COMPUMAX

MICROPAY

- POWERFUL ACCOUNTING PACKAGE FOR SMALL BUSINESS
- COMPUTER EXPERTISE *NOT* REQUIRED
- SOURCE CODE PROVIDED
- INTERACTIVE WITH OTHER COMPUMAX PROGRAMS

COMPUMAX

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MICROPAY

ACCOUNTS PAYABLES SOFTWARE

FOR

ATARI 800

USER MANUAL

The COMPUMAX business application programs are computer programs that keep records and compute transactions for business or personal use. They are designed for people who have minimal familiarity with computers and only a basic knowledge of accounting rules. This is possible because the programs themselves are self-explanatory, telling you exactly what they need at every step. After you have become aquainted with MICROPAY, you might want to save even more time and frustration with:

MICROLEDGER

MICROREC

MICROINV

MICROPERS

ORDER ENTRY

These packages are described briefly on page 31 cf the manual.

MICROPAY TABLE OF CONTENTS

MICROPAY
INTRODUCTION

ACCOUNTS PAYABLE IN A NUTSHELL

Accounts Payable is the component of your accounting system that keeps track of what you owe, to whom, for what and when it must be paid.

MICROPAY

COMPUMAX'S MICROPAY can organize your accounts by due period and by vendor, produce reports for you, and, in addition, extract information pertaining to individual accounts or related accounts at a moment's notice. MOCROPAY will also calculate the amount you owe for any single date or period of time and print checks to your vendors.

MICROPAY is designed to provide a straightforward sequence of operations that can be carried out easily on a microcomputer by a person who has only a basic familiarity with bookkeeping and/or computers. MICROPAY is fast, accurate and easy to use, saving _you_ time and freeing personnel for other tasks.

MICROPAY is designed to run on a 32K ATARI 800 Personal Computer, using Two disk drives. Record capacities are limited only by the space on the data disk. You may handle up to 50 transactions per period (before posting to the Master File), 300 open P.O.'s in the Master File and 200 active vendors in the Vendor File. You may use additional disk drives if you find that your business requires additional record capacity.

FOR USERS OF THE COMPUMAX MICROLEDGER PACKAGE:

MICROPAY offers an additonal bonus to those of you who also use the MICROLEDGER system. MICROPAY creates Journal File records identical in format to the Journal File in MICROLEDGER. You can then post these transaction records into your ledger's Chart of Accounts. In a similar fashion the other COMPUMAX packages (MICROREC,MICROINV, MICROPERS) can communicate with the MICROLEDGER system. The MICROLEDGER-MICROPAY-MICROREC-MICROINV-MICROPERS combination provides the user with a very effective and powerful software package.

FOR USERS OF COMPUMAX ORDER ENTRY PACKAGE:

If you also are a user of the ORDER entry package, you may use ORDER ENTRY to automatically transfer all information in ORDER ENTRY that you need to create the MICROPAY files. ORDER ENTRY is interactive with MICROREC and MICROINV as well. A full set of the COMPUMAX packages can greatly enhance you acounting capabilities.

USING THIS MANUAL

Find yourself a comfortable spot and read through the manual before running your program, paying particular attention to the deatailed 'Beginner's Guide'. Be sure to look over the Flowcharts at the back of the manual, as well as the Sample Run. Then make sure you know how to bring your computer up and get it started. This where the Step by Step Instructions come in. READ your ATARI Operator's Manual if you have not done so yet.

MICROPAY OVERVIEW

The run begins with a selection of programs, often called a "menu". You may return to this general menu from any program by selecting the Option Run Another Program. By selecting '0' (zero) in this menu you may sign off the system. MICROPAY'S General Menu contains five programs. They are:

PROGRAM 1) - Add to/list/edit the A/P Transaction File

PROGRAM 2) - List/edit the A/P Master File and/or Print Cash Requirements

PROGRAM 3) - Add to/list/edit the A/P Vendor File

PROGRAM 4) - Pay outstand A/P (Print Checks) or Post Transaction File entries to A/P Master File and Journalize

PROGRAM 5) - Initialize A/P Files and/or Perform Periodic Purging of Master File

Running a program is as easy as selecting the particular program you wish to run and typing its corresponding number into the computer. You will then respond to a series of prompts from the computer, inputting information relevant to each question posed.

MICROPAY FEATURES

-SPECIAL LISTING FEATURES

You may use a combination of the following three parameters (listing by vendor, P.O. number or date) to specify the group of records you want to list. For example, you may want to list only P.O.'s #100 - #120 issued between May 20th and May 27th by Vendor's #14 - #34.

-Listing of Accounts Payable by P.O. Number

You may call up accounts from the Master File by single P.O. number or within a range of numbers.

-Listing of Accounts Payable by Vendor

You may request records from the Master File for any specific vendor or group of vendors.

-Listing of Accounts Payables by Date

This program allows you to display or print all accounts payables due on a specific date or between any two dates.

-DRY RUN POSTING

Before posting transactions (new P.O.'s and new Payments) to your Master File, you may want to do a 'dry run', in which case you would go through the motions of posting without actually writing data into the Master File. The Program alerts you with 'error messages' if you are inadvertently attempting to "double post". If you do not recieve error messages you may go ahead and do the actual posting.

-VENDOR FILE

A seperate Vendor File holds vital information for each of your vendors. You may enter the vendor information directly into this file or indirectly, via the Transaction File when you enter a P.O. for a new vendor. You will establish General Ledger account numbers here to which you will want to debit and credit the accounts payable transaction amounts for each vendor (although you may always override these pre-established numbers at the time of entering data for a new P.O.). You may list all or partial information from your Vendor File by vendor number or alphabetically by vendor name.

-SPECIAL FILE EDITING FEATURE

To change or delete information you may call up the record by either the P.O. number or vendor number. Once you find a record you may go forward to the next record or backwards to the last record by simply hitting the "F" or "B" keys. Once there you may change or delete the desired records.

-AUTOMATIC DEBIT AND CREDIT TO MICROLEDGER ACCOUNTS

MICROPAY will automatically debit and credit you A/P transactions to specific account numbers in you MICROLEDGER Chart of Accounts. You may establish seperate DR and CR account numbers for each vendor if you wish, and you may always override these pre-established numbers at the time of entering a new transaction or making payments.

-CHECK PRINTING

Providing you have a Eighty Column Printer you may use this option to print checks using NEBS Check Forms. The computer will print you checks for any due dates or range of dates for any vendor or group of vendors.

THE SOFTWARE PACKAGE

You probably know what you want from an Accounts Payable package or you wouldn't be bothering with A/P software. Different businesses, however, have different needs from an A/P package. We at COMPUMAX have endeavered to provide the A/P functions essential to small businesses along with some additional features which should prove useful to many of you. Although we could not supply exactly the combination of features desired by everyone we believe that this compact program will handle the A/P needs of most small businesses without modification. For those of you who want to make modifications, and choose to change the programs rather than you accounting procedures, COMPUMAX has provided the Source Code, Record Structures and some guidlines in tailoring the software, and invites those of you versed in ATARI Basic to customize this package for your own personal needs

The COMPUMAX Staff

MICROPAY
BEGINNER'S GUIDE

Every computer user falls into this category at some time.
Even if you are experienced with the ATARI 800 and application
software, it's a good idea to read this over and get acquainted
with your system.

SYSTEM REQUIREMENTS

To run MICROPAY you will need:

- 1 ATARI 800 Personal Computer with at least 32K of RAM
  (Random Access Memory) and ATARI BASIC. The RAM Paks
  come in cartridges that fit into slots in the computer.
  You can buy these at your retail computer store. The
  BASIC cartridge, when plugged into the slot, allows you
  to run programs such as MICROPAY written in ATARI BASIC.

- 1 video screen - a viewing monitor color or black and white.
  You may simply hook up a television screen if you wish.
  This is where your program prompts, data entry and reports
  will be displayed.

- 2 ATARI disk drives. MICROPAY comes on a 5¼" program disk
  which you load via drive #1, and includes a data disk con-
  taining sample data which is used in drive #2.

* 1 ATARI Printer - This is not an absolute requirement, but
  if you are planning to print checks to your vendors you will
  need an Eighty Column Printer. You can use a Forty-Column if
  you only require print-outs of information.

LOADING THE PROGRAMS

MICROPAY has an "auto-boot" feature, which means that you do not
have to issue any commands to load the programs. Simply turn on
the drives and viewing monitor, insert the MICROPAY program disk
into drive 1 and the data disk into drive 2, and flip the switch
on the main unit; in a few seconds you will see the MICROPAY Pro-
gram selection menu displayed on the screen. If you wish to load
the programs manually, simply key in:

     RUN"D:MICROPAY   (and depress the RETURN key)

DISK OPERATING SYSTEM (DOS)

The DOS is a set of system programs which allow you to perform
certain essential functions such as copying disks and files,
loading programs into memory, saving them on disks or tapes, etc.
The DOS is contained on your MICROPAY program disk and is automat-
ically loaded when you load MICROPAY. Run MICROPAY only with this
particular version of the DOS, since it is possible that future
versions of ATARI DOS may contain some features incompatible with
this version of MICROPAY.

DIRECTORY

To get a listing of the programs contained on this (or any) disk, follow this procedure:

1) Load MICROPAY and choose Option 0 (to quit).

2) Type DOS, then hit the RETURN key. The screen will now display your DOS programs.

3) Select Option A for disk directory. Then hit the RETURN key in response to the next prompt. The disk directory will now appear on the screen.

BACK UP YOUR DISK

Before you do anything it is extremely wise to make a copy of the program disk in case anything happens to "blow up" the programs. This unfortunate event could be caused by exposing the disk to heat, to magnetic erasure, or by power surge or failure while running the program. We recommend that you make a new copy at least once a month, to insure yourself against normal disk wear.

Before making a copy of any diskette, place either a write-protect tab or small piece of masking tape over the small indentation on the right hand side of the original disk to insure that nothing will be inadvertently written onto the master disk.

Load your DOS and select Option "I" to format the blank disk. Insert the blank disk in one of the drives and type in the drive number when asked which drive to format. After your disk is formatted, select Option "J" from the DOS. You will be asked to enter the number of your source and destination drives. Then follow the instructions in the copy program, and you will have made a new MICROPAY program disk. Follow this same procedure to make copies of your data disks when you need to back up your data files.

KEYBOARD

This is pretty similar to a typewriter keyboard. You will use it to respond to questions asked by the program and displayed on the screen. Remember that the number "one" is not the same as the lower case "L" and that "zero" is not the letter "o". You will hit the RETURN key when you finish entering information for each computer prompt. If you spot a mistake before you have hit the RETURN key, use the delete or insert key to fix it. If you have already hit the RETURN key you must use the change or delete routine in the MICROPAY program to correct it.

ERROR MESSAGES

You will get these occasionally. We have done everything possible to guard you against being thrown out of the program due to incorrect data input, but you may receive error messages due to incorrect procedures, operating system problems or disk damage. If this happens, look up the error code (see your ATARI manual) to try to determine what the problem is. To deliberately leave the program, use the BREAK key. Type RUN or CONT to bring back your program.

MEMORY

When you load programs you are actually bringing the program from "long term" storage on the disk and putting it onto the "short term" memory of the computer itself. Only one of the five programs can be retained in memory at any one time. Your program and data can be retained in the RAM memory of the computer until you load a different program by selecting a different number from the main Program Selection Menu or turn off the power, but they will remain on the disk until you delete them using a program or DOS command or until you write over them. When you enter data by way of the keyboard, the data goes into RAM and then is automatically stored on the data disk.

USING ADDITIONAL DATA DISKS

If you have filled up the available space on your MICROPAY disk (you will receive a message on the screen to this effect when this occurs) or if you just want to keep some of your data on a separate disk, you will need to know how to use extra data disks.

You must FORMAT new disks before you can store data on them. Load the DOS on the MICROPAY program disk (see "DIRECTORY" section for procedures) and insert a blank disk. Then select Option "I" from the DOS menu and follow the instructions to do the formatting.

BE SURE TO LABEL ALL DISKS SO THAT YOU KNOW WHAT FILES AND DATES THEY REFER TO.

THE INTERACTIVE JOURNAL FILE

MICROPAY, MICROREC, MICROINV and MICROPERS are interactive with the General Ledger package, MICROLEDER, through the Journal File. Each of the packages generates a Journal File which can then be posted to MICROLEDGER's Chart of Accounts File. If you wish to list any of the subsidiary Journal Files (those created by MICRO-PAY, MICROREC, MICROINV and MICROPERS), simply insert the dual drive MICROLEDGER program disk and type the name of the subsidiary Journal File you wish to list (PAY, REC, INV or PERS). Then you may list, edit or post your subsidiary Journal File using Options in the MICROLEDGER program to do this.

DELETING FILES

If for any reason you wish to delete a file you may use Option "D" in the ATARI DOS (contained on the Program disk) to do this. Load the DOS, select Option "D", and when you are prompted with:
DELETE FILE SPEC?
type D2:filename
where you type the name of the file you wish to delete
in the "filename" slot.
To delete the Journal File in MICROPAY, type D2:J*.*
You will then be prompted with: D2:JOUPAY.DAT?
Answer "Y"
The next prompt is: D2:JOUPAY.NDX?
Again answer "Y"
Now both your files have been deleted.

DELETING FILES CONT.

The previous description applies to files located on the disk
in drive 2.

MICROPAY
PROGRAMS

PROGRAM 1:   Add to/list/edit the A/P Trans-
             action File

PROGRAM 2:   List/edit the A/P Master File
             and/or Print Cash Requirements

PROGRAM 3:   Add to/list/edit the A/P Vendor
             File

PROGRAM 4:   Pay outstanding A/P (print checks)
             or Post Transaction File Entries
             to A/P Master File and Journalize

PROGRAM 5:   Initialize A/P Files and/or Per-
             form Periodic Purging of Master
             File

PROGRAM ONE - Add to/list/edit the A/P Transaction File

This program contains all of the operations performed on the Transaction File except for the Posting, which is handled in Program 4. When you select Program 1, a sub-menu will be displayed on the screen:

> 11) - Add new P.O.'s and/or credits against existing P.O.'s
>
> 12) - Edit records in Transaction File
>
> 13) - List Transaction File
>
> 0) - Quit

Option 11) - Add new P.O.'s and/or credits against existing P.O.'s

After the Transaction File has been initialized (using Program 5) you will use this option to enter your Transaction Data. This file is set up to handle 50 records, so establish your transaction period accordingly. After you select Option 11 you may do one of four things:

Enter a vendor number - by entering the vendor number the computer will retrieve the vendor's name, address and current information. If you have several P.O.'s and/or pay- ments to enter for one vendor, take careful note of the vendor number assigned by the computer so that you may enter it when you enter data for the next record. If the vendor number already exists in your vendor file, be sure to always add records for an OLD vendor; other wise you will create multiple vendor records for the same vendor.

Enter a '?' if you do not know the vendor # - If you don't know the vendor number, you may enter a question mark (?). Then you will be asked for the vendor's name. You may enter the complete name or just the first part of it and the computer will search through its file for this vendor. For example, if you only remember that the name begins with "B", just enter "B" and the computer will display vendors whose names begin with "B", until you locate the one you're looking for. When the vendor has been located you will be asked to input the relevant P.O. information.

Just hit the RETURN key to add a new vendor - You will now be asked for the relevant information to create the P.O. and A/P record. The information on the new vendor will also be added to the Vendor File.

Enter an "E" to exit - from the program and return to the Program 1 menu.

***INFORMATION REQUIRED WHEN ADDING A NEW VENDOR

VENDOR #..............The computer will automatically assign
                      a Vendor numer in numerical order. (See
                      Program 3, Option 31 for directions on
                      adding a non-sequential Vendor Number.)

VENDOR NAME...........You may use a maximum of 25 characters.

ADDRESS (line 1)......Maximum of 25 characters

ADDRESS (line 2)......Maximum of 15 characters. If you do not
                      need to use this, just hit the RETURN key.

CITY..................Maximum of 15 characters.

STATE ABBREVIATION....Maximum of 2 characters.

ZIP CODE..............5 or 9 characters maximum.

AREA CODE OF PHONE #..Hit the return key if you don't use this.

PHONE NUMBER..........Maximum of 7 numbers. Hit RETURN if you
                      don't use this.

*DEFAULT CR LEDGER
 ACCOUNT..............Enter a three-digit account number here.
                      This is the General Ledger account number
                      to which the ITEM AMOUNTS will be credit-
                      ed for this Vendor on subsequent trans-
                      actions. If you wish to credit to a dif-
                      ferent account on any P.O. you may enter
                      another number at that time to override
                      this default number. If you choose not
                      to use default numbers enter a zero (0)
                      or just hit RETURN. (The program will as-
                      sign the DR # 310 if you do this.) This
                      account will be debited when you enter a
                      credit or payment against this P.O. at a
                      later time.

*DEFAULT DR LEDGER
 ACCOUNT..............Just as for the CR number, enter a three-
                      digit account number here. This is the
                      account in your General Ledger to which
                      all P.O. AMOUNTS for this vendor will be
                      debited on subsequent P.O.'s. If you
                      choose not to use default numbers enter
                      a zero (0), or just hit RETURN for the
                      program to continue. (The program will
                      assign the DR #810 if you do this.)
                      This account will be credited when you
                      enter credit or payment against this P.O.

REMARKS...............Maximum of 16 characters.

After you enter this information you will be asked if this is a NEW P.O. (Y or N)? If you answer "Y" you will be asked for the P.O. information. If you answer "N" the program assumes you wish to enter a <u>credit</u> against an existing P.O. and at that time will ask you for the applicable information. You may also add an <u>additional charge</u> to the original P.O. in this manner.

***INFORMATION REQUIRED WHEN ADDING A NEW P.O.

P.O. NUMBER...........Maximum of 8 characters. You may use other symbols.

VENDOR INVOICE #......Maximum of 8 characters, numbers or other symbols.

P.O. DATED...........In the form MMDDYY, where M=month, D=day Y=year.

DATE RECEIVED........In the form MMDDYY.

DUE DATE.............In the form MMDDYY.

ITEM DESCRIPTION.....Maximum of 20 characters.

ITEM AMOUNT..........Numbers and decimals only.

DR ACCT #............Enter the account number to which you want to debit the account payable. If you enter a period (.) here, the default DR # which you established for this vendor will be used (you will see this number displayed here in parentheses).

P.O. AMOUNT (A/P).....The program supplies the amount you entered in "item amount"

CR ACCT #............Enter the three-digit account number to which you want to credit the payment. If you enter a period (.) the program will assign the default CR number displayed in parentheses. (This is the CR number you established for this record when <u>adding a new P.O.</u>)

CASH ACCT TO PAY
FROM CR ACCT #.......Enter the three-digit # of the account in MICROLDEGER you wish to credit when you make the payment(s) against this A/P. If you enter a period (.) here, the program will assign the default CR <u>#110.</u>

REMARKS..............Maximum of 16 characters.

***INFORMATION REQUIRED WHEN ADDING A CREDIT TO AN EXISTING P.O.

P.O. NUMBER...........8 character maximum. Enter the number of the existing P.O.

VENDOR'S INVOICE #....Enter your vendor's invoice number, or hit RETURN if there is not one.

CREDIT DATE..........Enter this in the MMDDYY form.

CREDIT AMOUNT........Numbers and decimals only.

DR ACCT #............Enter the three-digit account number to which you want to debit the amount. If you enter a period (.) the program will debit the amount to the CR account # you set up when entering a new vendor; now that you are making the payment you are debiting that account.

CR ACCT #............As you did for the above DR Account, enter a three-digit account number. If you enter a period (.) the program will credit the amount to the DR account you established for this record when ADDING A NEW P.O.; now that you have received the goods you are crediting that same account.

NOTE: You may have a maximum of three (3) partial credits or payments against any A/P. Payments are entered through Option 42 of Program 4, while credits are entered through the Transaction File, Option 11 of Program 1.

You may use this option to enter an additional charge to an existing P.O. by preceding the amount with a minus sign (-). This allows you to enter late fees, additional shipping charges, etc. without creating another original P.O. Be sure to describe the charge under "REMARKS".

Option 12) - Edit Records in Transaction File

Use this option to make corrections, changes or deletions for records in your Transaction File. You must enter either the P.O. number or the Vendor number so that the computer can find the record for you.

The computer will first ask: "Do you know the P.O. number (Y or N)? Enter "Y" if you know the number, "N" if you don't.

If you answer "Y":
        You will now be asked to key in the P.O. number. You may enter the entire number or just the initial part. For example, if you enter "3" the computer will retrieve all P.O. numbers beginning with "3" and display the records until you find the one you are looking for.

If you answered "N":
        You will now be asked to enter the Vendor number.

When the record you want has been located, the vendor number and P.O. number will be displayed and you will be asked if this is the right record. If there is more than one record with the same number (i.e., payments on an original P.O.), the P.O. number and vendor number may be displayed more than once. When you answer "Y" to the question "Is this the right record?" the entire record will be displayed for you.

If this turns out to be a record other than the one you wanted you may hit the "F" key to go forward in the file or the "B" key to go backwards. You may also use these keys to locate other records you wish to edit after you finish with this one.

Hit the "D" key if you wish to delete the record entirely.

Hit the "C" key if you want to make changes in any of the information.

Each item in the record will be displayed individually now, and you may either enter new information or hit the RETURN key to keep it unchanged. The corrected record will be displayed after the changes have been made.

Afer you DELETE or CHANGE records you must exit properly by 1) entering "E", 2) answering "N" to the question "Do you know the invoice number?" and 3) entering 0 (zero) for the vendor number. If you attempt to exit in any other way (such as hitting the BREAK key) the change or deletion will not be effective.

Option 13) - List Transaction File

Use this option to list on the screen or printer all of the records in your Transaction File. If you wish to return to the Program 1 menu before the entire file has been listed, hit the BREAK key and type RUN.

Option 0) - EXIT

Select this option to return to the main Program Selection Menu.

FOR USERS OF MICROLEDGER: A note on DR and CR Account Numbers

If you wish to use the DEFAULT debit and credit account numbers created by the program, set up your MICROLEDGER Chart of Accounts to contain the following accounts:

110 — Cash in Bank

310 — Accounts Payable

810 — Materials Expenses

If you DEBIT account numbers 101-299 and 801-999, the program will generate a positive value for these amounts in MICROLEDGER.

If you DEBIT account numbers 301-799 the program generates a negative value for the amounts.

If you CREDIT account numbers 101-299 and 801-999, the program will generate a negative value for these amounts in MICROLEDGER.

If you CREDIT account numbers 301-799 the program generates a positive value for the amounts.

If you wish to change the DEFAULT account numbers created by the program, see the section on CUSTOMIZING for guidelines.

21) - Edit records in Master File

22) - List MICROPAY Master Payables File

23) - Print Cash Requirements

0) - EXIT

Option 21) - Edit records in Master File

You may call up a record to be edited by either the P.O. number or the vendor number (Y or N)?

If you enter "Y":

You will enter "Y" if you know the P.O. number. After entering "Y" you will be asked to key in the P.O. number. You may enter the entire number or just the initial part. For example, if you enter "3" the computer will retrieve P.O. numbers beginning with "3" and display the records until you find the one you want.

If you enter "N":

You will now be asked to enter the vendor number. When the record has been located, the vendor number and P.O. number will be displayed and you will be asked if this is the right record.

When you answer "Y" to the question "Is this the right record?", the entire record will be displayed for you.

If this turns out to be a record other than the one you wanted you may hit the "F" key to go forward in the file or the "B" key to go backwards. You may also use these keys to locate other records you wish to edit after you finish with this one.

Hit the "D" key if you wish to delete the record entirely.

Hit the "C" key if you want to make changes to any of the information.

Each item in the record will now be displayed individually, and you may either enter new information or hit the RETURN key to keep it unchanged.

After you DELETE or CHANGE records you MUST exit properly by
1) entering "E"
2) answering "N" to the question "Do you know the P.O. number?"
AND
3) entering 0(zero) for the vendor number

If you attempt to exit in any other way the change or deletion will not be effective.

Option 22) - List MICROPAY Master Payables File

You will be asked three questions at this point:

    1 - Do you wish to list only a group of one or more ven-
        dors (Y or N)?

    2 - Do you wish to list only a group of one or more P.O.'s
        (Y or N)?

    3 - Do you wish to list only a group of of P.O.'s entered
        between two given due dates (Y or N)?

You may specify more narrowly which records you wish to list by answering "Y" to one or more of the questions.

If you answer "Y" to question ONE:
    You may limit the listing to certain vendors by entering
    the lowest and highest vendor numbers you wish to list.
    If you want to list only one vendor, enter that number as
    both lowest and highest.

If you answer "Y" to question TWO:
    You may limit the listing to certain P.O. numbers. You
    will be asked to enter the lowest and highest P.O. number.
    If you want to list just one P.O., enter that number as
    both lowest and highest.

If you answer "Y" to question THREE:
    You may limit the listing to P.O.'s issued between two due
    dates by entering the earliest and latest dates. If you
    want to list P.O.'s issued on just one date, enter that
    date (in the form MMDDYY) as both earliest and latest.

You may list these records on the printer or simply on the screen.

Option 23) - Print Cash Requirements

You will be asked: "Do you wish to list only a group of one or more vendors (Y or N)?"

If you answer "Y":
    You will be asked for the lowest and highest vendor numbers.
    To print cash requirements for just one vendor, enter that
    number as both lowest and highest.

You will also be asked if you wish to list a group of one or more P.O.'s. If Yes, enter the lowest and highest P.O.#s. You will then be aked if the P.O.'s are to be paid between two given DUE dates and whether the output is to go to the printer or simply displayed on your screen.

This report displays the Vendor #, P.O.#, Due Date, Vendor, Item Description and Amount of each outstanding A/P. At this point the computer will also total your cash requirements.

Option 0) - Exit
Choose this option to return to the main program selection menu.

PROGRAM THREE - Add to/list/edit the A/P Vendor File

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31) - Examine/Edit Vendor File
32) - List Vendor File by Vendor Number
33) - List Vendor File by Name
 0) - Exit
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Option 31) - Examine/Edit Vendor File

You may use this option to add new vendors to the Vendor File
or to edit existing vendor records. Keep in mind that you do
not have to enter new vendors through Program Three - you may
also do this through Program One, Option 11 when you are ad-
ding a P.O. for a new vendor. Be sure that each of your ven-
dors appears only ONCE in your Vendor File; otherwise you
will not receive accurate vendor information.

Hit RETURN to simply add a new vendor. The computer will as-
sign a vendor number to this vendor. If you want to assign a
number of your own choosing (which is not currently in use)
type in that number, and the program will ask you for the rel-
evant information to establish a new vendor in the file (see
INFORMATION REQUIRED WHEN ADDING A NEW VENDOR in the descrip-
tion of Option 11). If the number you entered is in use the
computer will display that vendor record and give you the op-
tion to edit it.

Enter "END" (or single letter "E") to return to Program Three
menu selection.

Option 32) - List Vendor File by Vendor Number

You will be asked if you wish to specify a range of numbers
(Y or N)?

If you answer "Y":
    Enter the lowest and highest numbers you wish to see. If
    you wish to list only one vendor enter that number as both
    lowest and highest.

If you answer "N":
    You will be shown the entire Vendor Files.

You will be asked if you want just names and numbers (as op-
posed to all information) for each vendor. •

If you answer "Y":
    The computer will list just names and vendor numbers.

If you answer "N":
    The entire Vendor record will be listed.

Option 33) - List Vendor File by Name

You may list just names and vendor numbers or the full infor-
mation. The program will display the vendor records in alpha-
betical order.

You may also choose whether you would like to have a hard copy
from the printer or have the information displayed on the screen.

Option 0) - EXIT

Select this option to return to the Program Selection Menu.

PROGRAM FOUR - Pay Outstanding A/P (print checks) or Post
              Transaction File Entries to A/P Master File
              and Journalize
===

     41) - Post Transaction File to A/P Master and Post to
           Journal File

     42) - Pay Accounts Payable (Print Checks) and Post to
           Journal File

Option 41) - Post Transaction File to A/P Master and Post to
             Journal File
             _____

This option will post your new P.O.s and credits entered through
the Transaction File to the Master File. When you enter payments
(as opposed to credits) you will do so through Option 42.

Before you actually post you will be given the option to make
a "dry run" posting - that is, the program goes through all the
motions of posting, telling you exactly what is being done with
each record, without really writing any of the data to the Master
File. You may see messages during the dry run such as:

1 - ERROR duplicate P.O. #1102-W

2 - ERROR fourth payment on P.O. #1102-W

3 - ERROR no P.O. #3456 for credit/payment

4 - posting P.O. # 2203 to Master File

5 - posting credit to P.O. #726-A

Message #1 tells you that you have already posted P.O. 1102-W to
the Master File. In this case you should be alerted that you
may be attempting to double-post all of the records you posted
during the last run. You will never receive error messages on
duplicate credits or payments, since it is entirely possible that
you might wish to make several payments or credits in the same
amount at different times. Message #2 tells you that you have
already applied three credits or payments to this P.O., and can-
not make a fourth, since the system is set up to handle no more
than three. If you find yourself in this situation, the best
thing to do is to create a new P.O. for the balance due, then
update the Master File and change the amount on that P.O. to
the amounts already paid or credited. Be sure to cross reference
the two P.O.s in the "REMARKS" field of the records. Message
#3 tells you that you do not have a P.O. with that number in
the Master File to which to apply the credit or payment. If you
are posting that original P.O. to the Master File in the same
run as you post the credit, be sure that the P.O. is posted
before the credit. In a dry run, however, the P.O. would not have
been actually posted, and would therefore generate an error mes-
sage when it tried to post the credit. In an actual run, however,

the credit <u>would</u> be posted because the P.O. would have been
actually posted immediately beforehand.

To prevent the possibility of "double-posting" run Option
52 to RE-Initialize the Transaction File immediately after
you post. This empties the Transaction File of all records
and prepares it to accept records for the next Transaction
period.

After the dry run and before you actually post, BACK UP YOUR
DATA by using the Duplicate Disk option of the ATARI DOS
(Option J) . DO NOT use the Copy Files Option, as this will
copy only the data but not the index files, and the index files
are essential if you need to use the data files. Once the
data files are backed up, go ahead and do the actual posting.

FOR USERS OF MICROLEDGER: When you actually post your Trans-
action File, the program will also create Journal File records
for MICROLEDGER. You should now run the "Journalize and Accumu-
late" option in MICROLEDGER to post this Journal File to your
Chart of Accounts, then use Option 54 of Program 5 in MICROPAY
to RE-INITIALIZE your Journal File.

Option 42) - Pay Accounts Payable (Print Checks) and Post to
             Journal File

Before using this program, you should again use the Duplicate
Disk option of the ATARI DOS (option J) to back up your data,
in case you make mistakes in the check printing routine and need
to recover the original data to re-do the run. DO NOT use the
Copy Files option of the DOS.

You also have the option here to make a "dry run". You will
receive information about the payments being posted, and you
may receive error messages #2 or 3 in the description of Option
41.

Several options are available for printing checks. You may choose
any or all in combination.

You may pay some (as opposed to all) vendors. In this case enter
the lowest and highest vendor numbers you wish to pay. If you
wish to pay only one vendor, enter that number as both lowest and
highest.

You may pay only those P.O.s due during a range of dates. Enter
the earliest and latest dates for which you want to print checks.

You may make only partial payments to some or all vendors.

The P.O. to be paid will be displayed. You will then be asked
how much you wish to pay, (if you previously indicated that
you wanted to make partial payments) and which ledger account
you wish to pay from (If you previously indicated that you wanted
to change account numbers).

You are able to print checks at this point on NEBS Check Forms
if you have an 80 column printer. If you are using a 40-col
printer, information will be displayed to assist you in writing
checks yourself.

FOR USERS OF MICROLEDGER: The program also creates Journal
Records when it pays the checks. You should now run the
"Journalize and Accumulate" Option in MICROLEDGER to post
this Journal File to your Chart of Accounts, then use Option 54
of Program 5 in MICROPAY to RE-INITIALIZE your Journal File.

PROGRAM FIVE - Initialize A/P Files and/or Perform Periodic
Purging of Master File

51) - Vendor File

52) - Payables Transaction File

53) - Payables Master File

54) - Ledger Journal File for Payables Transactions

55) - Purge Obsolete Data from Master File

0) - Exit

(Options 51 - 54 INITIALIZE or RE-INITIALIZE the file shown.)

Option 51 - 54) - INITIALIZE FILES

These options initialize or re-initialize all of your data files.
You must "initialize" your files before you can enter data into
them. The data disk you receive with your program already has
intialized files, but you will want to re-initialize them before
you attempt to enter your own data. This procedure will empty
them of their current records and establish the appropriate dates
for your file periods.

ALL FILES: If you use additional data disks, BE SURE THAT YOU
INITIALIZE YOUR TRANSACTION FILE, MASTER FILE, VENDOR FILE, and
JOURNAL FILE (this last file must be initialized only if you wish
to use MICROPAY interactively with MICROLEDGER) on each data disk
before you attempt to enter any data. If you do not do this you
will lose valuable data. If you do not use MICROLEDGER, you should
load the ATARI DOS and use the DELETE FILE option to delete the
Journal File (see the Beginner's Guide for procedures).

TRANSACTION FILE: After you post (using Program 4) your Transaction
Records to your Master File you should immediately run Option 52
to Initialize your Transaction File. This will void the file of
old records and prepare it to accept transaction records for the
new period.

VENDOR FILE: You will normally only need to initialize this file
once - the first time you use the program. As soon as you Initial-
ize or Re-Initialize this file using Option 51 you must run Pro-
gram 3 to add record #0 to your Vendor File. Record #0 is actually
the name and address of your own company, and is used as a header
for your reports, cash requirements and checks. Be sure to enter
your company information exactly as you want it to appear on
these documents.

MASTER FILE: You will normally only initialize this file once -
the first time use the program. You may use Option 55 to delete
accounts in this file which you no longer need to retain on the
disk.

Option 55) - Purge Obsolete Data from Master File

Use this option to clear your Master File of records of P.O.'s
which have been fully paid which you no longer need to keep in
file. (Remember, the Vendor record will still exist in the Vendor
File, and you can always retrieve this record if you need to create
new P.O.'s from this vendor.)

This option will purge the file of fully paid P.O.'s (both the
P.O. record and all payment records) for P.O.'s which have invoice
dates on or before the date you type into the computer.
REMEMBER: This purges only the fully paid P.O.'s - it will not
purge P.O.'s with debit or credit balances. Be sure that you have
already printed cash requirements for these vendors, as the charges
and credits which you purge here will no longer reflect in the
cash requirements.

Option 0) - Exit

Select this option to return to the Program Selection Menu.

STEP BY STEP INSTRUCTIONS

STEP-BY-STEP INSTRUCTIONS

1) ### Initialize your files

   Select <u>Program 5</u> on the Program Selection Menu. When the
   Program is loaded, run Options 51, 52 and 53 to Initialize
   your files. If you use MICROLEDGER in conjunction with MICRO-
   PAY, also run Option 54 to Initialize your Journal File. If
   you do not use MICROLEDGER, use Option 'D' on your DOS to
   DELETE the Journal File (see Beginner's Guide for procedures).
   Now all of your files are empty and ready to receive new data.
   Select Option "0" to return to the main Program Selection Menu.

2) ### Establish Header Record and Vendor Records

   Select <u>Program 3</u>, Option 31 to Examine/Edit Vendor File.
   Type in "0" (zero) to force assignment of that number to your
   company. Enter your company name and address <u>exactly</u> as you
   wish it to appear on reports, cash requirements and checks,
   because the program uses this record as a title for your re-
   ports and documents. You may now hit RETURN to enter your
   first real vendor record. Continue entering records until
   you have entered all vendors (maximum 200) in the file. You
   may now run Options 32 and 33 to LIST the Vendor File by
   number or name (respectively). Print out the list of vendors
   so that you will have the vendor numbers at hand. If you
   spot mistakes in the data, return to Option 31 to edit the
   records. Select Option "0" to return to the main Program
   Selection Menu.

3) ### Add P.O.'s to the Transaction File.

   Select <u>Program 1</u>, Option 11 to add your open P.O.'s to the
   Transaction File. On your first run of the program you will
   want to keep in mind that your file handles a maximum of 50
   records at any one time. Respond to the prompts in Option 11
   to enter your P.O.'s and credits. On your first run, if you
   have payments or credits against your P.O.'s you may handle
   them in <u>two</u> ways:

   1) Enter the original amount due when you enter the P.O.
      in the Transaction File, then enter credits to this P.O.
      through the Transaction File or payments through Program
      4 (remember to type in the date <u>when</u> the credit or pay-
      ment was actually issued.)

   <div align="center">OR</div>

   2) Enter the <u>current</u> amount due when you enter the P.O.
      in the Transaction File and use the 'Remarks Field' to
      note that a payment/credit was previously issued.

4) ### List your Transaction File

   Run Option 13 of <u>Program 1</u> to do this. If you need to make
   changes, run Option 12 to edit the file.

5) <u>Back Up Your Data</u>

Use the Duplicate Disk Option of the ATARI DOS contained on your disk to make a copy of your data disk. You should <u>always</u> DO THIS PRIOR to Posting.

6) <u>Post Your Transaction File to the Master File</u>

Select <u>Program 4</u> from the Program Selection Menu to post your Transaction Records to the Master File. First do the "dry-run" posting to make sure that you have entered the records properly. Check that the P.O.'s you are posting appear <u>before</u> the payment records in the file or the payments will not be applied correctly. Then go on to the actual posting.

7) <u>List the Master File</u>

When you have posted, run <u>Program 2</u>, Option 22 to List the Master File. Check to see that your P.O.'s and payments have been posted properly. If you need to make changes, run the editing Option (21) to do so, or use your back-up data disk files and re-post. (This will generate new and correct Journal Records)

8) <u>Re-Initialize Your Transaction File</u>

When your data has been posted correctly, run <u>Program 5</u>, Option 52 to re-initialize your Transaction File. Return to the Main Program Selection Menu.

9) <u>Print Checks</u>

Run <u>Program 4</u>, Option 42.If you have an 80-Column Printer to print checks for one date or range of dates, for one vendor or a group of vendors. If you have a 40-Column Printer you may get a print-out of check information to assist you in writing checks.

10) <u>List Master File</u>

When you completed posting (step 9), run <u>Program 2</u>, Option 22 again, to List the Master File. Check to see that your P.O.'s and payments have been posted properly. If you need to make changes, run the editing Option (21) to do so, or use your back-up data disk files and re-post. (This will generate new and correct Journal records.)

11) <u>Print Cash Requirements</u>

Run Option 23 of <u>Program 2</u> to do this. You may print them for the whole file or for one vendor only by entering the vendor number. When your cash requirements are ready, type "END" to return to the main program Selection Menu.

FOR MICROLEDGER USERS ONLY:

12)   **Journal Transfer**

MICROLEDGER users should take this opportunity to post the
Journal File, (JOUPAY), to the Chart of Accounts File. You
may first LIST the Journal File by replacing the MICROPAY
program disk in Drive 1 with the MICROLEDGER Program Disk.
Load the Program. When the MICROLEDGER main Program Sel-
ection Menu appears on the screen, type PAY instead of a
program number. Now select Program 3 to LIST JOUPAY.
When you have verified that the data is correct, run Pro-
gram 4 to POST to the Chart of Accounts.

13)   **List Chart of Accounts File**

List the Chart of Accounts File to be sure that data is
posted correctly.

Replace the MICROLEDGER program disk with the MICROPAY
Program Disk in Drive 1, and run Program 5, Option 54 to
Re-Initialize the file (JOUPAY). This way you will avoid
any possibility of double-posting.

14)   **Entering additional P.O.'s and/or Credits**

To enter additional P.O.'s repeat Step 3, returning to
Option 11 of Program 1. To enter additional credits repeat
Step 6, returning to Program 4.

These 14 steps should cover your complete first run of data. You
may run Options 23 and 44 at any time you wish, but keep in mind that
the computer will read the Master File for this information. If you
have unposted records in your Transaction File, they will not be
reflected in these reports.

GENERAL NOTES

You should not need to Re-Initialize your Vendor File or Master File after the
first Initialization. If you do Re-Initialize the Vendor File, however, be
sure that you enter your own company again as record #0. When your Master
File approaches 300 records, or whenever you wish to do this, run Option 55 to
purge the Master File of paid purchase orders and their corresponding payment
information.

Warning: When adding new P.O.s to the Transaction File, be careful not to use
the option to add an invoice for a NEW vendor if the vendor already exists in
the Vendor File. This would result in creating new vendor records and vendor
number for the same vendor, which would cause your reports and listings to con-
tain inadequate information. To avoid this situation, keep a printout of the
Vendor File at hand when entering new invoices — or if you don't know the Vendor
number, enter the Vendor name and the computer will search the file to find that
Vendor.

COMPUMAX

Your data disk already contains sample data. After you
read the manual and understand the operating procedures,
turn on your computer, load the program, and use this
sample data to familiarize yourself with the data entry
and manipulation options. You may list the files, add
records, enter payments and credits, pay checks and print
reports. DO NOT run the options to Re-Initialize the files
until you have finished running the sample data to your
satisfaction. If you Re-Initialize files you will lose the
data contained there, so do not do this until you are ready
to start up your own accounts.

Follow along with the sample run on the following pages
until you understand the sequence of steps. Then Re-Initialize
the files and enter your own data.

Best wishes to you and your business from Compumax.

COMPUMAX

Insert the program disk in drive 1, the data disk in drive 2,
and flip the switch on the terminal. The program will automatically
boot and display the main program selection menu:

```
   ...please wait...
 WELCOME TO MICROPAY BY COMPUMAX


 Please select program option:

 1 Add to/List/Edit the A/P transaction
   file.
 2 List/Edit the A/P Master file and/or
   Print Cash Requirements.
 3 Add to/List/Edit the A/P vendor file
 4 Pay Outstanding A/P (write checks)
     OR
   Post Transaction file entries to
   A/P Master file and Journalize
 5 Initialize A/P files and/or
   Perform periodic purging of
     Master file

 0 QUIT


 SELECT ? 5



   ...please wait...
 MICROPAY 5 — (RE)INITIALIZE FILES


 51 - VENDOR FILE
 52 - PAYABLES TRANSACTION FILE
 53 - PAYABLES MASTER FILE
 54 - LEDGER JOURNAL FILE FOR
         PAYABLES TRANSACTIONS
 55 - PURGE OBSOLETE DATA FROM MASTER
         FILE

  0 - EXIT


 [ Options 51 thru 54 initialize the
       file shown. ]

   SELECT ? 53

 CAUTION:  this file is normally only
           initialized when starting
           a new payables system!

 Are you sure about this (Y OR N)? Y
```

COMPUMAX

(Master File is now initialized.)

```
    ...please wait...
MICROPAY 5 — (RE)INITIALIZE FILES


51 - VENDOR FILE
52 - PAYABLES TRANSACTION FILE
53 - PAYABLES MASTER FILE
54 - LEDGER JOURNAL FILE FOR
        PAYABLES TRANSACTIONS
55 - PURGE OBSOLETE DATA FROM MASTER
     FILE

 0 - EXIT


[ Options 51 thru 54 initialize the
    file shown. ]

  SELECT ? 51

  CAUTION: this file is normally only
          initialized when starting
          a new payables system!

Are you sure about this (Y OR N)? Y
```

(Vendor File is now initialized.)

```
    ...please wait...
MICROPAY 5 — (RE)INITIALIZE FILES


51 - VENDOR FILE
52 - PAYABLES TRANSACTION FILE
53 - PAYABLES MASTER FILE
54 - LEDGER JOURNAL FILE FOR
        PAYABLES TRANSACTIONS
55 - PURGE OBSOLETE DATA FROM MASTER
     FILE

 0 - EXIT
```

[Options 51 thru 54 initialize the
     file shown.]

   SELECT ? 52

   NOTE: be sure you have posted the
 · previous Payables transaction
   file to the Master file

Have you done so (Y OR N)? Y

Please enter the date of the start
of the period that this transaction   fi
le will cover.
Date (MMDDYY) ?   FEB 01,81

DATE OKAY (Y OR N)? Y

(Transaction File is now initialized.)

51 - VENDOR FILE
52 - PAYABLES TRANSACTION FILE
53 - PAYABLES MASTER FILE
54 - LEDGER JOURNAL FILE FOR
        PAYABLES TRANSACTIONS
55 - PURGE OBSOLETE DATA FROM MASTER
        FILE

 0 - EXIT

[Options 51 thru 54 initialize the
      file shown.]

   SELECT ?   54

   NOTE: be sure you have posted the
   previous journal file to the
         chart of accounts file using
       MICROLEDGER before doing this
 Have you done so (Y OR N)? Y

COMPUMAX

Please enter the date of the start
of the period that this journal   fi
le will cover.
Date (MMDDYY) ?   FEB 01,81

(Journal File is now initialized.)

MICROPAY 5 — (RE)INITIALIZE FILES

51 – VENDOR FILE
52 – PAYABLES TRANSACTION FILE
53 – PAYABLES MASTER FILE
54 – LEDGER JOURNAL FILE FOR
        PAYABLES TRANSACTIONS
55 – PURGE OBSOLETE DATA FROM MASTER
     FILE

0 – EXIT

[Options 51 thru 54 initialize the
     file shown.]

   SELECT ? 0

      ...please wait...
WELCOME TO MICROPAY BY COMPUMAX

Please select program option:

1 Add to/List/Edit the A/P transaction
  file.
2 List/Edit the A/P Master file and/or
  Print Cash Requirements.
3 Add to/List/Edit the A/P vendor file
4 Pay Outstanding A/P (write checks)
     OR
  Post Transaction file entries to
  A/P Master file and Journalize
5 Initialize A/P files and/or
  Perform periodic purging of
     Master file

0 QUIT

SELECT ? 3

MICROPAY 3 — LIST/EDIT VENDOR FILE

```
31 - EXAMINE/EDIT VENDOR FILE
32 - LIST VENDOR FILE BY NUMBER
33 - LIST VENDOR FILE BY NAME

 0 - EXIT


SELECT AN OPTION ?
    ...please wait...
EXAMINE/EDIT VENDOR FILE


YOUR OPTIONS:

- ENTER A VENDOR NUMBER TO VIEW/EDIT
AN EXISTING VENDOR'S DATA
- ENTER A NUMBER NOT CURRENTLY IN USE
TO FORCE ASSIGNMENT OF THAT NUMBER    TO
 A NEW VENDOR
- ENTER JUST  RETURN  TO ENTER A NEW
VENDOR...THIS PROGRAM ASSIGNS THE      VE
NDOR NUMBER
- ENTER 'END' (OR SINGLE LETTER 'E')
TO END EXAMINE/EDIT SESSION


YOUR ENTRY ? 0
```

(Select 0 (zero) to set up the "owner record" for your company.
This information will be used as a title for your reports and
documents.)

```
'VENDOR' number 0 is actually THIS    co
mpany's name and address, used in
report printing...is this what you    re
ally want to edit (Y OR N)? Y...please w
ait...
Vendor number 000
```

COMPUMAX

```
    name: COMPUMAX
 address: 467 HAMILTON AVE.

         PALO ALTO          CA 94301
   phone: (415) 321-2881
 remarks: .
```

```
Backwards in file  Forwards in file
Change this data   Delete this cust.
               Exit
```

Select a code > EXAMINE/EDIT VENDOR FILE

YOUR OPTIONS:

- ENTER A VENDOR NUMBER TO VIEW/EDIT
AN EXISTING VENDOR'S DATA
- ENTER A NUMBER NOT CURRENTLY IN USE
TO FORCE ASSIGNMENT OF THAT NUMBER   TO
 A NEW VENDOR
- ENTER JUST RETURN TO ENTER A NEW
VENDOR....THIS PROGRAM ASSIGNS THE   VE
NDOR NUMBER
- ENTER 'END' (OR SINGLE LETTER 'E')
TO END EXAMINE/EDIT SESSION

YOUR ENTRY ? E

   ...please wait...

MICROPAY 3 — LIST/EDIT VENDOR FILE

31 - EXAMINE/EDIT VENDOR FILE
32 - LIST VENDOR FILE BY NUMBER
33 - LIST VENDOR FILE BY NAME

0 - EXIT

SELECT AN OPTION ? 0

COMPUMAX

```
      ...please wait...
   WELCOME TO MICROPAY BY COMPUMAX


  Please select program option:

  1 Add to/List/Edit the A/P transaction
    file.
  2 List/Edit the A/P Master file and/or
    Print Cash Requirements.
  3 Add to/List/Edit the A/P vendor file
  4 Pay Outstanding A/P (write checks)
     OR
    Post Transaction file entries to
    A/P Master file and Journalize
  5 Initialize A/P files and/or
    Perform periodic purging of
      Master file

  8 QUIT


  SELECT ? 1



   ...please wait...
  MICROPAY 1 — TRANSACTIONS


  11 - ADD NEW P.O.'S AND/OR CREDITS
     AGAINST EXISTING P.O.'S
  12 - EDIT RECORDS IN TRANSACTION FILE
  13 - LIST TRANSACTION FILE
   8 - EXIT


  SELECT AN OPTION ?   11

     ...please wait...
  NEW INVOICES, PAYMENTS ON OLD INVOICES


  You may now enter ...
  - a vendor number
  - a '?' if you don't know the number
  - just  RETURN  to add a new vendor   -
  an 'E' to Exit

  Your entry ?   (RETURN)
```

(You may also use Program 3 to enter new vendors to the vendor
file; however, entering them through program 1 also allows you
to enter transactions and/or credits for that vendor at the same
time.)

COMPUMAX

---

vendor: number 001
     : SHEPARDSON MICROSYSTEMS

P.O. : number 1102-W
     : vendor invoice# 1020-R
     : date OCT 10,80
     : date received OCT 20,80
     : DUE date NOV 20,80
     : total amt $125.00
remarks: TESTING

item   amount DR/CR acct
CP/A S/W PACKAGE $125.00 DR 810
accts payable $125.00 CR 310

make check/cash payment from   CR 110

---

vendor: number 001
     : SHEPARDSON MICROSYSTEMS

P.O. : number 1102-W
     : vendor invoice#
     : date NOV 10,80

remarks:

credit amount: ($20.00)
     DR acct # 310
     CR acct # 810

COMPUMAX

```
vendor: number 002
      : IBM

  P.O. : number 1123-W
       : vendor invoice# NONE
       : date NOV 23,80
       : date received NOV 24,80
       : DUE date NOV 30,80
       : total amt        $130.00
remarks:

item                  amount  DR/CR acct
8" DISKETTES          $130.00 DR 810
accts payable         $130.00 CR 310

make check/cash payment from    CR 110
```

```
vendor: number 003
      : WILKINSON & CO

  P.O. : number 1124-WW
       : vendor invoice# 1124-WW
       : date NOV 24,80
       : date received NOV 24,80
       : DUE date NOV 24,80
       : total amt        $2000.00
remarks: OK?

item                  amount  DR/CR acct
MICROREC/PAY          $2000.00 DR 814
accts payable         $2000.00 CR 310

make check/cash payment from    CR 110
```

COMPUMAX

```
vendor: number 004
      : FIRST MICROS

P.O. : number 1111
     : vendor invoice# 11-11-1
     : date NOV 11,80
     : date received ??? 00,00
     : DUE date DEC 11,80
     : total amt          $1.98
remarks: CK!

item                amount  DR/CR acct
FIRST PLACE RIBB        $1.98 DR 811
accts payable           $1.98 CR 310

make check/cash payment from   CR 110


MICROPAY 1 — TRANSACTIONS


11 - ADD NEW P.O.'S AND/OR CREDITS
   AGAINST EXISTING P.O.'S
12 - EDIT RECORDS IN TRANSACTION FILE
13 - LIST TRANSACTION FILE
 0 - EXIT


SELECT AN OPTION ? 0


    ...please wait...
WELCOME TO MICROPAY BY COMPUMAX


Please select program option:

1 Add to/List/Edit the A/P transaction
  file.
2 List/Edit the A/P Master file and/or
  Print Cash Requirements.
3 Add to/List/Edit the A/P vendor file
4 Pay Outstanding A/P (write checks)
    OR
  Post Transaction file entries to
  A/P Master file and Journalize
5 Initialize A/P files and/or
  Perform periodic purging of
    Master file

0 QUIT


SELECT ?  4
```

COMPUMAX

```
...please wait...
MICROPAY 4 — POST TRANSACTIONS


41 Post Transaction File to A/P Master
 and Post to Journal File
42 Pay Accounts Payable (Write Checks)
 and Post to Journal File

 0 Exit

Select  41
        ?Before using this program, you s
hould   make a backup of your data files
 by
  using the DUPLICATE DISK option of
ATARI DOS.   DO NOT  use the copy      fi
les option!

Are your files properly backed up?
Please respond (Y OR N)? Y

If you wish, you may make a 'DRY RUN'
of this posting.  That is, all of
 the checking and totalling of an
actual posting take place, but no
 files are changed.  This allows you
to check for errors without hurting   va
luable data.
DO YOU WANT A 'DRY RUN' (Y OR N)? N


    ...please wait...


DO YOU WISH ALL ERROR LOGGING

OUTPUT TO GO TO PRINTER (Y OR N)?  Y
```

```
(In this case we have elected NOT to make a "dry run",
since it would look the same as the actual run.  In a
dry run, however, no transaction records would have
been posted to the Master File and no journal records
would have been written.
```

COMPUMAX

```
—BEGINNING POSTING—
added P.O. 1102-W   to master
applied credit to P.O. 1102-W
added P.O. 1123-W   to master
added P.O. 1124-WW  to master
added P.O. 1111     to master
——POSTING COMPLETE——


—— POSTING COMPLETE ——


HIT ANY KEY TO CONTINUE
MICROPAY 4 — POST TRANSACTIONS


41 Post Transaction File to A/P Master
 and Post to Journal File
42 Pay Accounts Payable (Write Checks)
 and Post to Journal File

 0 Exit

Select ? 0


   ...please wait...
WELCOME TO MICROPAY BY COMPUMAX


Please select program option:

1 Add to/List/Edit the A/P transaction
  file.
2 List/Edit the A/P Master file and/or
  Print Cash Requirements.
3 Add to/List/Edit the A/P vendor file
4 Pay Outstanding A/P (write checks)
   OR
  Post Transaction file entries to
  A/P Master file and Journalize
5 Initialize A/P files and/or
  Perform periodic purging of
    Master file

0 QUIT


SELECT ?  2
```

COMPUMAX

```
     ...please wait...
MICROPAY 2 — THE MASTER FILE


21 - EDIT RECORDS IN MASTER FILE
22 - LIST MASTER FILE
23 - PRINT CASH REQUIREMENTS
 0 - EXIT


SELECT AN OPTION ?   22

     ...please wait...
LIST MICROPAY MASTER PAYABLES FILE


DO YOU WISH TO LIST ONLY A GROUP OF
ONE OR MORE VENDORS (Y OR N)? N
DO YOU WISH TO LIST ONLY A GROUP OF
ONE OR MORE P.O.'S   (Y OR N)? N
DO YOU WISH TO LIST ONLY A GROUP OF
P.O.'S TO BE PAID BETWEEN TWO GIVEN     D
UE   DATES (Y OR N)? N

OUTPUT TO GO TO PRINTER (Y OR N)? Y
vendor: number 001
      : SHEPARDSON MICROSYSTEMS

  P.O. : number 1102-W
       : vendor invoice# 1020-R
       : dated OCT 18,80
       : date received OCT 20,80
       : DUE date NOV 20,80
remarks: TESTING
chart of accounts:  A/P account# 310
to be paid from cash/check acct# 110

description:              amount
CP/A S/W PACKAGE          $125.00

NOV 18,80 Credit memo      $20.00


.............................
```

COMPUMAX

```
vendor: number 002
      : IBM

P.O. : number 1123-W
     : vendor invoice# NONE
     : dated NOV 23,80
     : date received NOV 24,80
     : DUE date NOV 30,80
remarks:
chart of accounts:  A/P account# 310
to be paid from cash/check acct# 110

description:              amount
8" DISKETTES              $130.00

——No Payments/Credits on this P.O.——
```

. . . .

```
vendor: number 003
      : WILKINSON & CO

P.O. : number 1124-WW
     : vendor invoice# 1124-WW
     : dated NOV 24,80
     : date received NOV 24,80
     : DUE date NOV 24,80
remarks: OK?
chart of accounts:  A/P account# 310
to be paid from cash/check acct# 110

description:              amount
MICROREC/PAY              $2000.00

——No Payments/Credits on this P.O.——
```

. . . .

COMPUMAX

```
vendor: number 004
      : FIRST MICROS

  P.O. : number 1111
       : vendor invoice# 11-11-1
       : dated NOV 11,80
       : date received ??? 00,00
       : DUE date DEC 11,80
remarks: OK!
chart of accounts:  A/P account# 310
to be paid from cash/check acct# 110

description:              amount
FIRST PLACE RIBBONS        $1.98

---No Payments/Credits on this P.O.---


. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .


Do you wish to do another Master File
listing now (Y OR N)? N
MICROPAY 2 -- THE MASTER FILE


21 - EDIT RECORDS IN MASTER FILE
22 - LIST MASTER FILE
23 - PRINT CASH REQUIREMENTS
 0 - EXIT


SELECT AN OPTION ?  23



    ...please wait...
PRINT CASH REQUIREMENTS


DO YOU WISH TO LIST ONLY A GROUP OF
ONE OR MORE VENDORS (Y OR N)? N
DO YOU WISH TO LIST ONLY A GROUP OF
ONE OR MORE P.O.'S   (Y OR N)? N
DO YOU WISH TO LIST ONLY A GROUP OF
P.O.'S TO BE PAID BETWEEN TWO GIVEN    D
UE  DATES (Y OR N)? N

OUTPUT TO GO TO PRINTER (Y OR N)? Y
```

COMPUMAX

--- CASH REQUIREMENTS LISTING ---

```
vn# P.O.#    cu.inv#        net amount
   due date  vendor
      description


001 1102-W    1020-R          $105.00
   NOV 20,80 SHEPARDSON MICROSYSTEMS
      CP/A S/W PACKAGE
002 1123-W    NONE            $130.00
   NOV 30,80 IBM
      8" DISKETTES
003 1124-WW   1124-WW       $2000.00
   NOV 24,80 WILKINSON & CO
      MICROREC/PAY
004 1111      11-11-1          $1.98
   DEC 11,80 FIRST MICROS
      FIRST PLACE RIBBONS


Cash Requirements are     $2236.98
on 4 outstanding P.O.'s



Do you wish another Cash Requirements
listing now (Y OR N)? N
MICROPAY 2 -- THE MASTER FILE


21 - EDIT RECORDS IN MASTER FILE
22 - LIST MASTER FILE
23 - PRINT CASH REQUIREMENTS
 0 - EXIT

SELECT AN OPTION ?) 0
```

```
        ...please wait...
    WELCOME TO MICROPAY BY COMPUMAX


    Please select program option:

    1 Add to/List/Edit the A/P transaction
      file.
    2 List/Edit the A/P Master file and/or
      Print Cash Requirements.
    3 Add to/List/Edit the A/P vendor file
    4 Pay Outstanding A/P (write checks)
         OR
      Post Transaction file entries to
      A/P Master file and Journalize
    5 Initialize A/P files and/or
      Perform periodic purging of
        Master file

    0 QUIT


    SELECT ?  5


        ...please wait...
    MICROPAY 5 — (RE)INITIALIZE FILES


    51 - VENDOR FILE
    52 - PAYABLES TRANSACTION FILE
    53 - PAYABLES MASTER FILE
    54 - LEDGER JOURNAL FILE FOR
            PAYABLES TRANSACTIONS
    55 - PURGE OBSOLETE DATA FROM MASTER
         FILE

     0 - EXIT


    [ Options 51 thru 54 initialize the
        file shown. ]

      SELECT ?

      NOTE:  be sure you have posted the
          previous Payables transaction
                file to the Master file
          Have you done so (Y OR N)? Y
```

COMPUMAX

Please enter the date of the start
of the period that this transaction   fi
le will cover.
Date (MMDDYY) ?   FEB 08,81

DATE OKAY (Y OR N)? Y

(Transaction File is now re-initialized.)

MICROPAY 5 — (RE)INITIALIZE FILES

51 - VENDOR FILE
52 - PAYABLES TRANSACTION FILE
53 - PAYABLES MASTER FILE
54 - LEDGER JOURNAL FILE FOR
        PAYABLES TRANSACTIONS
55 - PURGE OBSOLETE DATA FROM MASTER
      FILE

 8 - EXIT

[Options 51 thru 54 initialize the
    file shown.]

   SELECT ? 0

     ...please wait...
   WELCOME TO MICROPAY BY COMPUMAX

Please select program option:

1 Add to/List/Edit the A/P transaction
  file.
2 List/Edit the A/P Master file and/or
  Print Cash Requirements.
3 Add to/List/Edit the A/P vendor file
4 Pay Outstanding A/P (write checks)
    OR
  Post Transaction file entries to
  A/P Master file and Journalize
5 Initialize A/P files and/or
  Perform periodic purging of
    Master file

8 QUIT

SELECT ? 4

COMPUMAX

```
        ...please wait...
    MICROPAY 4 -- POST TRANSACTIONS

     41 Post Transaction File to A/P Master
      and Post to Journal File
     42 Pay Accounts Payable (Write Checks)
      and Post to Journal File

     8 Exit

     Select ?   42


              Before using this program, you s
    hould    make a backup of your data files
    by
      using the DUPLICATE DISK option of
    ATARI DOS.   DO NOT  use the copy      fi
    les option!


    Are your files properly backed up?
    Please respond (Y OR N)? Y


    If you wish, you may make a 'DRY RUN'
    of this posting.   That is, all of
      the checking and totalling of an
    actual posting take place, but no
      files are changed.   This allows you
    to check for errors without hurting   va
    luable data.
    DO YOU WANT A 'DRY RUN' (Y OR N)? N



            ...please wait...
    Please enter today's date ?    FEB 08,81

    Several payment options are available.
    Choose any or all in combination.


    Pay only some vendors (Y OR N)? N

    Pay only those P.O.'s due during a
    range of dates (Y OR N)? N

    Make only partial payments on some or
    all P.O.'s (Y OR N)? Y

    Do you wish to change default ledger
    account number on some or all of
      the P.O.'s (Y OR N)? N

    ALL SELECTIONS OK (Y OR N)? Y
```

COMPUMAX, INC.
P. O. BOX 1139
PALO ALTO, CA 94301
(415) 321-2881

UNION BANK
PALO ALTO, CALIF.

CHECK № 1006

11-97
1210

PAY
TO THE
ORDER OF   ***750***DOLLARS***AND**00***XX

DATE   FEB 07, 81

AMOUNT $750.00

OPTIMIZED SYSTEMS
10379 LANSDALE AVE.
CUPERTINO   CA 95014

AUTHORIZED SIGNATURE

"001006" ':121000926: 61836"0451"

COMPUMAX, INC.

CHECK № 1006

to OPTIMIZED SYSTEMS

Payment on your invoice # 10481-A -- Amount $750.00
(Our purchase order # 1001   )

[P.O. paid in full]

COMPUMAX

CHECK WRITING REQUESTS WILL
    BE PRODUCED BY THIS PROGRAM,

OUTPUT TO GO TO PRINTER (Y OR N)? Y

If you wish to print checks on pre-
printed forms, ensure forms are
    properly lined up in printer before
answering the next question.
Print checks on forms(Y OR N)? N

(If you had answered "Y" to this question and had an 80-column
printer connected, you would now be able to insert your NEBS
continuous check forms and MICROPAY would actually print your
checks.)

——BEGINNING CHECK WRITING——

 P.O. TO BE PAID

Vendor # 001
      name SHEPARDSON MICROSYSTEMS
P.O. Num. 1102-W
Item Desc CP/A S/W PACKAGE
Net Due $105.00
Due Date NOV 20,80
Pay from ledger acct # 110

How much to pay ? 105.00

_____

Write Check to:

SHEPARDSON MICROSYSTEMS   [001]
20395 PACIFICA DR
SUITE 108
CUPERTINO   CA 95014

Amount $105.00
Our P.O. # 1102-W
Cust Inv.# 1020-R
 [P.O. paid in full]

COMPUMAX

P.O. TO BE PAID

    Vendor # 002
        name IBM
    P.O. Num. 1123-W
    Item Desc 8" DISKETTES
    Net Due $130.00
    Due Date DEC 25,80
    Pay from ledger acct # 110

How much to pay ? 130.00

_____

Write Check to:

IBM   [002]
12 RESEARCH DR
SAN JOSE   CA 95119

Amount $130.00
Our P.O. # 1123-W
Cust Inv.# NONE
 [P.O. paid in full]

    P.O. TO BE PAID

    Vendor # 003
        name WILKINSON & CO
    P.O. Num. 1124-WN
    Item Desc MICROREC/PAY
    Net Due $3000.00
    Due Date NOV 24,80
    Pay from ledger acct # 111

How much to pay ? 500.00

_____

Write Check to:

WILKINSON & CO   [003]
10379 LANSDALE AVE
CUPERTINO   CA 95014

Amount $500.00
Our P.O. # 1124-WN
Cust Inv.# 1124-WN
 [partial payment]

COMPUMAX

P.O. TO BE PAID

Vendor # 004
    name FIRST MICROS
P.O. Num. 1111
Item Desc FIRST PLACE RIBBONS
Net Due $1.98
Due Date NOV 30,80
Pay from ledger acct # 110

How much to pay ? 1.98

Write Check to:

FIRST MICROS   [004]
1111 FIRST ST
SUITE 111
FIRSTVILLE   FI 11111

Amount $1.98
Our P.O. # 1111
Cust Inv.# 11-11-1
 [P.O. paid in full]

— POSTING COMPLETE —

MICROPAY 4 — POST TRANSACTIONS

41 Post Transaction File to A/P Master
 and Post to Journal File
42 Pay Accounts Payable (Write Checks)
 and Post to Journal File

0 Exit

Select 0

COMPUMAX

WELCOME TO MICROPAY BY COMPUMAX

Please select program option:

1 Add to/List/Edit the A/P transaction
   file.
2 List/Edit the A/P Master file and/or
   Print Cash Requirements.
3 Add to/List/Edit the A/P vendor file
4 Pay Outstanding A/P (write checks)
      OR
   Post Transaction file entries to
   A/P Master file and Journalize
5 Initialize A/P files and/or
   Perform periodic purging of
      Master file

0 QUIT

SELECT ? 2

   ...please wait...
MICROPAY 2 — THE MASTER FILE

21 - EDIT RECORDS IN MASTER FILE
22 - LIST MASTER FILE
23 - PRINT CASH REQUIREMENTS
 0 - EXIT

SELECT AN OPTION ? 22

    ...please wait...
LIST MICROPAY MASTER PAYABLES FILE

DO YOU WISH TO LIST ONLY A GROUP OF
ONE OR MORE VENDORS (Y OR N)? N
DO YOU WISH TO LIST ONLY A GROUP OF
ONE OR MORE P.O.'S   (Y OR N)? N
DO YOU WISH TO LIST ONLY A GROUP OF
P.O.'S TO BE PAID BETWEEN TWO GIVEN   D
DUE DATES (Y OR N)? N

OUTPUT TO GO TO PRINTER (Y OR N)? Y

COMPUMAX

vendor: number 001
: SHEPARDSON MICROSYSTEMS

P.O. : number 1102-W
: vendor invoice# 1020-R
: dated OCT 10,80
: date received OCT 20,80
: DUE date NOV 20,80
remarks: TESTING
chart of accounts: A/P account# 2.02020
202E-63
to be paid from cash/check acct# 110

description:	amount
CP/A S/W PACKAGE	$125.00
NOV 10,80 Payment made	$20.00
FEB 08,81 Payment made	$105.00

. . . .

vendor: number 002
: IBM

P.O. : number 1123-W
: vendor invoice# NONE
: dated NOV 23,80
: date received NOV 25,80
: DUE date DEC 25,80
remarks: FIXED
chart of accounts: A/P account# 2.02020
202E-63
to be paid from cash/check acct# 110

description:	amount
8" DISKETTES	$130.00
FEB 08,81 Payment made	$130.00

. . . .

COMPUMAX

```
vendor: number 003
      : WILKINSON & CO

  P.O. : number 1124-WW
       : vendor invoice# 1124-WW
       : dated NOV 24,80
       : date received NOV 24,80
       : DUE date NOV 24,80
remarks: OK.
chart of accounts:  A/P account# 2.02020
202E-63
to be paid from cash/check acct# 111

description:                    amount
MICROREC/PAY                  $2000.00

FEB 08,81 Payment made          $500.00


. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .


vendor: number 004
      : FIRST MICROS

  P.O. : number 1111
       : vendor invoice# 11-11-1
       : dated NOV 11,80
       : date received NOV 15,80
       : DUE date NOV 30,80
remarks: NET 15
chart of accounts:  A/P account# 2.02020
202E-63
to be paid from cash/check acct# 110

description:                    amount
FIRST PLACE RIBBONS              $1.98

FEB 08,81 Payment made           $1.98


. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Do you wish to do another Master File
listing now (Y OR N)? N
MICROPAY 2 -- THE MASTER FILE


21 - EDIT RECORDS IN MASTER FILE
22 - LIST MASTER FILE
23 - PRINT CASH REQUIREMENTS
 0 - EXIT


SELECT AN OPTION ? 23
```

COMPUMAX

...please wait...
PRINT CASH REQUIREMENTS

DO YOU WISH TO LIST ONLY A GROUP OF
ONE OR MORE VENDORS (Y OR N)? N
DO YOU WISH TO LIST ONLY A GROUP OF
ONE OR MORE P.O.'S   (Y OR N)? N
DO YOU WISH TO LIST ONLY A GROUP OF
P.O.'S TO BE PAID BETWEEN TWO GIVEN   D
UE DATES (Y OR N)? N

OUTPUT TO GO TO PRINTER (Y OR N)? Y

— CASH REQUIREMENTS LISTING —

vn# P.O.#   cu.inv#   net amount
     due date vendor
          description

002 1123-W   NONE $0.00
    DEC 25,80 IBM
       8" DISKETTES
003 1124-WW   1124-WW $1500.00
    NOV 24,80 WILKINSON & CO
       MICROREC/PAY
004 1111   11-11-1 $0.00
    NOV 30,80 FIRST MICROS
       FIRST PLACE RIBBONS
001 1102-W   1020-R $0.00
    NOV 20,80 SHEPARDSON MICROSYSTEMS
       CP/A S/W PACKAGE

Cash Requirements are $1500.00
on 4 outstanding P.O.'s

Do you wish another Cash Requirements
listing now (Y OR N)? N
MICROPAY 2 — THE MASTER FILE

21 - EDIT RECORDS IN MASTER FILE
22 - LIST MASTER FILE
23 - PRINT CASH REQUIREMENTS
 0 - EXIT

SELECT AN OPTION ? 0

COMPUMAX

Remove your MICROPAY program disk from drive 1 and replace it
with the MICROLEDGER program disk. Boot up the program and
you will see the program selection menu on the screen. Type
in "PAY" after the SELECT prompt to call up the MICROPAY Journal
File, JOUPAY.

select subsidiary journal file via
     REC/PAY/PER/INV/- entry.THE MICROLE
DGER SYSTEM

SELECT PROGRAM OPTION:

1 CHART OF ACCOUNTS DATA ENTRY/UPDATE
2 JOURNAL FILE DATA ENTRY/UPDATE
3 FILE LISTINGS
4 TRIAL BALANCE AND POSTING
5 PROFIT AND LOSS STATEMENT
6 BALANCE SHEET
7 FILE BACKUP

8 QUIT

SELECT ?   PAY

          ALTERNATE JOURNAL SELECTED

You have selected the journal file
   produced by MICROPAY. All
   references to a journal file herein
   will refer to 'JOUPAY.DAT'

Is this correct (Y OR N)? Y

Subsidiary journal file assumed to
   be on disk drive 2.

Is this correct (Y OR N)? Y
select subsidiary journal file via
     REC/PAY/PER/INV/- entry.THE MICROLE
DGER SYSTEM

COMPUMAX

(NOTE: JOUPAY (Journal File) records were created once
when the Transaction File was posted to the Master File
and again when checks were written.)

Two JOUPAY records are written for each transaction
(P.O., credit or payment) created.

COMPUMAX

JOURNAL FILE LISTING
   PERIOD   JAN 01,81 THRU FEB 08,81
_____

JOURNAL FILE HAS 18 RECORDS

REC ACCT	TRANSACTION		RUNNING
	DATE	AMOUNT	BALANCE

```
001 310     P.O. 1102-W , A/P
 OCT 10,80       $125.00      ($125.00)
002 810     P.O. 1102-W , EXPENSES
 OCT 10,80       $125.00        $0.00
003 310 Credit,PO 1102-W , A/P
 NOV 10,80       ($20.00)       $20.00
004 810 Credit,PO 1102-W , EXPENSES
 NOV 10,80       ($20.00)       $0.00
005 310     P.O. 1123-W , A/P
 NOV 23,80       $130.00      ($130.00)
006 810     P.O. 1123-W , EXPENSES
 NOV 23,80       $130.00        $0.00
007 310     P.O. 1124-WW , A/P
 NOV 24,80      $2000.00     ($2000.00)
008 814     P.O. 1124-WW , EXPENSES
 NOV 24,80      $2000.00        $0.00
009 310     P.O. 1111    , A/P
 NOV 11,80        $1.98        ($1.98)
010 811     P.O. 1111    , EXPENSES
 NOV 11,80        $1.98         $0.00
011 110 PMT ON P.O. 1102-W
 FEB 08,81      ($105.00)     ($105.00)
012 310 PMT ON P.O. 1102-W
 FEB 08,81      ($105.00)       $0.00
013 110 PMT ON P.O. 1123-W
 FEB 08,81      ($130.00)     ($130.00)
014 310 PMT ON P.O. 1123-W
 FEB 08,81      ($130.00)       $0.00
015 110 PMT ON P.O. 1124-WW
 FEB 08,81      ($500.00)     ($500.00)
016 310 PMT ON P.O. 1124-WW
 FEB 08,81      ($500.00)       $0.00
017 110 PMT ON P.O. 1111
 FEB 08,81        ($1.98)      ($1.98)
018 310 PMT ON P.O. 1111
 FEB 08,81        ($1.98)       $0.00
```

COMPUMAX

LEDGER3 — LIST FILE CONTENTS

SELECT AN OPTION:
  31 LIST ENTIRE CHART OF ACCOUNTS
  32 LIST SELECTED RANGE IN
     CHART OF ACCOUNTS
  33 LIST ENTIRE JOURNAL FILE
  34 LIST SELECTED RANGE OF
     JOURNAL RECORDS
   0 RETURN TO MASTER MENU

OPTION? 0

    ...please wait...
select subsidiary journal file via
    REC/PAY/PER/INV/- entry.THE MICROLE
DGER SYSTEM

SELECT PROGRAM OPTION:

1 CHART OF ACCOUNTS DATA ENTRY/UPDATE
2 JOURNAL FILE DATA ENTRY/UPDATE
3 FILE LISTINGS
4 TRIAL BALANCE AND POSTING
5 PROFIT AND LOSS STATEMENT
6 BALANCE SHEET
7 FILE BACKUP

0 QUIT

SELECT ? 4

Now you may follow through with Program 4 in MICROLEDGER to
POST JOUPAY to the Chart of Accounts. Then list your Chart of
Accounts to be sure the posting occurred correctly. When this
is done, remove the MICROLEDGER program disk and replace it with
the MICROPAY program disk. Now run Option 54 to re-initialize
the Journal File.

APPENDIX B

CUSTOMIZING FOR PERSONAL USE

Because not all users need the same features from an Accounts Payable package, we have designed and prepared this software with the customizer in mind. We have included liberal remark statements in the code and assigned easily identifiable variable names. Record structures are provided to assist you in your program changes, and extra fields are available in header records. Lines 1-999 are common to all programs, making modifications more easy to implement in all programs. We have done all we can to facilitate program changes and we invite you to make the modifications you need. Be aware, however, that our program support services cannot be extended to cover programs that have been modified in any way (except for changes in default debit and credit numbers, and updates to tax rates in MICROPERS).

Changing Default Debit and Credit Account Numbers

These are contained in lines 1050-1060 of PAY 1. If you do not use these numbers you may change the program to loop around the prompts in the appropriate programs. In this case you **must** delete the Journal File.

Output Formatting for Checks

You may change the printer formatting routines in PAY 4 to modify invoice formatting for particular check forms. Checks are currently formatted for NEBS check forms.

Using Additional Disk Drives

Lines 350-390 and 900-999 in all programs contain the drive assignments for the various files. These must be changed consistently in all programs. Do not attempt to change the name or drive assignment of PAYMAST.DAT or PAYMAST.NDX. If you use 3 drives, we recommend that you assign the Journal File and Vendor File to Drive 3. This will allow approximately 260 additional records for your drive 2 files. If you do not use the Journal File (and delete it) you have the potential for about 65 additional records in your Master File.

Changing File Names and Sizes

Lines 400-500 in each program refer to the maximum number of records for each file.

*Dealers see Licensing Agreement for terms of customization for resale.

MICROPAY PROCEDURE FLOWCHART

```
┌─────────────┐
│ INTIALIZE   │     51,52,53,54
│ FILES       │     when starting new system
└─────┬───────┘     52,54
      │             for each new period, af-
      ▼             ter posting journal via
┌─────────────┐     MICROLEDGER
│ SET COMPANY │     31, Customer # Ø
│ NAME INFO.  │     when starting new system
└─────┬───────┘
      │
      ▼
┌─────────────┐
│ ENTER       │      11
│ P.O.'S      │
│ & CREDITS   │
└─────┬───────┘
      ▼
   ╱ 13 ╲          ╭───╮
  ╱ENTRIES╲  NO    │fix│
  ╲ OK?   ╱───────▶└───┘   ┌──────────────┐  12
   ╲     ╱                 │ EDIT         │
      │ YES                │ TRANSACTIONS │
      │                    └──────────────┘
      ▼
┌─────────────┐
│ POST        │   41 Dry Run?   (Error Check)
│ TRANSACTIONS│
│ TO MASTER   │
└─────┬───────┘
      ▼
   ╱POSTING╲  YES
  ╱ ERRORS ╲──────  (Above this line: Do daily
   ╲       ╱        or weekly, as required)
      │ NO
      ▼             (Below line: Do weekly or
┌─────────────┐     monthly, as required)
│ POST        │     41 for real
│ TRANSACTIONS│
│ TO MASTER   │
└─────┬───────┘
      ▼
   ╱ MASTER╲  NO   ┌──────────┐ 21
  ╱ FILE    ╲──────│ EDIT     │      ╭───╮
  ╲ OK?     ╱  22  │ MASTER** │------│fix│
   ╲       ╱       └──────────┘      ╰───╯
      │ YES
      ▼
    ( A )

*PLEASE- backup your files here!

**May require fixing of journal file
  via MICROLEDGER. If you backed up
  your files, you could restore them
```

```
    ( A )
      │
      ▼
┌─────────────┐
│ PRINT       │      23
│ CASH        │
│ REQUIREMENTS│
└─────┬───────┘
      ▼
┌─────────────┐
│ DO TRIAL    │     42, DRY RUN
│ PAY OF      │
│ CHECKS      │
└─────┬───────┘
      ▼
   ╱PAYMENTS╲   N
  ╱ OK      ╲──────
   ╲       ╱
      │ Y
      ▼
┌─────────────┐
│ PAY CHECKS  │    42 THE REAL
│             │       THING
└─────┬───────┘
      ▼
   [OPTIONAL]
   ╱ PAY   ╲   YES
  ╱ MORE    ╲──────
  ╲ CHECKS  ╱
   ╲       ╱
      │
      ▼
┌─────────────┐
│ PURGE       │    55, optional,
│ OUTDATED    │    as required
│ RECORDS     │
└─────┬───────┘
      ▼
```

MASTER FILE "PAYMAST"
RECORD STRUCTURE

VENDOR NUMBER	P.O. NUMBER	VENDOR NUMBER	P.O. DATE	ITEM DESCRIPTION	TERMS	A/P ACCOUNT #	TOTAL INVOICE AMOUNT
A3	A8	A8	N6	A20	A14	N6	N6 *

CREDIT OR PAYMENT #1 AMOUNT	CREDIT OR PAYMENT #1 DATE
N6	N6

CREDIT OR PAYMENT #2 AMOUNT	CREDIT OR PAYMENT #2 DATE
N6	·N6

CREDIT OR PAYMENT #3 AMOUNT	CREDIT OR PAYMENT #3 AMOUNT
N6	N6

P.O. DUE DATE	CR ACCOUNT TO PAY FROM	INVOICE DATE (from vendor)
N6	N6	N6

HEADER RECORD

Format the same as Master File structure, but only * is used,
meaning "number of active records in file".