTEN WITH THE FOLLOWING CONVENTIONS:

## 1. RESPONSES FROM OPERATORS

- A. YES RESPONSE (Y)  
A RESPONSE OF Y MEANS THE OPERATOR SHOULD PRESS THE KEY LABELED Y FOLLOWED BY PRESSING THE KEY LABELED ENTER. THIS IS THE MOST FREQUENTLY USED OPERATOR RESPONSE IN TI-COUNT. THE PROGRAMS ARE WRITTEN TO ACCEPT Y AND ONLY Y, SO FOLLOW THE SYSTEM'S INSTRUCTION AS THEY APPEAR ON THE SCREEN.
- B. YES OR NO RESPONSE (Y/N)  
A RESPONSE OF Y/N MEANS THE OPERATOR SHOULD PRESS ONLY THE KEYS LABELED Y OR N FOLLOWED BY THE KEY LABELED ENTER.
- C. THE OPTIONS ON ALL MENUS BOTH FOR THE SYSTEM AND IN THE PROGRAMS ARE NUMBERED. THE OPERATOR'S CHOICE IS MADE BY PRESSING THE KEY LABELED WITH THAT NUMBER FOLLOWED BY PRESSING THE KEY LABELED ENTER.

## 2. MONITOR SCREENS

ALL PROGRAMS ON THE MONITOR SCREEN DISPLAY TITLES WITH MOVING BORDERS TO VERIFY THAT THE COMPUTER IS RUNNING PROPERLY AND SHOW THE OPERATOR WHICH PROGRAM IS BEING EXECUTED. THE BORDERS SHOULD CONTINUE TO MOVE EXCEPT WHEN THE DISK LIGHT IS ON INDICATING INFORMATION TRANSFER TO AND FROM THE DISK DRIVES OR TO THE PRINTER.

## 3. SYSTEM DISK

THE COLOR OF THE TI-COUNT ACCOUNTS RECEIVABLE DISK'S LABEL IS GREEN.

## 4. NUMBER OF DISK DRIVES

TI-COUNT'S DISK CHANGING INSTRUCTIONS ARE DESIGNED FOR ONE DISK DRIVE SYSTEMS. MANY OF THESE COMMANDS CAN BE IGNORED IN TWO AND THREE DISK SYSTEMS BECAUSE THE DISK(S) WERE ALREADY LOADED INTO ONE OF THE DRIVES. ALWAYS START THE SYSTEM WITH THE TI-COUNT(GREEN) SYSTEM DISK IN DISK DRIVE #1.

## 5. ERROR RECOVERY

COMMON TYPING ERRORS ARE CORRECTED IMMEDIATELY AND FILE WRITING ERRORS ARE AUTOMATICALLY PREVENTED BY THE TI-COUNT PROGRAMS. HOWEVER, OTHER ERRORS MAY OCCUR BECAUSE OF INCORRECT ACCOUNTING INPUT BY OPERATOR, NATURAL DISASTERS, BROWNOUTS, ETC. THE OPERATOR SHOULD REVIEW THE ERROR IDENTIFICATION AND RECOVERY PROCEDURES IN APPENDIX B.

CHAPTER 2 THE DAILY OPERATING PROCEDURE

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- 2-1. THE TI-COUNT TITLE SCREEN
- 2-2. THE RECEIVABLE MENU
- 2-3. GOOD MORNING
- 2-4. WRITE AN INVOICE
- 2-5. RECEIVABLE REPORT
- 2-6. RECEIVE A CHECK
- 2-7. PRINT STATEMENTS

2-1. THE TI-COUNT TITLE SCREEN

TI-COUNT ACCOUNTS RECEIVABLE STARTS WITH TURNING ON THE COMPUTER AND ENDS WITH THE PRINTING OF A STATEMENT. THE FOLLOWING EIGHT-STEP DETAILED DAILY OPERATING PROCEDURE WILL QUICKLY BECOME AUTOMATIC EVEN FOR NEW OPERATORS.

- STEP 1: TURN ON THE POWER TO THE COMPUTER AND ITS COMPONENTS ACCORDING TO THE INSTRUCTIONS GIVEN IN THE TEXAS INSTRUMENTS 99/4A REFERENCE MANUAL AND THE DISK MEMORY SYSTEM MANUAL. BE SURE TO FOLLOW THE INSTRUCTIONS CAREFULLY AS THE 99/4A WILL RECOGNIZE ONLY THOSE COMPONENTS THAT HAVE BEEN TURNED ON IN PROPER SEQUENCE. THE COMPUTER WILL RESPOND BY DISPLAYING THE TEXAS INSTRUMENTS MASTER TITLE SCREEN.
- STEP 2: INSERT THE EXTENDED BASIC COMMAND MODULE. AGAIN, THE THE MASTER TITLE SCREEN WILL BE DISPLAYED TO CONFIRM COMPLETION OF THIS STEP.
- STEP 3: LOAD THE TI-COUNT GREEN LABEL DISK INTO DISK DRIVE #1.
- STEP 4: PRESS ANY KEY FOR MASTER SELECTION SCREEN. NEXT, PRESS ANY NUMBER TO SELECT EXTENDED BASIC AND AUTOMATICALLY START THE TI-COUNT SYSTEM BY READING A PROGRAM FROM DISK DRIVE #1. AFTER ABOUT FIVE SECONDS, THE SCREEN WILL CHANGE COLOR AND DISPLAY THE TI-COUNT TITLE SCREEN.

2-2. THE RECEIVABLE MENU

THE TITLE SCREEN CHANGES AFTER 20 SECONDS TO THE TI-COUNT RECEIVABLE MENU. ACCOUNTS RECEIVABLE IS NOW READY TO USE.

OPERATOR RESPONSE.

CHOOSE A NUMBER BETWEEN 1 AND 7. CHOICES 1,2,3,4 AND 5 SELECT THE DAILY OPERATING PROGRAMS. CHOICE 6 CALLS UP ANOTHER MENU THAT IS ONLY USED PERIODICALLY. CHOICE 7 EXITS ACCOUNTS PAYABLE TO TI EXTENDED BASIC,

COMPUTER SCREEN

RECEIVABLE MENU	
1.	GOOD MORNING
2.	WRITE AN INVOICE
3.	RECEIVABLE REPORT
4.	RECEIVE A CHECK
5.	PRINT STATEMENTS
6.	UTILITY PROGRAMS (MENU)
7.	EXIT
CHOOSE ONE -->1	

2-3. GOOD MORNING (CHOICE 1 ON RECEIVABLE MENU)  
REQUIRES: TI-COUNT(GREEN)

STEP 5: THE GOOD MORNING PROGRAM IS USED TO ENTER THE DAY'S DATE AND TO CHANGE THE COMPUTER SYSTEMS NAME FOR THE PRINTER. THE FOLLOWING SCREEN IS CALLED UP BY THE RECEIVABLE MENU WHEN CHOICE 1 IS ENTERED

OPERATOR RESPONSE

COMPUTER SCREEN

TYPE IN MONTH (1-12), DAY (1-31) AND THE YEAR (LAST TWO DIGITS). WHEN THE DISK'S WRITE TAB HAS BEEN REMOVED, TYPE Y. TYPE IN CORRECTED PRINTER NAME OR PRESS ENTER TO ACCEPT NAME DISPLAYED ON SCREEN. WHEN WRITE TAB IS REPLACED, TYPE Y. THE PROGRAM RETURNS TO THE RECEIVABLE MENU

```

GOOD MORNING
-----
TODAY'S DATE?-->  /  /
REMOVE WRITE TAB FROM DISK..
...Y..Y
PRINTER=RS232.BA=9600
REPLACE WRITE TAB ON DISK...
..Y..Y
    
```

HOWEVER, IF THE DIFFERENCE BETWEEN THE LAST DATE AND NEW DATE IS MORE THAN A WEEK, ANOTHER SCREEN WILL WARN OF THE SITUATION. FOR EXAMPLE:

OPERATOR RESPONSE

COMPUTER SCREEN

CHOOSE BETWEEN 1,2,OR 3. CHOICE 1 ALLOW THE OPERATOR TO RETYPE THE DATE. CHOICE 2 OVERRIDES THE WARNING. CHOICE 3 RETURNS TO THE RECEIVABLE MENU.

```

GOOD MORNING
-----
TODAY'S DATE?-->7 /28/82
OLD DATE--> 7/28/81
NEW DATE--> 7/28/82
PLEASE RECHECK ABOVE DATE
1. RETYPE THE DATE
2. OVERRIDE THE WARNING
3. EXIT AND DECIDE
CHOOSE ONE-->2
    
```

2-4. WRITE AN INVOICE (CHOICE 2 ON RECEIVABLE MENU)  
REQUIRES: TI-COUNT(GREEN), CUSTOMER DISK, SALESJ DISK

STEP 6: WRITE AN INVOICE IS USED TO PRINT INVOICES AND ENTER CHARGES INTO A CUSTOMER'S FILE.

SALES ARE USUALLY RECORDED ON SALES INVOICES. TI-COUNT WILL PRINT THEM ON REGULAR PAPER OR ON TWO PART (OR THREE PART) INVOICE FORMS WITH YOUR COMPANY NAME PREPRINTED AT THE TOP. THE PRINTING OF THIS FORM IS CONTROLLED BY THE RECEIVABLE PARAMETER PROGRAM IN CHAPTER 3-6 OF THIS MANUAL.

OPERATOR RESPONSE

COMPUTER SCREEN # 1

THE SCREEN DISPLAYS DISK-CHANGING INSTRUCTIONS FOR A ONE DISK SYSTEM. AFTER PERFORMING STEP 2, TYPE IN Y AND SCREEN #2 WILL APPEAR.

```

WRITE AN INVOICE
-----
1. REMOVE TI-COUNT(GREEN)
2. LOAD LEDGER DISK...Y.
    
```

OPERATOR RESPONSE

COMPUTER SCREEN # 2

ENTER THE CUSTOMER NUMBER, A ONE CHARACTER CUSTOMER DISK NAME AND 1 TO 4 DIGITS. THE PROGRAM TRIES TO READ THE CUSTOMER DISK. IF IT IS NOT LOADED, THE OPERATOR IS COMMANDED TO LOAD THE DISK. THE PROGRAM DISPLAYS THE CUSTOMER NAME AND REQUESTS THE OPERATOR TO CONFIRM THE NAME. THE MESSAGE "NOT A VALID CUSTOMER#" IS DISPLAYED FOR IMPROPER NUMBERS. THE MESSAGE "INVOICE FILE FULL" IS DISPLAYED FOR FULL FILES. OPERATOR CONFIRMATION OF THE CUSTOMER # CALLS UP SCREEN #3.

```

WRITE AN INVOICE
-----
ENTER CUSTOMER # A123
LOAD CUSTOMER DISK A..Y.Y
IS CUSTOMER # RIGHT?..Y.Y
    
```

OPERATOR RESPONSE

COMPUTER SCREEN # 3

THE INVOICE # IS DISPLAYED IN THE SCREENS BANNER STRIPE AND THE DATE ON LINE 1. ENTER THE TAX OPTION 1 TO 4 (OPTION 1 WITHOUT EXTENDED MEMORY) AND THE NUMBER OF INVOICE ITEMS 1 TO 8 (MAX OF 4 WITHOUT EXTENDED MEMORY). THE CUSTOMER # IS DISPLAYED AFTER "SOLD TO:" AND THE NAME AND ADDRESS ON LINES 2-5. IF THE OPERATOR ENTERS "S" IN FIRST CODE POSITION; "SOLD TO:" CHANGES TO "SHIP TO:" SO THE OPERATOR CAN ENTER THE SHIPPING ADDRESS ON LINES 2-5. ANY OTHER LETTER CAUSES SCREEN # 4 TO BE DISPLAYED.

```

INVOICE # 12
-----
1.DATE 12/25/82 TAX ITEMS
SOLD TO: A123 CODES
2.
3.
4.
5.
    
```

OPERATOR RESPONSE

THE INVOICE FORM FOR 1-4 ITEMS IS DISPLAYED AT THE BOTTOM OF SCREEN #3. 5 TO 8 ITEMS REQUIRE THE ENTIRE AREA OF SCREEN # 4. FOR EACH ITEM ENTER S,B OR O TO REPRESENT THE METHOD OF SHIPPING. B IS FOR BACKORDERS. THE ITEMS ARE PRINTED ON THE INVOICE BUT NOT ADDED INTO TOTAL. ITEMS WITH S OR O ARE ADDED INTO INVOICE TOTAL. (FOR EXAMPLE: S FOR UPS AND O FOR CASH) NEXT, ENTER THE NUMBER OF UNITS ORDERED AND AN 18 CHARACTER NAME FOR THE ITEM. THE PROGRAM THEN DISPLAYS "UNIT \$". TYPE IN THE UNIT PRICE. WHEN ALL ITEMS ARE FILLED, ENTER THE FREIGHT CHARGE. TYPE THE LINE NUMBER AND "#" TO CORRECT ANY OF THE ITEMS AND THE LINE NUMBER AND "." TO CORRECT THE OTHER LINES OF INFORMATION. AFTER THE INVOICE IS PRINTED OR THE INFORMATION IS ERASED SCREEN #5 WILL APPEAR.

COMPUTER SCREEN # 4

INVOICE # 12	
#	S ORDER DESCRIPTION
1	S 100 WIDGETS UNIT \$ 5.60
2	B 1 WHITE ONE UNIT \$ .88
3	S 5 GREEN ONE UNIT \$ .98
4	
5	
6	
7	
8	
--6. FREIGHT \$ 3.24	
CORRECTION NUMBER	
(P TO PRINT,X TO ERASE)-->	

OPERATOR RESPONSE

CHOICE ONE LEADS THE OPERATOR BACK TO SCREEN # 2 SO THE OPERATOR CAN ENTER ANOTHER INVOICE. CHOICE TWO DISPLAYS THE INSTRUCTIONS FOR THE OPERATOR TO RETURN TO THE RECEIVABLE MENU.

COMPUTER SCREEN # 5

ACCOUNTS RECEIVABLE	
1.	WRITE ANOTHER INVOICE
2.	RETURN TO RECEIVABLE MENU
CHOOSE ONE-->1	

2-5. RECEIVABLE REPORT (CHOICE 3 ON RECEIVABLE MENU) REQUIRES: TI-COUNT(GREEN), CUSTOMER DISK

STEP 7: RECEIVABLE REPORT PRINTS A COMPLETE AGING REPORT ON THE INVOICES AND CHECKS IN ALL OR JUST ONE CUSTOMER'S FILE. THE OPERATOR CONTROLS THE PRINTING ON THE FOLLOWING SCREEN.

OPERATOR RESPONSE

TYPE IN CHOICE.  
CHOICE 1. ALL CUSTOMERS ON A CUSTOMER DISK WILL BE PRINTED. THIS IS THE MOST COMPLETE REPORT. THE OPERATOR IS REQUESTED TO ENTER THE ONE CHARACTER NAME OF THE CUSTOMER DISK. LOAD THE CUSTOMER DISK IF IT HAS NOT ALREADY BEEN LOADED.  
CHOICE 2. A SINGLE CUSTOMER FILE WILL BE PRINTED. LOAD THE CUSTOMER DISK IF IT HAS NOT ALREADY BEEN LOADED.  
CHOICE 3. THE SCREEN WILL INSTRUCT THE OPERATOR TO RETURN TO THE RECEIVABLE MENU.

COMPUTER SCREEN

PRINT RECEIVABLE REPORT	
1	ALL CUSTOMERS
2	SINGLE CUSTOMER
3	RETURN TO RECEIVABLE MENU
CHOOSE ONE -->1	

THE RECEIVABLE REPORT PRINTS THE CUSTOMER'S NUMBER, NAME, TELEPHONE NUMBER AND THE SUM OF THEIR YEARS' CLOSED RECEIVABLE TRANSACTIONS. EACH INVOICE AND CHECK IN THE CUSTOMER'S FILE IS DESCRIBED AS TO THE DAY (1 TO 365) AND YEAR THEY WERE ENTERED INTO THE FILE, THE ORIGINAL SALES OR CASH RECEIPTS JOURNAL ENTRY NUMBER (AUDIT TRAIL), C FOR CHECKS, I FOR INVOICES, B FOR BALANCE, THE CHECK OR INVOICE NUMBER AND THE AGE OF THE ENTRY. THEY HAVE BEEN ORDERED SO THAT THE OLD BALANCE IS PRINTED FIRST FOLLOWED BY THE CHECKS AND INVOICES THAT MAKE UP THE NEW BALANCE. THE NEW BALANCE AND ITS INTEREST AND ALL OPEN INVOICES AND THEIR INTEREST ARE LISTED, TOTALED, SORTED AND PRINTED BY AGE. A SUMMARY OF THE TOTAL RECEIVABLES, RECEIVABLE INTEREST AND AGING OF THE BALANCES AND OPEN INVOICES ARE PRINTED AT THE END OF THE REPORT. THE INTERESTS IN THE PROGRAMS CALLED RECEIVABLE REPORT, PRINT STATEMENTS AND CLOSE THE CUSTOMER DISK ARE CALCULATED BY THE PROCEDURE DESCRIBED IN CHAPTER 4, CLOSING THE CUSTOMER DISK.

**TI-COUNT**

**ACCOUNTS RECEIVABLE**

2-6. RECEIVE A CHECK (CHOICE 4 ON RECEIVABLE MENU)  
REQUIRES: TI-COUNT(GREEN), LEDGER DISK, CUSTOMER DISK, CRECPJ DISK

STEP 8: ENTER A CHECK IS USED TO ENTER CHECKS INTO A CUSTOMER'S FILE (COMPUTER SCREEN #1).

**OPERATOR RESPONSE**

THE SCREEN DISPLAYS DISK-CHANGING INSTRUCTIONS FOR A ONE DISK SYSTEM. TYPE IN Y AFTER PERFORMING STEP 2 AND SCREEN #2 WILL APPEAR.

**COMPUTER SCREEN # 1**

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-----
ENTER CHECKS
-----
1. REMOVE TI-COUNT(GREEN)
2. LOAD LEDGER DISK...Y.
    
```

**OPERATOR REPOSE**

ENTER THE CUSTOMER NUMBER: A ONE CHARACTER CUSTOMER DISK NAME AND BY 1 TO 4 DIGITS. THE PROGRAM TRIES TO READ THE CUSTOMER DISK. IF IT IS NOT LOADED, THE OPERATOR IS COMMANDED TO LOAD THE DISK. THE PROGRAM DISPLAYS THE CUSTOMER NAME AND REQUESTS THE OPERATOR TO CONFIRM THE NAME. THE MESSAGE "NOT A VALID CUSTOMER#" IS DISPLAYED FOR IMPROPER NUMBERS. THE MESSAGE "INVOICE FILE FULL" IS DISPLAYED FOR FULL FILES. OPERATOR CONFIRMATION OF THE CUSTOMER # CALLS UP SCREEN #3.

**COMPUTER SCREEN # 2**

```

-----
ENTER CHECKS
-----
ENTER CUSTOMER # A123
LOAD CUSTOMER DISK A..Y.Y
IS CUSTOMER # RIGHT?..Y.Y
    
```

**OPERATOR RESPONSE**

LINE 1 - JOURNAL NUMBER AND DATE ARE DISPLAYED.  
LINE 2 - C,CHECK/N,NEGATIVE VALUE IN ACCOUNT/C#, CUSTOMER NUMBER ALL OF THE VALUES IN LINES 1 AND 2 ARE PROVIDED BY THE PROGRAM. CHANGE DATE IN "GOOD MORNING"  
LINE 3 - ENTER THE CUSTOMER'S CHECK NUMBER IN FIRST TEN CHARACTERS. THE REMAINING 80 CHARACTERS ARE USED TO DESCRIBE THE CHECK.  
LINE 4 - THE NUMBER OF DEBITS AND CREDITS MUST BE AT LEAST 2 BUT NOT MORE THAN 8.  
LINE 5 - CORRECTIONS ARE MADE BY TYPING IN THE LINE NUMBER. THE CURSOR APPEARS AT THAT LINE FOR THE CORRECTION TO BE MADE. TYPING X ERASES THE ENTRY, WHILE TYPING P CAUSES SCREEN #4 TO APPEAR.

**COMPUTER SCREEN #3**

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-----
CASH RECEIPTS JOURNAL
-----
1.DATE 12/25/82 JN:110
2.C/O/C# C/N/A123
3.DESCRPTION AND REFERENCE:
-----
4.# OF DEBITS AND CREDITS 2
CORRECTION NUMBER
(P TO PROCEED,X TO ERASE) P
    
```

**TI-COUNT**

**ACCOUNTS RECEIVABLE**

**OPERATOR RESPONSE**

A DEBIT(D) OR CREDIT(C) IS ENTERED IN THREE PARTS ON ONE LINE. REPEAT THIS PROCEDURE FOR ALL DEBITS AND CREDITS.  
PART A: C OR D IS ENTERED AS THE FIRST CHARACTER.  
PART B: A LEDGER ACCOUNT NUMBER IS ENTERED AS THE NEXT FIVE CHARACTERS. THE PROGRAM PRINTS THE ACCOUNT NAME. IF "ACCOUNT NOT FOUND" IS DISPLAYED, THE CURSOR RETURNS TO THE ACCOUNT NUMBER UNTIL A VALID NUMBER IS ENTERED.  
PART C: THE MONETARY VALUE OF THE DEBIT OR CREDIT IS ENTERED.

**COMPUTER SCREEN # 4**

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-----
CASH RECEIPTS JOURNAL 110
-----
1.D 10301 1,$280.00
CASH IN BANK
2.C 30301 2,$280.00
ACC/REC CONTROL DISK A
-----
CORRECTION NUMBER
(P TO PROCEED,X TO EXIT) P
    
```

THE OPERATOR MUST SELECT BOTH A DEBIT AND CREDIT WHEN ENTERING A CHECK. LINE 1 IS ALWAYS A DEBIT TO "CASH IN BANKS" AND LINE 2 IS ALWAYS A CREDIT TO AN ACCOUNTS RECEIVABLE CONTROL LEDGER ACCOUNT. PRESS ENTER KEY TO ACTIVATE THIS FEATURE. THIS PROGRAM IS ALSO USED TO ENTER CREDIT MEMORANDA FOR SALES RETURNS AND ALLOWANCES AND OTHER CREDIT ADJUSTMENTS (SEE APPENDIX B).

MONETARY VALUES ARE ENTERED AUTOMATICALLY IF ONLY ONE DEBIT-CREDIT PAIR IS SPECIFIED: TYPE IN THE LINE 1 VALUE AND THE PROGRAM AUTOMATICALLY ENTERS THE SAME VALUE ON LINE 2.

NOTE: CORRECTIONS ARE MADE TO THE SCREEN BEFORE THE INFORMATION IS SAVED BY THE PROGRAM. ENTER THE LINE NUMBER FOLLOWED BY A PERIOD AND THE CURSOR JUMPS TO D OR C, READY FOR THE OPERATOR TO MAKE THE CORRECTION. ENTER THE LINE NUMBER FOLLOWED BY \$ AND THE CURSOR JUMPS TO THE MONETARY VALUE, READY FOR A NEW VALUE. PRESS X TO ERASE THE ENTIRE ENTRY OR PRESS P TO ENTER THE JOURNAL ENTRY ONTO THE JOURNAL DISK. IN EITHER CASE, THE PROGRAM WILL NEXT DISPLAY SCREEN #5.

THE PROGRAM WILL WARN WHEN THE JOURNAL IS FULL. RUN THE JOURNAL ENTRY PROGRAM IN GENERAL LEDGER TO CONTINUE THE JOURNAL. ERASE(X) THE FIRST ENTRY AND RETURN THROUGH THE ACCOUNTS RECEIVABLE MENU TO THE "ENTER CHECK PROGRAM" USING THE NEW JOURNAL DISK.

**OPERATOR RESPONSE**

CHOICE 1 LEADS THE OPERATOR BACK TO SCREEN #2 SO THE OPERATOR CAN ENTER ANOTHER CHECK. CHOICE 2 DISPLAYS DISK-CHANGING INSTRUCTIONS FOR THE OPERATOR TO RETURN TO RECEIVABLE MENU.

**COMPUTER SCREEN # 5**

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-----
ACCOUNTS RECEIVABLE
-----
1. ANOTHER CHECK TO ENTER
2. RETURN TO RECEIVABLE MENU
-----
CHOOSE ONE-->1
    
```

ALL OF THE JOURNAL UTILITY PROGRAMS IN THE GENERAL LEDGER CAN BE USED WITH THE ACCOUNTS RECEIVABLE CASH RECEIPTS JOURNAL..



2-7. PRINT STATEMENTS (CHOICE 5 ON RECEIVABLE MENU)  
 REQUIRES: TI-COUNT(GREEN), CUSTOMER DISK

STEP 9: PRINT THE MONTHLY STATEMENTS

STATEMENTS ARE USUALLY PRINTED FOR SOME FUTURE DATE. FOR EXAMPLE; MANY COMPANIES PRINT OUT AND MAIL THEIR MONTHLY STATEMENTS DURING THE THIRD WEEK OF THE MONTH SO THEY WILL ARRIVE AT THE CUSTOMER'S ADDRESS ON THE FIRST OF THE FOLLOWING MONTH. MATCHING THE STATEMENT DATE WITH THE ARRIVAL DATE AT THE CUSTOMER'S PLACE OF BUSINESS IS ACCOMPLISHED BY SETTING THE DATE AHEAD WITH THE GOOD MORNING PROGRAM. RUN THE PRINT STATEMENT PROGRAM AND RESET THE DATE. THE STATEMENTS WILL CONTAIN THE LAST CLOSING BALANCE, EACH INVOICE SENT AND CHECK RECEIVED SINCE THAT LAST BALANCE AND INTEREST CALCULATED BASED ON THE DATE THE CHECKS WERE RECEIVED. REMEMBER TO ENTER THE SALES MESSAGE WITH THE RECEIVABLE PARAMETER PROGRAM. RESET THE DATE BACK TO TODAY'S DATE.

OPERATOR RESPONSE

COMPUTER SCREEN

TYPE IN CHOICE.  
 CHOICE 1. STATEMENTS FOR ALL CUSTOMERS. THE OPERATOR IS REQUESTED TO ENTER THE NAME OF THE CUSTOMER DISK. LOAD THE CUSTOMER DISK IF IT HAS NOT ALREADY BEEN LOADED.  
 CHOICE 2. A SINGLE CUSTOMER STATEMENT WILL BE PRINTED. LOAD THE CUSTOMER DISK IF IT HAS NOT ALREADY BEEN LOADED.  
 CHOICE 3. THE SCREEN WILL INSTRUCT THE OPERATOR TO RETURN TO THE RECEIVABLE MENU.

----- PRINT STATEMENTS -----	
1	ALL CUSTOMERS
2	SINGLE CUSTOMER
3	RETURN TO RECEIVABLE MENU
CHOOSE ONE -->1	

STATEMENTS ARE PRINTED ON ONE-PART FORMS. A COPY CAN BE PRINTED ON REGULAR PAPER BY CHANGING THE FORMS OPTION IN THE RECEIVABLE PARAMETERS PROGRAM.

CHAPTER 3 PREPARING ACCOUNTS RECEIVABLE FOR OPERATION

---

3-1 INTRODUCTION

3-2 CUSTOMER DISK NAMES

3-3 START CUSTOMER DISKS

3-4 ADD, EDIT AND DELETE CUSTOMERS

3-5 PRINT THE CUSTOMER LISTS

3-6 ACCOUNTS RECEIVABLE PARAMETERS

3-1 INTRODUCTION - THE ACCOUNTS RECEIVABLE SYSTEM IS EASILY SET UP FOR OPERATION BY FOLLOWING THE PROCEDURES IN THIS CHAPTER. THE CUSTOMER DISKS ARE NAMED (3-2) AND STARTED (3-3) SO THAT THE CUSTOMER NAMES CAN BE ENTERED (3-4). NEXT PRINT THE CUSTOMER LISTS (3-5) AS A REFERENCE TO THE DISK. FINALLY, ENTER THE LEDGER ACCOUNTS (CONNECTING THE SYSTEM TO THE GENERAL LEDGER SYSTEM), SALES MESSAGES AND FORMS CONTROL PARAMETERS (3-5).

A DEMONSTRATION CUSTOMER DISK Y HAS BEEN SET UP SO THE NEW USER CAN EXPERIMENT AND TEST THE FEATURES OF THE SYSTEM (SEE APPENDIX A). COPY THIS DISK AND WORK ONLY WITH THE COPY BECAUSE SOME OF THE INFORMATION MAY BE ERASED OR ALTERED DURING THE TESTING.

3-2 CUSTOMER DISK NAMES

THE TI-COUNT ACCOUNTS RECEIVABLE SYSTEM USES ONE CHARACTER NAMES FOR THE CUSTOMER DISKS. ANY CHARACTER (EXCEPT A BLANK OR PERIOD) CAN BE USED AS THE NAME SUCH AS A,B,#,1..ETC. THE DEFAULT NAME IS A, SO FOR CONVICIENCE, NAME YOUR MOST FREQUENTLY USED CUSTOMER DISK A. EACH OF THESE DISKS CAN STORE THE INVOICE AND CHECKS FOR UP TO 200 CUSTOMERS.

VALID NAMES  
A,B,#,1

INVALID NAMES

3-3. START CUSTOMER DISKS

FIRST, THE NEW DISK MUST BE INITIALIZED AND NAMED USING THE TI DISK MANAGER MODULE. WHEN THE MANAGER REQUESTS THE NEW DISK NAME, TYPE IN AC/REC/ AND THE CUSTOMER DISK NAME AS SHOWN BELOW.

CUSTOMER DISK NAME	TYPE IN
A	AC/REC/A
B	AC/REC/B
#	AC/REC/#
3	AC/REC/3

SECOND, THE INITIALIZED DISK IS STARTED BY THE FIRST PROGRAM ON THE UTILITY MENU. SELECT CHOICE 6 ON THE RECEIVABLE MENU AND THE UTILITY MENU WILL BE DISPLAYED (SEE BELOW)

```

-----
UTILITY MENU
-----
1. START A CUSTOMER DISK
2. ADD,EDIT CUSTOMER DISK
3. CLOSE A CUSTOMER DISK
4. RECEIVABLE PARAMETERS
5. PRINT CUSTOMER LIST
6. RETURN TO RECEIVABLE MENU

      CHOOSE ONE-->1
    
```

START A CUSTOMER DISK (CHOICE 1 ON UTILITY MENU)  
REQUIRES: TI-COUNT(GREEN), CUSTOMER DISK

"START A CUSTOMER DISK" IS USED TO RESERVE SPACE FOR CUSTOMER NAMES ON A NEW CUSTOMER DISK. CUSTOMER NAMES CANNOT BE ADDED UNTIL THIS PROGRAM HAS BEEN RUN.

OPERATOR RESPONSE

COMPUTER SCREEN

FOLLOW THE DISK-CHANGING COMMANDS ON THE SCREEN. ENTER THE NAME ASSIGNED TO THE NEW CUSTOMER DISK. LOAD THE NEW CUSTOMER DISK & ENTER THE MAXIMUM NUMBER OF CUSTOMERS (NOTE 1). MESSAGE 5 IS DISPLAYED AFTER THE PROGRAM HAS BEEN STARTED. FOLLOW DISK-CHANGING INSTRUCTIONS TO RETURN TO RECEIVABLE MENU.

```

-----
START A CUSTOMER DISK
-----
1 REMOVE TI-COUNT(GREEN)
2 TYPE NAME OF NEW CUSTOMER DISK...A
3 LOAD NEW CUSTOMER DISK..Y.Y
4 MAXIMUM NO OF CUSTOMERS? _____
5 THE NEW DISK CALLED A HAS BEEN STARTED.
6 REMOVE CUSTOMER DISK
7 LOAD TI-COUNT(GREEN)..Y.Y
    
```

NOTE 1: DETERMINING THE MAXIMUM NUMBER OF CUSTOMERS(NO MORE THAN 200) REQUIRES A KNOWLEDGE OF THE APPLICATION IN TERMS OF THE AVERAGE NUMBER OF INVOICES AND CHECKS TO BE FILED IN EACH CUSTOMER ACCOUNT. CALCULATE THE MAXIMUM NUMBER OF CUSTOMERS BY DIVIDING 2000 BY THE ESTIMATED AVERAGE NUMBER OF INVOICES AND CHECKS EXPECTED PER ACCOUNT. IF THE EXTENDED MEMORY IS NOT USED THE FILE IS LIMITED TO ONE BALANCE, ONE INVOICE AND ONE CHECK AND THE BEST CHOICE WOULD BE 200 CUSTOMERS (THE EXTENDED MEMORY ALLOWS UP TO 100 INVOICES AND CHECKS PER CUSTOMER FILE).

3-4 ADD, EDIT AND DELETE CUSTOMERS (CHOICE 2 ON UTILITY MENU)  
REQUIRES: TI-COUNT(GREEN), CUSTOMER DISK

THIS PROGRAM IS USED TO ADD, EDIT OR DELETE CUSTOMERS FROM A CUSTOMER DISK.

THE FIRST FILE ON EVERY CUSTOMER DISK MUST CONTAIN YOUR OWN NAME AND ADDRESS. NO STATEMENTS OR INVOICES CAN BE WRITTEN TO OR FOR CUSTOMER #1. THE RECEIVABLE REPORT STARTS AT CUSTOMER #2. CUSTOMER #1'S FILE IS USED ONLY FOR YOUR COMPANY NAME, ADDRESS AND TELEPHONE NUMBER.

ONE OTHER ACCOUNT SHOULD BE SET ASIDE FOR CASH SALES AND INVOICES. ENTER THE DAILY CASH AMOUNT AT THE END OF EACH DAY WITH THE "RECEIVE A CHECK" PROGRAM SO THE BALANCE IN THE ACCOUNT WILL STAY AT ZERO. IF THE FILE GETS FULL, IT CAN BE CLOSED AT ANY TIME WITHOUT EFFECTING THE OTHER RECEIVABLE ACCOUNTS.

OPERATOR RESPONSE

TYPE IN CHOICE:

CHOICE 1: THE NEW CUSTOMER WILL BE ASSIGNED TO THE NEXT UNUSED NUMBER ON THE DISK. THE NAME OF THE CUSTOMER DISK IS REQUESTED ON THE SCREEN. SEE NOTE 1. SCREEN #2 WILL APPEAR.

CHOICE 2: THE SCREEN WILL REQUEST THE OPERATOR TO ENTER THE CUSTOMER NUMBER TO BE EDITED. SEE NOTE 1. SCREEN #3 WILL APPEAR.

CHOICE 3: THE SCREEN WILL REQUEST THE OPERATOR TO ENTER THE CUSTOMER NUMBER. THE CUSTOMER CANNOT BE DELETED UNTIL OUTSTANDING INVOICES ARE PAID. PROGRAM RETURNS TO SCREEN #1. SEE NOTE 1.

CHOICE 4: SEE NOTE 2.

COMPUTER SCREEN # 1

```

-----
ADD,EDIT CUSTOMER FILE
-----
1 ADD CUSTOMER TO FILE
2 EDIT CUSTOMER IN FILE
3 DELETE CUSTOMER FROM FILE
4 RETURN TO RECEIVABLE MENU

      CHOOSE ONE-->2

ENTER CUSTOMER NUMBER A3
    
```

NOTE 1: DISK CHANGING INSTRUCTIONS WILL APPEAR ONLY IF DISK IS NOT LOADED.

NOTE 2: DISK CHANGING INSTRUCTIONS WILL LEAD THE OPERATOR TO THE RECEIVABLE MENU.

\*\* NOTES \*\*

OPERATOR RESPONSE

THE CURSOR WILL START AT LINE 1 AND CONTINUES DOWN THE FORM TO LINE 9. THE OPERATOR ENTERS CUSTOMER'S NAME AND ADDRESS (LINES 1 TO 4). MAKE SURE THE ADDRESS IS CORRECT SINCE THIS ADDRESS IS PRINTED ON INVOICES AND STATEMENTS. NEXT, ENTER THE TELEPHONE NUMBER; AREA CODE FOLLOWED BY 7 DIGIT NUMBER. LINE 5 TO 8: ENTER THE DISCOUNTS AND PENALTIES IF ANY(SEE NOTE 3). LINE 9: ENTER THE AMOUNT PAID BY CUSTOMER SINCE LAST FISCAL YEAR. DO NOT INCLUDE UNPAID INVOICES AND CHECKS SINCE THEY WILL BE ADDED WHEN YOU CLOSE THE CUSTOMER DISK. AFTER ALL THE INFORMATION IS ADDED THE CURSOR MOVES TO THE LAST LINE. THE OPERATOR MAY CORRECT ANY LINE BY TYPING THE LINE NUMBER OR T FOR TELEPHONE. TYPE P AND RETURN TO SCREEN #1.

COMPUTER SCREEN # 2

```

-----
ADD CUSTOMER A3
-----
      NAME & ADDRESS
1 COMPANY NAME
2 DEPARTMENT
3 STREET
4 CITY, STATE, ZIP CODE
TELEPHONE ( ) -
TERMS  D/P%  DAYS
5      -00   000
6       00   000
7       00   000
8       00   000
9 YR TO DATE $ 0.00

CORRECTION NUMBER
P(PROCEED),T(TELEPHONE) P
    
```

NOTE 3: ENTER ANY DISCOUNTS (INDICATED BY THE MINUS SIGN) ON LINE 5. FOR EXAMPLE:

	D/P%	DAYS
A. 5% DISCOUNT IF PAID WITHIN 5 DAYS	-05	005
B. 12% DISCOUNT IF PAID WITHIN 14 DAY	-12	014
C. NET 30 DAYS	-00	030
D. NET 15 DAYS	-00	015

ON LINES 6 TO 8 ENTER THE PENALTIES. D/P% IS THE YEARLY PERCENT PENALTIES AND DAYS IS THE NUMBER OF DAYS IN EFFECT. SEE EXAMPLES BELOW.

	TERMS	D/P%	DAYS
A. NET 30 DAYS THEN 2% INTEREST PER MONTH (999 WILL CHARGE THE 2% MONTHLY INTEREST FOR 999 DAYS.	5	-00	030
	6	24	999
	7	00	000
	8	00	000
B. 5% DISCOUNT FIRST 10 DAYS THE 1% MONTHLY INTEREST AFTER 30 DAYS AND 2% MONTHLY INTEREST AFTER 120 DAYS.	5	-05	010
	6	00	030
	7	12	120
	8	24	999
C. 1.5% MONTHLY INTEREST ON DELIVERY.	5	-00	000
	6	18	999
	7	00	000
	8	00	000

OPERATOR RESPONSE

COMPUTER SCREEN # 3

THE PROGRAM WILL DISPLAY ALL THE CUSTOMER'S INFORMATION SHOWN ON SCREEN # 3. THE CURSOR MOVES TO THE LAST LINE SO THE OPERATOR CAN CORRECT ANY LINE BY TYPING THE LINE NUMBER OR T FOR TELEPHONE. TYPE P AND THE INFORMATION ON THE SCREEN WILL BE STORED IN THE CUSTOMERS FILE AND THE PROGRAM WILL RETURN TO SCREEN #1.

```

-----
EDIT CUSTOMER A3
-----
NAME & ADDRESS
1
2
3
4
TELEPHONE ( ) -
TERMS  D/P%  DAYS
5      -00   000
6       00   000
7       00   000
8       00   000
9 YR TO DATE $ 0.00
CORRECTION NUMBER
P(PROCEED)T(TELEPHONE)  P
    
```

\*\* NOTES \*\*

3-5 PRINT THE CUSTOMER LISTS (CHOICE 5 ON UTILITY MENU)  
REQUIRES: TI-COUNT(GREEN), CUSTOMER DISK

THE CUSTOMER LIST ON ANY CUSTOMER DISK CAN BE PRINTED IN NUMERICAL OR ALPHABETICAL ORDER.

OPERATOR RESPONSE

COMPUTER SCREEN

TYPE IN CHOICE:  
CHOICE 1. ALL OF THE CUSTOMERS ON CUSTOMER DISK A WILL BE PRINTED WITH THE CUSTOMER NUMBERS IN NUMERICAL ORDER. SEE(NOTES 1,2&3).  
CHOICE 2. THIS OPTION SORTS THE THE CUSTOMER NAMES IN ALPHABETICAL ORDER AND PRINTS THE SORTED LIST WITH THE CORRESPONDING CUSTOMER NUMBER. THE PROGRAM INFORMS THE OPERATOR THAT THE SORT IS TAKING PLACE PLUS THE NUMBER SORTED COMPARED TO THE TOTAL NUMBER OF CUSTOMERS(SEE NOTES 1,2&3).  
CHOICE 3. A SINGLE CUSTOMER'S NAME IS FOUND AND PRINTED(SEE NOTE 3).  
CHOICE 4. (SEE NOTE 3)

```

-----
PRINT CUSTOMER FILE
-----
PRINT LIST IN:
1 NUMERICAL ORDER
2 ALPHABETICAL ORDER
3 SINGLE CUSTOMER
4 RETURN TO RECEIVABLE MENU
      CHOOSE ONE -->1
ENTER CUSTOMER DISK NAME? A
PRINT ADDRESS....Y/N.... N
    
```

NOTE 1. THE PROGRAM REQUESTS THE OPERATOR TO TYPE IN THE ONE CHARACTER CUSTOMER DISK NAME.

NOTE 2. THE PROGRAM GIVES THE OPERATOR THE CHOICE OF EITHER PRINTING THE CUSTOMER'S NAME AND NUMBER OR NAME, NUMBER, ADDRESS AND TERMS.

NOTE 3. DISK CHANGING INSTRUCTIONS RETURN THE OPERATOR TO THE RECEIVABLE MENU.

3-6 ACCOUNTS RECEIVABLE PARAMETERS (CHOICE 4 ON UTILITY MENU)  
REQUIRES: T1-COUNT(GREEN), CUSTOMER DISK

EACH CUSTOMER DISK SHOULD HAVE ITS OWN ACCOUNTS RECEIVABLE CONTROL ACCOUNT, CASH IN BANKS ACCOUNT, INTEREST REVENUE ACCOUNT, SALES TAX ACCOUNT, FREIGHT REVENUE ACCOUNT AND SALES REVENUE ACCOUNT SO THAT ONE RECEIVABLE DISK CAN BE RECONCILED WITH ONE SET OF LEDGER ACCOUNTS AT CLOSING TIME.

OPERATOR RESPONSE

FOLLOW THE DISK CHANGING COMMANDS AND ENTER THE NAME OF THE CUSTOMER DISK. LOADING THE DISK AND TYPING Y WILL CAUSE COMPUTER SCREEN #2 TO APPEAR.

COMPUTER SCREEN # 1

```

-----
RECEIVABLE DISK PARAMETERS
-----
1 REMOVE T1-COUNT(GREEN)
2 TYPE NAME OF NEW CUSTOMER
  DISK ...A
3 LOAD NEW CUSTOMER DISK.Y.Y
    
```

OPERATOR RESPONSE

THE CURSOR WILL LEAD THE OPERATOR THROUGH THE SIX RECEIVABLE GENERAL LEDGER ACCOUNT NUMBERS. THE CURSOR WILL NOT ERASE A NUMBER ALREADY ON THE SCREEN. USE THE 99/4A'S EDITING KEYS TO CHANGE THESE NUMBERS. THE LAST LINE PERMITS THE OPERATOR TO REPEAT THE CORRECTING PROCEDURE FROM THE TOP OF THE SCREEN BY TYPING Y. TYPING N WILL ADVANCE THE PROGRAM TO SCREEN # 3.

COMPUTER SCREEN # 2

```

-----
RECEIVABLE DISK PARAMETERS
-----
ACCOUNTS RECEIVABLE CONTROL
LEDGER ACCOUNT #30501
CASH IN BANKS
LEDGER ACCOUNT #30301
INTEREST REVENUE
LEDGER ACCOUNT #20301
SALES TAX PAYABLE
LEDGER ACCOUNT #70301
FREIGHT PAYABLE
LEDGER ACCOUNE #50501
SALES REVENUE
LEDGER ACCOUNT #90101
ANY CORRECTIONS?..Y/N.N
    
```

OPERATOR RESPONSE

THE SAME SALES MESSAGE IS PRINTED ON BOTH THE STATEMENTS AND INVOICES IT IS PRINTED ON THE STATEMENTS AS 8 LINES OF 24 CHARACTERS EXACTLY AS TYPED ON SCREEN # 3. THESE LINES ARE PAIRED (I.E. LINES 1 AND 2) TO 4 LINES OF 48 CHARACTERS EACH ON THE INVOICE. TYPE AND CONFIRM EACH LINE BY PRESSING ENTER. CORRECTIONS ARE MADE BY PRESSING Y AND RECONFIRMING OR EDITING EACH OF THE 8 LINES USING THE T1 EDITING KEYS. TYPE N ON THE LAST LINE TO ADVANCE TO SCREEN # 4.

COMPUTER SCREEN # 3

```

-----
MESSAGE ON BILLS & INVOICES
-----
8 LINES - 24 CHARACTERS
1 TYPE THE FIRST LINE HERE....
2 SECOND LINE .....
3
4
5
6
7
8
ANY CORRECTIONS...Y/N.N
    
```

OPERATOR RESPONSE

THE INVOICE PRINTING PARAMETERS ARE ENTERED ON THIS SCREEN.  
1 FORM OPTION 1 PRINTS THE INVOICE ON 8 1/2 X 11 INCH BLANK PAPER.  
2 PRINTS THE INVOICE ON 7" CONTINUOUS FORMS.  
2 SET THE NUMBER OF COPIES FROM ZERO TO NINE.  
3 THIS FIELD WILL BE PRINTED BEFORE THE INVOICE NUMBER FOLLOWED BY INVOICE # AND # OF ITEMS (ADD INITIALS, MONTH OR YEAR). A BLANK RESPONSE WILL CAUSE ONLY THE INVOICE NUMBER TO BE PRINTED (THE SALES JOURNAL ENTRY NUMBER).  
4 THE OPERATOR CAN ENTER 4 SALES TAX PERCENTAGE OPTIONS. ONE IS SELECTED WHEN THE INVOICE IS PRINTED.  
5 WHEN AN INVOICE IS WRITTEN S,B OR O IS SELECTED AND THE CORRESPONDING CHARACTERS ARE PRINTED TO DESIGNATE THE METHOD OF SHIPMENT. B STANDS FOR BACK ORDER. THE ITEMS ARE PRINTED BUT NOT ADDED INTO THE TOTAL (TYPE "BKOR"). S FOR SHIPPING CAN BE TYPED AS "SHIP" OR "UPS" OR "PP" OR "MAIL". O FOR OTHER SHIPPING METHODS THAT WILL BEST FIT YOUR BUSINESS.  
6 PRESS Y FOR CORRECTIONS AND N FOR SCREEN # 5.

COMPUTER SCREEN # 4

```

-----
INVOICE PARAMETERS
-----
1 FORMS OPTION (1,2) ? _
2 # OF COPIES (0-9) ? _
3 ADD TO INVOICE# _____
4 SALES TAX %
  OPTION 1 _____
  OPTION 2 _____
  OPTION 3 _____
  OPTION 4 _____
S _____ B _____ O _____
ANY CORRECTIONS...Y/N.N
    
```

OPERATOR RESPONSE

COMPUTER SCREEN # 5

THE STATEMENT PRINTING PARAMETERS ARE ENTERED ON THIS SCREEN.  
 1 FORM OPTION 1 PRINTS THE STATEMENT ON 8 1/2 X 11 INCH BLANK PAPER. 2 PRINTS THE STATEMENT ON 7" CONTINUOUS FORMS.  
 2 SET THE NUMBER OF COPIES FROM ZERO TO NINE.  
 3 PRESS Y FOR CORRECTIONS OR N TO RETURN TO THE RECEIVABLE MENU.

STATEMENT PARAMETERS	
1 FORMS OPTION (1,2) ?	__
2 # OF COPIES (0-9) ?	__
ANY CORRECTIONS...Y/N.N	

\*\* NOTES \*\*

CHAPTER 4 CLOSING THE CUSTOMER DISKS

STEP 1: RECONCILE CUSTOMER DISK TO ITS' CONTROL ACCOUNT.

START THE CLOSING BY RECONCILING THE GENERAL LEDGER ACCOUNTS RECEIVABLE CONTROL ACCOUNTS (ONE FOR EACH CUSTOMER DISK) WITH THE INVOICE AND CHECK BALANCE ON THE CORRESPONDING CUSTOMER DISK. THE CONTROL LEDGER ACCOUNT IS PRINTED BY GENERAL LEDGER'S "PRINT LEDGER" PROGRAM. COMPARE THAT BALANCE WITH THE BALANCE IN THE DISK SUMMARY OF THE RECEIVABLE REPORT WHEN OPTION 1 IS RUN. IF THE TWO BALANCES ARE DIFFERENT THEN ADJUST THE CONTROL ACCOUNT BALANCE WITH A DEBIT OR CREDIT MEMO IN THE GENERAL JOURNAL UNTIL THE TWO ARE THE SAME.

STEP 2: RUN CLOSING PROGRAM.

4-1. CLOSE A CUSTOMER DISK (CHOICE 3 ON UTILITY MENU)  
 REQUIRES: TI-COUNT(GREEN),CUSTOMER DISK,GENERJ DISK

"CLOSE A CUSTOMER DISK" READS A CUSTOMER FILE, SUBTRACTS THE CHECKS FROM THE OLDEST BALANCE OR INVOICE, CALCULATES THE INTEREST BASED ON THEIR DIFFERENCE IN DAYS AND WRITES THE NEW BALANCE AND LIST OF OPEN INVOICES BACK TO THE CUSTOMERS FILE. IF A RECORD OF ALL CHECKS AND INVOICES ARE REQUIRED BY YOUR BUSINESS THEN MAKE A FILE COPY OF YOUR CUSTOMER DISK BEFORE RUNNING THIS PROGRAM. THE JOURNAL ENTRIES ADJUSTING THE INTEREST REVENUE ACCOUNT BY THE AMOUNT OF INTEREST ADDED TO THE NEW BALANCE ARE MADE BY THE PROGRAM INTO THE GENERAL JOURNAL.

OPERATOR RESPONSE

COMPUTER SCREEN

TYPE IN CHOICE.  
 CHOICE 1. THE OPERATOR IS REQUESTED TO ENTER THE NAME OF THE CUSTOMER DISK. LOAD THE DISK IF IT IS NOT ALREADY LOADED. THE CUSTOMER # BEING CLOSED IS ON LINE 1  
 CHOICE 2. A SINGLE CUSTOMER CAN BE CLOSED. LOAD THE CUSTOMER DISK IF IT HAS NOT ALREADY BEEN LOADED.  
 CHOICE 3. THE WILL INSTRUCT THE OPERATOR TO RETURN TO THE RECEIVABLE MENU.

CLOSE CUSTOMER DISK	
1 ALL CUSTOMERS	A123
2 SINGLE CUSTOMER	
3 RETURN TO RECEIVABLE MENU	
CHOOSE ONE-->1	

NOTE: ANY CUSTOMER ACCOUNT WITH A CREDIT BALANCE SHOULD BE SEPARATED AT CLOSING INTO A LEDGER ACCOUNT CALLED ACCOUNTS RECEIVABLE PAYABLE. THIS ENTRY SHOULD BE REVERSED AT THE START OF A NEW PERIOD. THE CLOSING PROGRAM SUMS THE CREDIT BALANCES AND PRINTS JOURNAL ENTRY INSTRUCTIONS BEFORE RETURNING TO THE RECEIVABLE MENU.

APPENDIX A  
RECEIVABLE EXPERIMENTAL DISK

- A. PREPARE A CUSTOMER DISK CALLED Z WITH YOUR TI-COUNT(GREEN) PROGRAMS.
1. ENTER FOUR CUSTOMERS (Z1-Z4).
  2. USE LONGHORN WIDGET (FROM GENERAL LEDGER) COMPANY LEDGER ACCOUNT NUMBERS
  3. RUN ANY OF THE ACCOUNTS RECEIVABLE PROGRAMS AFTER STARTING A SALESJ AND CRECPJ JOURNAL DISKS (USE TI-COUNT(RED)).
  4. PRACTICE WITH YOUR NEW SYSTEM BY ACTUALLY ADDING INVOICES AND CHECKS AND PRINT THE RECEIVABLE REPORT AND STATEMENTS.

## APPENDIX B

## ERROR RECOVERY

- A. DEBIT AND CREDIT MEMORANDUM - TO CORRECT OVER OR UNDER CHARGES
1. CREDIT MEMORANDUM: "RECEIVE A CHECK" (CHOICE 4 ON RECEIVABLE MENU IS USED TO ENTER SALES RETURNS AND ERRORS OF OVERCHARGING. REFER TO THIS ACTION AS A CREDIT MEMORANDUM. USE THE INTRUCTIONS ON PAGE 13 WITH THE FOLLOWING ADDITIONS:
    - a. Screen #3, line 3: Type in the word "CREDIT". It will be printed on all of the reports to easily identify the action.
    - b. Screen #3, line 4: enter the number of accounts to be charged (3 to 8).
    - c. Screen #4, line 1: This is the automatic DEBIT to CASH IN BANKS, set the value to 0.00. Line 2 is an automatic CREDIT to ACCOUNTS RECEIVABLE . It's value must equal the total of the amount to be credited. This is divided between the accounts that are to be DEBITED such as SALES REVENUE, SALES TAX PAYABLE, FREIGHT PAYABLE and INTEREST REVENUE.
  2. DEBIT MEMORANDUM: "WRITE AN INVOICE" (CHOICE 2 ON RECEIVABLE MENU) IS USED TO CORRECT ERRORS OF UNDERCHARGING. REFER TO THIS ACTION AS A DEBIT MEMORANDUM. USE THE INSTRUCTIONS ON PAGE 10 & 11 WITH THE FOLLOWING ADDITIONS.
    - a. Screen #3, line 1: Type in the word DEBIT in CODES and 1 in ITEM.
    - b. Screen #4, line 1: Type S then 1 then DEBIT MEMO for ITEM #1. Enter the amount of undercharge in UNIT # field.
- B. AT CLOSING, THE BALANCES AND THE INVOICES ON THE CUSTOMER DISK DOES NOT EQUAL THE ACCOUNTS RECEIVABLE CONTROL LEDGER ACCOUNT FOR THAT DISK.
1. LOOK FOR ...DEBITS AND CREDITS FROM OTHER THAN THE SALES AND CASH RECEIPTS JOURNAL. THESE CAN BE FOUND IN THE T ACCOUNT PRINTOUTS FROM THE DAILY BALANCE PROGRAM. CORRECT THESE ENTRIES WITH REVERSE ENTRIES TO THE GENERAL JOURNAL.
- C. A CUSTOMER DISK IS DESTROYED (SUCH AS BY LIGHTING).
1. ALWAYS MAKE COPIES OF YOUR WORKING DISKS AS YOU USE THEM. YOU CAN RESTORE AND RESTART THE SYSTEM AT AND EARLIER DATE.
- D. HOW DO YOU TEST THE ACCOUNTS RECEIVABLE SYSTEM DISK?
1. REMOVE WRITE TAB
  2. IN EXTENDED BASIC LOAD THE SYSTEMS DISK INTO DRIVE #1 AND TYPE ... RUN "DSK1.GREEN". THE PROGRAM RUNS FOR 4 MINUTES LOADING EACH PROGRAM FROM THE DISK IN ORDER AND ENDS BY DISPLAYING THE RECEIVABLE MENU. IF THIS PROGRAM RUNS TO COMPLETION THEN THE DISK IS IN GOOD ORDER.
  3. REPLACE WRITE TAB