

# MMG ACCOUNTS RECEIVABLE

(c) 1983 MMG Micro Software

Requires 40K RAM, 1 Disk Drive  
and any Parallel Printer

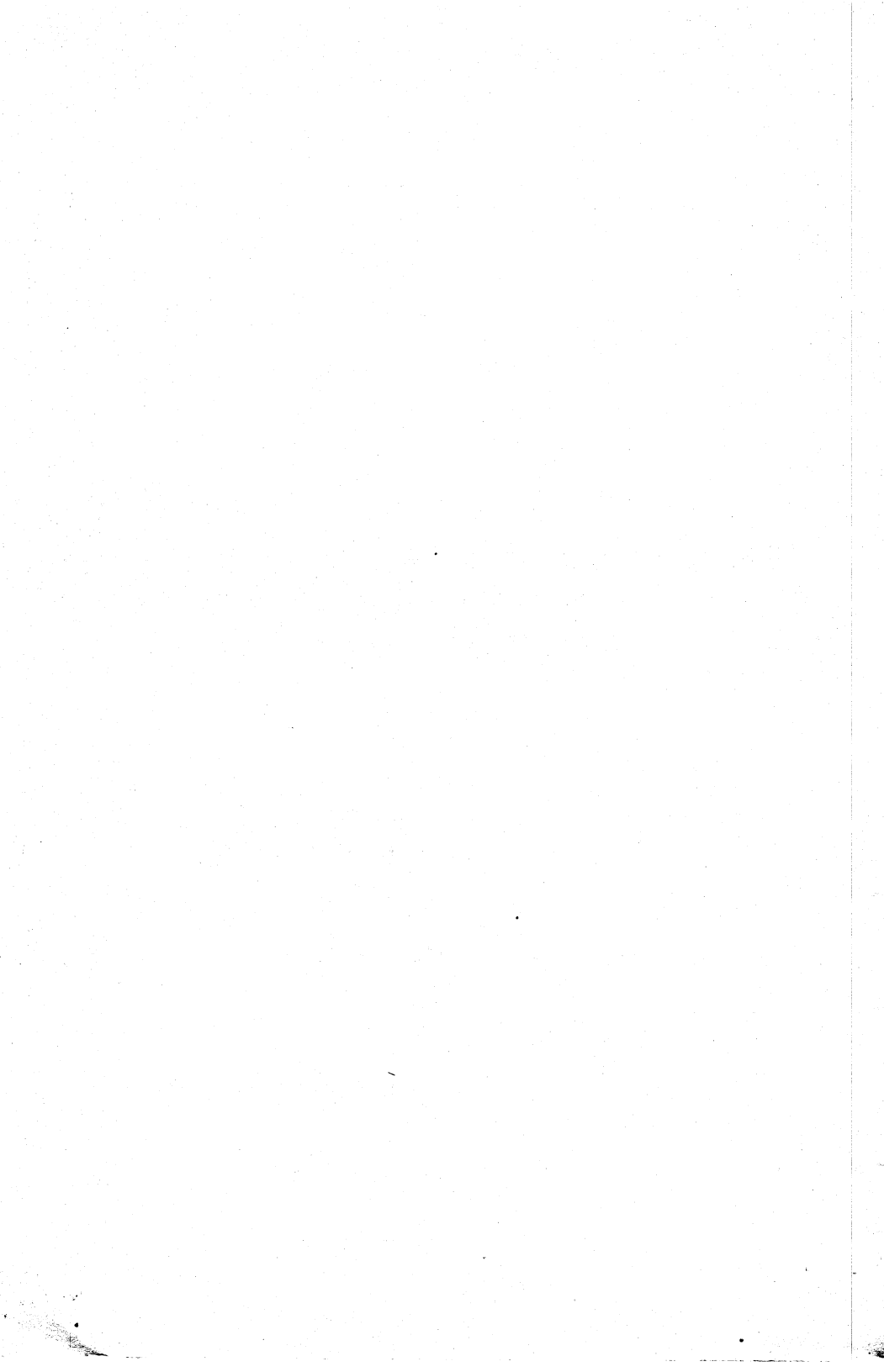
Use with ATARI

400/800/1200XL

and

600XL/800XL/1400XL/1450XLD

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**MM6 ACCOUNTS RECEIVABLE**

(C) 1983 MM6 Micro Software



## ACCOUNTS RECEIVABLE

The MMG Accounts Receivable is a totally menu driven, easy to use, series of programs tailored to the general needs of the small business person.

The MMG A/R package can be customized to fit your own particular needs, including printer control codes and print positions. Use preprinted forms for invoicing and statements or design your own print format on regular paper. Statements may be generated for all or a portion of your accounts at any time. Add any message you wish, such as sales notices, hours, announcements, etc. You may use up to four disk drives, by simply changing the drive assignment within each program. In addition, the MMG A/R package generates all standard A/R reports including:

INVOICES  
STATEMENTS  
AGED TRIAL BALANCES  
CUSTOMER LABELS AND LISTINGS

The MMG Accounts Receivable Program also interfaces with the MMG General Ledger to provide up-to-the-minute financial information.

Additionally, the MMG Accounts Receivable package interfaces with the MMG Form Letter Writer to generate delinquent notices, sales flyers, custom reports and much, much more. All systems interface with data files generated by the MMG A/R and are totally menu driven.

The MMG A/R package allows up to 320 invoices, 245 customers, and 50 batch entry files. Since the source code is available, customizing the programs for additional files or disk drives can be accomplished by those familiar with programming.

## BACKING UP DATA FILES

ALWAYS BACK-UP data disks PRIOR to posting to the A/R master file!!! This is important!! If your disk crashes, and you do not have

a back-up, it may require hours to reconstruct original files. It is also advisable to run the aged trial balance every other week and retain the print out in a safe place, so in cases of power failure or crashes, records can be reconstructed from the aged trial balance.

## BACKING UP MASTER DISK

Back up the A/R master diskette using the "C" option of the Atari DOS. DO NOT use the "J" option. Once duplicated, place this disk in a safe place. This disk will not be usable in its present form. However, if the first disk should fail, use option "C" of Atari DOS to transfer programs from the back-up to the master disk. The original disk is protected and the program will not run on any other disk. DO NOT attempt to alter any programs on the master disk until you have backed up your master disk as outlined above. A back up disk is available from MMG Micro Software for a \$15.00 fee. When returning the warranty registration card, indicate that you would like a back-up copy. Enclose the \$15.00 plus \$3.00 for postage and handling. Disks will not be replaced without a completed warranty registration card.

## CUSTOMIZING PROGRAMS

If you require changes to any program module, simply "LOAD" the program and list its contents. The menu area will always begin at line 1000, so listing lines 1000-1499 will allow you to trace through the program to find those areas you wish to alter. Always "SAVE" the altered program to the original disk as it will not run on any other disk.

Indicated below are the module file names and what each relates to:

- AR2 - ADDS NEW INVOICES/PAYMENTS
- AR3 - POSTS TO MASTER FILE
- AR4 - GENERATES ATB/STATEMENTS
- AR5 - INITIALIZES ALL FILES, CAN'T BE ALTERED
- AR6 - CUSTOMER FILES

AFTER YOU HAVE MADE THE DESIRED CHANGES, BE CERTAIN TO SAVE THE PROGRAM BACK TO THE PROPER MODULE.

If you are not familiar with programming, it is advisable to contact

someone qualified to make necessary changes to these programs.

## START UP

Place the BASIC cartridge into your ATARI 400, 800 or 1200XL computer. If you have the more recent XL series of computers from ATARI, BASIC is built into the system. Turn on your disk drives place the master disk into drive 1 and the data disk into the drive\* you select for the data. Power up your computer and the program will automatically load.

## SETTING UP YOUR COMPANY NAME

You must insert your own name (or company name) to be printed in all A/R reports.

As the program is booting-up hold down the start button of your computer. Be certain to hold the start button down until the program to create your company name appears on the screen. When the program has loaded, follow the prompts to type in your company name exactly as you wish it to appear on all of your reports including invoices and statements. When satisfied that your company name is correct and the way you want it, follow the prompts to exit to the A/R main menu.

## PROGRAMS IN THE A/R PACKAGE

### Menu

This is the first screen to appear after the program is booted and indicates the options available on the master disk:

- 1 ADD NEW INV/PYMT
- 2 POST TO MASTER FILE
- 3 CUSTOMER FILE
- 4 INITIALIZE FILES
- 5 STATEMENTS/ATB/EDIT
- 6 CREATE G/L JOURNAL
- 7 QUIT

\* The first item to appear is a prompt asking which drive you will use for your data disk. You may select 1 - 4. If you select 1, you will be told when to exchange disks. For the purposes of this manual, we'll assume a two-drive system.

## PROGRAM 1 - ADD NEW INV/PYMT

This program is used to enter new invoices or payments to the A/R. Invoices and payments are entered in batches of 50 or less. You have the option to edit these invoices and print invoices.

## PROGRAM 2 - POST TO MASTER FILE

This program posts batch files to the master file once you've performed editing functions or printed invoices. Always back up your data disk prior to posting to the master file.

## PROGRAM 3 - CUSTOMER FILE

This program is used to add, edit, and delete customers from the customer file. It can also be used as a mailing list and can print customers on labels or horizontally on regular paper for reference purposes. You may sort accounts by account number or name.

## PROGRAM 4 - INITIALIZE FILES

This program allows you to re-initialize pointer files. When starting a new system, all files should be initialized. Thereafter, only the batch file will need to be initialized, after posting to the G/L (if you are using it) or A/R master file. If a batch file is inadvertently posted twice, invoices will be rejected if they already exist, but payments will be accepted and will result in double posting of payments to customers accounts. Be certain to initialize the batch file after backing up the data disk and posting it to the master file.

## PROGRAM 5 STATEMENTS/ATB/EDIT

This program prints customer statements, provides an aged trial balance, purges zero balances, and allows you to edit the master file. If you are using the G/L package and you find it necessary to change the balance of an account, it should be done via the batch file versus just changing the balance. However, if you should find it necessary to change the balance without going through the batch file, be certain to change the balance on the proper G/L account



also to keep them in balance.

## PROGRAM 6 CREATE G/L JOURNAL

This program is only used if you are also using the General Ledger package from MMG Micro Software. This program will generate a G/L compatible file that will automatically be entered via the General Ledger.

This brief explanation of the modules will be elaborated on as we follow through the program step by step. To help you become familiar with each operation, we've developed a working demonstration and we will actually create some dummy accounts and receivables. Please follow step by step and refer to these examples if you require additional explanations while using the MMG A/R package.

In addition, a brief outline is listed elsewhere in this book for easy reference.

### WORKING DEMONSTRATION

Step one - You must begin by first initializing all three files. To do this, select option 4 from the main menu and the screen looks like this:

1. INITIALIZE CUSTOMER FILE
2. INITIALIZE INVOICE BATCH FILE
3. INITIALIZE MASTER FILE

This program is used to erase information on the disk. You would normally only do this on start-up to the master file and customer file. The batch file should be initialized after each posting to the master file.

Select option 1 and a caution statement appears indicating that this will eliminate all customers from the disk. Answer this prompt with

a "Y" for yes and the program asks you one more time if this is what you really want to do. Answer this prompt also with a "Y" for yes and the file will be initialized. Press any key to return to the sub menu. Next, press option 2 to initialize the batch file. A prompt appears asking if you have posted the batch file to the master file. Answer "Y" for yes. A second prompt appears and asks you to press "Y" to initialize the batch file. Press "Y" and the file will be initialized. Press any key to return to the sub menu. Now, select option 3 to initialize the master file. The prompt indicates that you will eliminate all master file records. Press "Y". The next prompt again asks you to press "Y" to continue. Do so at this time and the master file will be initialized. Press any key to return to the sub menu.

We have just initialized all of our files so press option 4 of the sub menu to return to the main menu.

Now we'll create some dummy invoices. Press option 1. You'll notice the words "LOADING CUSTOMER INDEX" and the number of the index loading. This is the file used to keep track of where customer files are located on the disk. The second file to load is the batch pointer file and it monitors where on the disk the batch records are. After both files load, the sub menu now appears:

1. ADD NEW INVOICES OR PAYMENTS
2. EDIT INVOICES OR PAYMENTS
3. PRINT INVOICES
4. RETURN TO MAIN MENU
5. QUIT

Option 1 adds new invoices or payments, and since we don't have any invoices yet, no payments will be accepted. You must have created an invoice before a payment will be accepted by the master file. Select option 1 and the screen now appears:

TYPE IN ACCOUNT NUMBER AND PRESS RETURN  
PRESS "N" TO ADD A NEW ACCOUNT  
PRESS "E" TO EXIT

Since we do not yet have any new customers on file yet, it will be necessary to type in "N" to add a new customer. Press return and the screen looks like this:

ACCOUNT NO. ?  
NAME  
ADDRESS 1  
ADDRESS 2  
CITY  
STATE  
ZIP CODE  
REFERENCE

Let's begin by typing in the name John Doe at the cursor position. After typing it in, press return and a question mark appears on the second line next to "ADDRESS 1". Type in "3 ANYWHERE STREET" and press return. The question mark now appears at "ADDRESS 2". Lets assume there is not a second address and press return. Note the question mark jumps down to city. Type in "New York" and press return. Next type in the two digit state abbreviation "NY" and press return. Under "ZIP CODE", type in "10016" and press return. Type in "(212) 555-5555" under the "REFERENCE" field and press return. The next prompt to appear asks if the above information is correct. If a "N" is pressed all information will be erased and you may start over again. Press "Y" for yes and the record is automatically added to the file. The next prompt to appear is "INVOICE NO.". All customer records must be assigned a customer invoice number. Entering all blanks will result in the customer invoice being printed with all blanks, so be careful to always assign an invoice number.

Type in "12345678" (you may use up to 8 characters, either numeric or alpha characters) and press return.

The next prompt is "P.O. NUMBER" (your customer's purchase order number) and is optional. You may press return if you have no purchase order number. Use the P.O. Number "H7-645-3" (up to 8 characters, either symbols, alpha or numeric) and press return.

Next appears "DATE MMDDYY". Enter the date in a 6 digit code. For example, the date July 5, 1983 would be entered as "070583". After you've entered the date, press return.

The next prompt is "AMT OF INVOICE". Type in "10.00" (no dollar signs and no commas) and press return.

The next prompt is "DESCRIPTION". Type in the description of your product and press return. For our example, let's use "1 A/R PACKAGE" and press return.

The next prompt, "CR ACCT NO". This is the account you will credit if you are using the General Ledger package from MMG. The default account number of "610" appears. If you wish to credit another account number, simply type over the top of 610 changing it to whatever you wish. Simply pressing return will credit 610. For our example, just press return.

The next prompt is "AMT OF TAX". A default value of 0 automatically appears. By simply pressing return, no tax will be added. Or, if you wish, type in the amount you wish to charge for tax. In our example, type in ".90" and press return.

The next prompt, "CR ACCT 230" appears. This is the account number on the General Ledger that this amount is applied to. Press return to use the default value or enter your own 3 digit number (if you're using the G/L). For our example just press return. If you are not using the G/L, simply press return each time a reference to a General Ledger account appears.

The next prompt, "SHIPPING CHARGES" appears with the default value of "0". Either type in the amount you wish or simply press return for an amount of "0". For our example we'll use the default amount of "0", so press return. The "TOTAL AMT" now reflects a balance of \$10.90 on the screen.

The next prompt, "DR ACCT 030" appears. Press return to debit 130 or assign your own number if using the G/L. For our example, press return.

The next prompt "TERMS" appears. Type in any terms you wish up to 16 characters in length. For our example, type in "NET 30 DAYS"

and press return.

The final prompt, "IS ALL INFORMATION CORRECT" appears at the bottom of the screen. An answer of "N" (for no) will erase all information and let you start again. Lets answer "Y" (for yes) and press return. The beginning of the option 1 sub menu again appears and asks us for the next account number.

At this point, go ahead and add 3 more bogus accounts with dates of 1/1/83, 2/1/83 and 3/1/83. Make up the remainder of the information. If necessary, continue to add accounts until you become familiar with the "add mode". If you wish to add an invoice to an existing account, just type in the account number and press return. It is not necessary to type in "N". In fact it will add the account if it already exists, and you will have duplicate accounts.

When you have added at least 3 more accounts, enter "E" (to end) when the prompt, "to enter an account number" appears and we will return to the sub menu.

The second option of the sub menu allows us to review and edit the information we just entered. Press option 2 and the screen now looks like this:

Your screen should now have the first invoice showing. Use the ">" key to page forward, the "<" key to page backward, the "E" key to edit a record, or the "\*" key to return to the sub menu. If we wanted to, we could have edited any of the records by simply pressing "E" and then changing those lines that needed changing.

Once back to the sub menu, use option 3 to print invoices. Press 3 and the screen prompt asks, "WOULD YOU LIKE THE SCREEN OR PRINTER" (S=screen - P=printer). For our purposes, select "S". The next prompt indicates you should press any key when ready. Press any key and the first invoice is displayed on the screen. If you wish, break the program and list lines 1790 to 1800. This is the area where a message can be stored. Type in any message (using line numbers and print statements as outlined in the ATARI BASIC Reference Manual) from lines 1791 - 1800. If you do make a change and you want that change to be permanent, then re-save the program as "D:AR2"(see the ATARI BASIC Reference Manual for the proper procedure).

Pressing any key will display each invoice as desired. No invoices will be generated for payments. Use option 2 if you wish to review them. After all invoices have been printed, the prompt, "PRESS ANY KEY TO RETURN TO THE SUB MENU" will appear. Press any key and the sub menu appears.

If you require alterations to the invoice generating portion of the program, break the program by pressing "SYSTEM RESET" and list lines 1500 - 1830. Make any corrections to the print positions or control codes for your particular printer and press return. Be certain to resave the program as "D:AR2". To return to the sub menu, type in the direct mode, "GOTO 1000" and press return. You will see the menu re-appear. EXIT ONLY WITH OPTION 4 OR 5 or your files WILL BE DESTROYED!!!

#### IMPORTANT:

If the program is re-saved or you break it for modification, you must go to the the sub menu by typing in the direct mode "GOTO 1000". If you do not, or are unfamiliar with ATARI BASIC or programming, then do not attempt to modify the program yourself. Contact MMG Micro Software or someone familiar with the ATARI. Failure to follow these instructions will void your warranty and cause the destruction of your records.

Once you have returned to the sub menu, press option 4 - return to the main menu. When the main menu appears, press "7 " to quit. When the READY prompt appears, type in "DOS" and press return. At this point stop and make a back-up copy of the DATA DISK using

option "J" (OPTION "J" ONLY). Once this is properly backed-up, reboot the program and continue.

We will now proceed to post the invoices we just created. Select option 2 from the main menu. After the master file index and batch file index are loaded the sub menu appears as follows:

1. POST BATCH FILE
2. RETURN TO MAIN MENU
3. QUIT

Select option 1 and the prompt asks if you would like the screen (S) or printer (P). Select the screen for our purpose. Press "S" and the prompt asks, "ARE YOUR FILES PROPERLY BACKED-UP?". Press "Y" for yes and the invoices and payments will be posted to the master file. Any error conditions will be indicated. The following are errors that may occur:

```
INVOICE # 00000001 ALREADY EXISTS
INVOICE # 00000002 DOES NOT EXIST FOR PAYMENT
APPLICATION
PAYMENT FILE FOR CUSTOMER 002 IS FULL FOR THAT
INVOICE
```

Should any of the above conditions exist, immediately after posting use option 5 (edit master file) to determine what corrective action may be necessary (double posting, etc.) and include any corrections on the next batch input. Do not attempt to post the batch file more than once to the master file. Invoices will be rejected as already existing, but payments will be accepted and will cause double credits. The only way to properly delete the double credits will be through the edit mode of program option 5 (Statements-ATB-Edit).

When completed, press any key for the menu. Once at the sub menu, press the proper key to return to the main menu.

From the Main Menu, select option 5. Once the master file and customer file have loaded, the sub menu looks like this:

1. AGED TRIAL BALANCE
2. PRINT STATEMENTS
3. EDIT MASTER FILE
4. PURGE MASTER FILE
5. RETURN TO MAIN MENU
6. QUIT

Let's print an ATB (Aged Trial Balance) of the four customers we entered previously. Select option 1 and enter the date as MMDDYY (use no slashes or periods - only six numbers [i.e. 070583]) and press return.

Next select the screen (S) when the "SCREEN OR PRINTER" prompt appears. The program will print the ATB to the screen. Once complete, the prompt "ALL INVOICES HAVE BEEN PRINTED PRESS ANY KEY FOR TOTALS" appears, press any key and totals will appear for all columns and the grand total for all receivables. Press any key to return to the sub menu.

Now, let's print statements. Select option 2 from the sub menu and the prompt, "PRINT ALL OR SPECIFIC STATEMENTS" type in "A" for all. The next prompt "SCREEN OR PRINTER" appears. Select "S" and the statements will be printed to the screen. The next prompt asks you to enter the date you wish printed on the statements (your statement date). Enter the date as MMDDYY and press return. The prompt "PRESS ANY KEY TO CONTINUE" appears. Press any key and the next statement appears. Continue until all statements have been printed. If you had selected "P" for printer, the "PRESS ANY KEY" prompt would not have appeared and statements would have been printed without stopping. Once you have completed printing, press any key to return to the sub menu.

The third portion of this program allows you to edit invoices in the master file. If you are using this program in conjunction with the G/L, then be certain to make corresponding changes on the G/L accounts affected.

Select option 3 from the sub menu. The prompt asks us to type in the INVOICE number to EDIT. Type in "12345678" and press return. The screen now looks like this:



"TYPE IN THE INVOICE NUMBER YOU WISH TO EDIT  
AND PRESS RETURN". TYPE "E" TO END

Select "E" for edit and the top of the screen indicates we are in the edit mode. If a particular line has a change, type in the change and press return. If there is no change, simply press return. The "INV. BALANCE" field can not be edited, but will automatically reflect the correct balance if a money field changes.

The prompt, "IF INFORMATION IS CORRECT PRESS Y" appears when the last return has been pressed. If all is correct, press "Y". You may page forward with the ">" key or return to the main menu. After you have reached the last invoice the screen indicates "LAST ACCOUNT". Press any key to return to the the sub menu.

Option 4 is used when you require room for more invoice space, or when you wish paid-in-full invoices to be removed. Select option 4 and a warning appears:

"THIS OPTION WILL PURGE (ELIMIINATE) ALL  
ACCOUNTS WITH ZERO BALANCES. IS THIS WHAT YOU WANT?"

In our case, since none of the accounts are zero balance, press "Y", just to step through this procedure. The next prompt asks, "THROUGH WHAT DATE WOULD YOU LIKE TO PURGE ZERO BALANCE ACCOUNTS". Type in the MMDDYY. Type in 050183 and press return. Next we have the choice of the screen or printer. Select "S" for screen and enter today's date (used as the audit trail date) and press return. When completed, press any key for the sub menu.

Once at the sub menu, select option 5 to return to the main menu.

The area we have not covered yet is the customer file. Select option 3 from the main menu and the screen prompt indicates we should press return to continue. Do so at this time and the customer file index will load. After the index has loaded, the sub menu appears as follows:

1. ADD CUSTOMERS
2. EDIT CUSTOMERS
3. SEARCH
4. PRINT CUSTOMERS
5. SORT CUSTOMERS
6. RETURN TO MAIN MENU
7. QUIT

### OPTION 1 ADD RECORDS

Use this option to add records to a new or existing file. Press "1" and the screen for the ADD RECORDS section will appear.

Begin by typing in the name of your customer and then pressing return. Type in information on each line followed by pressing return. If a particular field has no information, just press return and go onto the next field. When you have reached the last field and have typed in either a name or a return, a prompt will appear at the bottom of the screen asking "IS ALL INFORMATION CORRECT (Y/N)". Press "Y" if all information is correct and the record will be added. The next record number will appear and you may input information for the next customer. If "N" is pressed, all information will be erased and you may start over with the same record number.

To exit from this mode, press return in field one without entering any information. A prompt will appear at the bottom of the screen asking if you wish to quit. Answer "Y" for yes or "N" for no. A "Y" answer will return you to the main menu. A "N" will keep you in the add records mode.

### OPTION 2 REVIEW/EDIT/DELETE

Use this option to review, edit or delete the records you have added under option 1. Press "2" and the screen changes to reflect information for the first customer

Press the ">" key to page forward, the "<" key to page backward,

the "E" Key to edit, the "D" Key to delete, or the "\*" Key to return to the main menu.

When "E" is pressed, you may change any or all lines, as necessary, by simply typing in the corrections one line at a time. If a particular line does not have any changes, just press return to advance to the next line.

When "D" is pressed, the record on the screen will be totally deleted from the disk and the last record entered will take its place. The program will automatically re-sort the records upon exiting this mode.

When you have finished reviewing your records, press the asterisk Key (\*) to return to the main menu.

### OPTION 3 SEARCH MODE

Use this option to find any record on the disk instantly. Press 3 and the screen displays:

1. ACCOUNT NO.
2. NAME

PLEASE SELECT FIELD TO SEARCH.

Choose the field from which you wish to find a specific record. If the record you wish to find is SMITH, type in "2" (name field). The next prompt will appear, "PLEASE INPUT NAME OR ITEM TO SEARCH". Type in "SMITH" and press return. The program will list the first Smith it finds and ask if that is the correct Smith you are looking for. If it is not, press "N" for no and it will go to the next Smith and so on. If all Smith's have been listed the prompt "FILE NOT FOUND - RETURN TO MENU (Y/N)" appears. Press "Y" for the main menu, press "N" to try again. Once the record is found, it places you in option 2 (Review/Edit/Delete).

This is a particularly useful section of this program. For example, if you wish to list all customers with a last name of "S", simply

press "1" and then type in a "S" and press return. All customers with last names beginning with "S" will be listed to the screen one at a time. This option can also be used to list all customers whose name begins with "SM" or "SMI" or "SMITH" or whatever you wish, up to five characters in length.

#### OPTION 4 PRINT

Use this option to print records to the screen or the printer. Any printer may be used. Press 4 and the program asks if you wish the Screen or Printer. The next prompt asks, "WOULD YOU LIKE ALL (A) OR SPECIFIC (S) RECORDS". If "S" is selected, the program asks you to input a starting and ending number (use any number from 1 to the number of records on the disk).

The screen prompt then asks, "HOW MANY SPACES BETWEEN LABELS". Since the various labels will vary in size and shape, some experimentation will be necessary. Enter a number between 1 and 99 and press return (NOTE: Always print 2 or 3 records until you are certain the labels will line up).

The next prompt asks, "WOULD YOU LIKE TO PRINT THE REFERENCE FIELD (Y/N)". Type in your response.

The final prompt is, "WOULD YOU LIKE TO PRINT DOWN (D) OR ACROSS (A)". Labels must be printed down. However, if you wish you may print the records across on regular paper. Type in your response (D or A).

Once your records are printed, the program will beep and the prompt, "END OF RECORDS - RETURN TO MENU (Y/N)" will appear. Press "Y" to return to the menu, or "N" to print again.

#### OPTION 6 SORT RECORDS

Use this option to sort customer records. Press "6" and the first prompt to appear asks you to press return to continue. Do so at this time and the screen will display:

1 Account Number

## 2 Name

Please select field to sort on.

Select the field you wish to use to sort by. The next prompt asks, "ASCENDING (A) OR DECENDING (D) ORDER". Select the option you require and your records will automatically sorted. Pressing any key will return you to the main menu.

### IMPORTANT NOTE:

YOU CAN ONLY SORT CUSTOMERS ALPHABETICALLY FOR MAILING OR CROSS REFERENCE PURPOSES. ONCE ALPHABETICAL PRINTING IS COMPLETED, AND YOU LEAVE THE CUSTOMER PROGRAM, ALL RECORDS WILL AUTOMATICALLY BE SORTED INTO CUTOMER NUMBER ORDER.

Please refer to the step-by-step instructions for the proper sequence of A/R functions.

To simplify making changes in any of the programs on this disk, you should print out listings of each of the programs first. This can be done by loading the appropriate module, pressing SYSTEM RESET, and typing:

LIST "P:"

in the direct mode. Be sure your printer and interface module are on before pressing RETURN, and you'll have a copy of the program from which to make changes. DO NOT ATTEMPT TO MAKE CHANGES UNLESS YOU ARE CONFIDENT OF YOUR ABILITY TO DO SO!!! MMG MICRO SOFTWARE CANNOT BE RESPONSIBLE FOR THE MALFUNCTIONING OF MODIFIED PROGRAMS!!! IF YOU HAVE ANY DOUBTS, CONTACT A COMPETENT PROGRAMMER, OR MMG MICRO SOFTWARE DIRECTLY!!!

### IMPORTANT NOTE

If you have made changes to any of the programs, be sure to transfer the revised program to your original A/R disk, or it will

not run properly.

\*\*\*\*\*

STATEMENT

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FROM:

MMG MICRO SOFTWARE  
P.O. BOX 131  
MARLBORO, NJ 07747

TO:

HOWARD H. SMITH            [001]  
13 STAR LANE  
MILLER HEIGHTS  
NEW ORLEANS, LA 56567

JUN 30, 1983

INV #	PO #	DATE	DESCRIPTION	PAYMENTS	CHARGES
10101	BY PHONE	MAR 22, 1983	1 MOTOR REPAIR		\$229.68
		MAR 22, 1983	PAYMENT - THANK YOU	\$100.00	
		MAR 22, 1983	PAYMENT - THANK YOU	\$50.00	

BALANCE DUE >>>=====>      \$79.68

PLEASE PAY THIS BALANCE

BALANCES NOT PAID IN 30 DAYS ARE SUBJECT TO INTEREST CHARGES OF 1.5% PER MONTH

AGED TRIAL BALANCE AS OF JUN 30, 1983

FOR HMS MICRO SOFTWARE

ACCT #	CUSTOMER	INV #	DATE	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 & OVER
001	HOMARD H. SMITH	10101	MAR 22, 1983				079.60	
002	MORRICE JONES CO.	202020	APR 07, 1983			023.10		
		1547	MAY 05, 1983	0127.33				
		070103XP	JUN 01, 1983	03.39				
003	GEORGE WILLIAMS	303030	MAY 01, 1983				0119.00	
004	HARVEY ABRAMS	404040	JUN 12, 1983		04.00			
005	1000 SALES CO.	505050	JUN 12, 1983	0124.90				
006	HILLSIDE AUTO	606060	APR 30, 1983				016.97	
				TOTALS	0132.92	023.10	079.60	00.00
>>>=====TOTAL====>					0499.00			



CUSTOMER LISTING

HOWARD H. SMITH  
 13 STAR LANE  
 MILLER HEIGHTS  
 NEW, LA 56567

HOWARD H. SMITH  
 HORRACE JONES CO.  
 GEORGE WILLIAMS  
 HARVEY ABRAMS  
 1600 SALES CO.  
 HILLSIDE AUTO

13 STAR LANE  
 HILLIARD DRIVE SO.  
 123 SOUTH 133RD ST  
 C/O WILL ROBERTS  
 POLAR BEAR DRIVE  
 1 MOUNTAIN AVE.

MILLER HEIGHTS NEW ORLEANS  
 NORTHRIDGE  
 APT. 2B  
 1405 HISS PIKE DENVER  
 WHITE RIVER RD HERBERTSVILLE  
 DAVISVILLE

LA 56567  
 , DH 66676  
 , AZ 88768  
 , CO 77889  
 , IN 44545  
 , MN 55678

322 456-7890  
 392 334-7890  
 REF:10108  
 TOM ELLORY

HORRACE JONES CO.  
 HILLIARD DRIVE SO.  
 NORTHRIDGE, OH 66676

GEORGE WILLIAMS  
 123 SOUTH 133RD ST  
 APT. 2B  
 PHOENIX, AZ 88768

POSTING BATCH FILE TO MASTER FILE

POSTING INV NO 10101 TO ACCT 0001  
 POSTING INV NO 202020 TO ACCT 0002  
 POSTING INV NO 303030 TO ACCT 0003  
 POSTING INV NO 404040 TO ACCT 0004  
 POSTING INV NO 505050 TO ACCT 0005  
 POSTING INV NO 606060 TO ACCT 0006  
 POSTING INV NO X567 TO ACCT 0002  
 POSTING INV NO 070183XP TO ACCT 0002  
 POSTING PYMT TO 10101 , ACCT 001  
 POSTING PYMT TO 303030 , ACCT 003  
 POSTING PYMT TO 10101 , ACCT 001

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POSTING AR ENTRIES TO G/L

CUST #	INV #	G/L #	AMT
002	11111	610	\$10.00
002	11111	230	\$1.10
002	11111	220	\$1.20
002	11111	130	\$12.30
002	22222	610	\$20.00
002	22222	230	\$2.20
002	22222	220	\$2.30
002	22222	130	\$24.50
003	33333	610	\$300.00
003	33333	230	\$0.00
003	33333	220	\$0.00
003	33333	130	\$300.00

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I N V O I C E

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MMG MICRO SOFTWARE  
P.O. BOX 131  
MARLBORO, NJ 07746

TO HILLSIDE AUTO            [006]  
1 MOUNTAIN AVE.  
DAVISVILLE                MN 55678

-----  
INVOICE NUMBER            606060  
  
PURCHASE ORDER NO.        NONE  
  
DATE                        APR 30, 1983  
DESCRIPTION                8 SPARK PLUGS  
  
INVOICE AMOUNT             \$16.97  
TAX                         \$1.34  
SHIPPING CHARGES           \$0.00  
  
TOTAL INVOICE==>         \$18.31

TERMS:                    NET 30 DAYS

THANK YOU

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