

COMPUTAX

MIRAGE

POWERFUL COMPUTER SOURCE INTERACTIVE
ACCOUNTING EXPERTISE CODES WITH
PACKAGE NOT PROVIDED OTHER
FOR SMALL REQUIRED COMPUTAX
BUSINESS PROGRAMS

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COMPUTAX

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ATARI

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MICROREC

Accounts Receivable 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 acquainted with MICROREC, you might want to save even more time and frustration with:

MICROLEDGER

MICROPAY

MICROINV

MICROPERS

ORDER ENTRY

These packages are described briefly on page 25 of the manual.

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INTRODUCTION

Features

AGED TRIAL BALANCE OF ACCOUNTS RECEIVABLE

The program will group and list for you all accounts receivable outstanding under 30 days after invoicing, between 31 and 60 days after invoicing, between 61 and 90 days, and over 90 days. This breakdown can assist you in projecting income, establishing collection priorities and spotting "problem" accounts.

LISTING OF ACCOUNTS RECEIVABLE BY INVOICE NUMBER

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

LISTING OF ACCOUNTS RECEIVABLE BY CUSTOMER

You may request records from the Master File for any specific customer or group of customers.

LISTING OF ACCOUNTS RECEIVABLE BY DATE

The program allows you to display or print all accounts receivable invoiced on a specific date or between any two dates.

***** SPECIAL LISTING FEATURE *****

You may use any combination of the above three parameters (listing by Customer, Invoice Number or Date) to specify the group of records you want to list. For example, you

may list only invoices #2066 through 2089/A issued between May 10th and May 21st for Customer #4.

INVOICES

~~You may print these for specific customers or for all customers with open invoice records in the Transaction File.~~ Invoices handle one line item, shipping, sales tax and total amount, as well as debiting and crediting these charges to the general ledger accounts you specify.

CUSTOMER STATEMENTS

~~These may be printed for all customers in the Master File or for certain specified customers.~~ Statements include information on charges, payments and debit or credit balance forward.

DRY RUN POSTING

Before posting your transactions (new invoices and new payments) to your Master File, you may do a "dry run" posting, carrying out 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 receive error messages you may go ahead and do the actual posting.

CUSTOMER FILE

~~A separate Customer File holds vital information for each of your customers. You may enter the customer information directly into this file or indirectly via the Transaction File when you enter an invoice for a new customer.~~ You will establish general ledger account numbers here to which you want to debit and credit the accounts receivable transaction amounts for each customer (although you may always override these pre-established numbers at the time of entering data for a new invoice). You may list all or partial information from your Customer File by customer number or alphabetically by customer name.

SPECIAL FILE EDITING FEATURE

~~To change or delete information you may call up the record by either the invoice number or customer number. Once you find any 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.~~

ACCOUNTS RECEIVABLE IN A NUTSHELL

Put simply, the A/R function in business accounting is to record dollar amounts, sources and due dates of all monies owed to you for services rendered. On the surface it all seems like a simple enough task, but complications do arise. For example: Will there be sufficient funds in the bank for Friday's payroll? What is the current dollar amount of accounts outstanding over 90 days? Which customers have outstanding balances due over \$4,000.00?

With bookkeeping systems of the past, ferreting out this type of information involved a lot of time-consuming, error-filled sorting and re-sorting of necessary data. With MICROREC and your ATARI 800 Personal Computer you will be able to locate this information — accurately sorted, listed and totalled — at a moment's notice.

MICROREC IN A NUTSHELL

MICROREC is a series of six computer programs that carry out the accounts receivable functions for a small business. You will be manipulating three files: ~~a Master File, which contains all of the to-date information concerning your accounts receivable system, a Transaction File, which you will create to cover specific periods of your own choosing, and into which you will enter the data reflecting your A/R current activity, i.e., new invoices and payments against old invoices. When you are satisfied that the Transaction File data are complete and accurate you may POST to the Master File.~~ The third file is the Customer File, which contains a list of active customers and their vital statistics. MICROREC will print invoices using your Transaction File data, and print Customer Statements using data from the Master File. You may obtain aging reports, reports of A/R by customer, date or invoice number, and totals of your cash projections.

MICROREC is designed to ~~run on a 32K ATARI 800 Personal Computer using 2 disk drives.~~ Record capacities are limited only by the space on the data disk. ~~You may handle up to 50 transactions per period (before you post to the Master File), 300 open invoices in the Master File and 200 active customers in the Customer File.~~ You may use additional disk drives if you find that your business requires additional record capacity.

THE SOFTWARE PACKAGE

You probably know what you want from an accounts receivable package or you wouldn't be bothering with A/R software. Different

businesses, however, have different needs from an A/R package. Compumax has endeavored to provide the A/R functions essential to small businesses along with some additional features which should prove useful to many of you. We could not supply exactly the combination of features desired by everyone, but we believe that this compact program will handle the A/R needs of most small businesses without modification. And for those of you who want to make modifications, and choose to change the programs rather than your accounting procedures, Compumax has provided the source code, record structures and some guidelines to tailoring the software and invites those of you versed in Atari Basic to customize this package yourselves.

For Users of the Compumax MICROLEDGER Package:

MICROREC offers an additional bonus to those of you who also use the Compumax MICROLEDGER system. ~~MICROREC creates Journal File records identical in format to the Journal File records used by MICROLEDGER. You can then post this Journal File to your Chart of Accounts. In a similar fashion, the other Compumax packages (MICROPAY, MICROINV and MICROPERS) can communicate with MICROLEDGER. The MICROLEDGER-MICROPAY-MICROREC-MICROINV-MICROPERS combination provides the user with a very effective and powerful software package.~~

For Users of the Compumax ORDER ENTRY Package:

If you are also a user of the ORDER ENTRY package, you may use ORDER ENTRY to automatically transfer all relevant information from ORDER ENTRY to MICROREC. ORDER ENTRY is interactive with MICROPAY and MICROINV as well. A full set of Compumax packages can greatly enhance your accounting capabilities.

USING THE PROGRAMS

Although this program was designed to be used easily by a novice computer user, you, the user, must contribute a certain amount of effort in familiarizing yourself with both your hardware and your software. READ YOUR USER MANUALS THOROUGHLY.

After you are comfortable with your ATARI 800 machine, take some time to read through your MICROREC user manual. Read the short "Beginner's Guide" and then read once through the text of the manual. Look at the sample run at the back of the manual. Now turn on the computer, load the program and experiment with the sample data provided on the disk. Practice adding and deleting records, listing files, printing invoices and statements, and posting to the Master File. When you are comfortable with the procedures, you are ready to begin using the program.

BEGINNER'S GUIDE

MICROREC

BEGINNER'S GUIDE TO RUNNING THE PROGRAMS

- 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 MICROREC 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 MICROREC 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. MICROREC comes on a 5 1/4" program disk which you load via drive #1, and includes a data disk containing sample data which is used in drive #2.~~
- * 1 ATARI printer. This is not an absolute requirement, but is certainly useful if you want to keep printouts of your files and reports.

LOADING THE PROGRAMS

MICROREC 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 MICROREC 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 MICROREC program selection menu displayed on the screen.~~ If you wish to load the programs manually, simply key in:

RUN'D:MICROREC (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 MICROREC program disk and

~~is automatically loaded when you load MICROREC. Run MICROREC 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 MICROREC.~~

DIRECTORY

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

1. Load MICROREC 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 MICROREC program disk. Follow this same procedure to make copies of your data files when you need to back up your data files.

Be sure to keep write-protect tabs on your program disk at all times. Read your ATARI manual about procedures for keeping the read/write heads of your disk drives clean for longer disk wear.

KEYBOARD

This is pretty similar to a typewriter keyboard. You will use numbers 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 MICROREC 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 into the "short term" memory of the computer itself. Only one of the six programs can be retained in memory at any one time. Your program and data will remain 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 MICROREC 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 MICROREC 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

MICROREC, MICROPAY, MICROINV and MICROPERS are interactive with the General Ledger package, MICROLEDGER, through the Journal File.

Each of the packages generate 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 MICROREC, type
D2:J*.*

You will then be prompted with: D2:JOUREC.DAT?

Answer "Y".

The next prompt is : D2:JOUREC.NDX?

Again answer "Y".

Now both your files have been deleted.

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

PROGRAMS

Program Selection Menu

- 1 - Add to/List/Edit the A/R Transaction File and/or Print Invoices
- 2 - List/Edit the A/R Master File and/or Print Customer Statements
- 3 - Add to/List/Edit the A/R Customer File
- 4 - Print Aged Receivables
- 5 - Post Transactions
- 6 - Initialize A/R Files and/or Perform Periodic Purging of Master File

MICROREC 1 - Add to/List/Edit the A/R Transaction File
and/or Print Invoices

This program contains all of the operations performed on the Transaction File except for the Posting, which is handled in Program 5. When you select Program 1, a sub-menu will be displayed on the screen:

- 11 - Add new invoices and/or payments against existing invoices
- 12 - Edit records in Transaction File
- 13 - List Transaction File
- 14 - Print Invoices
- 0 - Quit

Option: 11 - Add new invoices and/or payments against existing invoices

After the Transaction File has been initialized (using Program 6) 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 three things:

- add an invoice for a NEW customer by just hitting the RETURN key. You will now be asked for the relevant information to create the invoice and A/R record. The information on the new customer will also be added to the Customer File.

- add an invoice or payment against an existing invoice for an OLD customer by entering the customer number. The computer will retrieve the customer's name and address for you and ask you to enter the relevant information. If you don't know the customer number, you may enter a question mark (?). Then you will be asked for the customer'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 customer. For example, if you only remember that the name begins with "B", just enter "B" and the computer will display customers whose names begin with "B" until you locate the one you want. When the customer has been located you will be asked to input the relevant invoice information. If you have several invoices and/or payments to enter for one customer, take careful note of the customer number assigned by the computer so that you may enter it when you enter data for the next record. If the customer already exists in your customer file, be sure to always add records for an OLD customer; otherwise you will create multiple customer records for the same customer. PLEASE NOTE: You may enter a maximum of FOUR PAYMENTS against one customer.

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

*** INFORMATION REQUIRED WHEN ADDING A NEW CUSTOMER:

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
AREA CODE OF PHONE
NUMBERS.....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 DR LEDGER

ACCT.....Enter a three-digit account number here.
This is the account in your general
ledger to which all TOTAL INVOICE AMOUNTS
for this customer will be debited on
subsequent invoices. If you wish to
debit to a different account on any in-
voice you may override this DEFAULT num-
ber at that time. If you do not enter
a default number here, the program will
supply one for you (110).

*DEFAULT CR LEDGER

ACCT.....Just as for the DR number, enter a three-
digit account number here. This is the
general ledger account number to which
the ITEM AMOUNTS will be credited for
this customer on subsequent invoices. If
you wish to credit to a different account
on any invoice you may enter another num-
ber at that time to override this default
number. If you do not enter a default num-
ber here the program will supply one
for you (710).

REMARKS.....Maximum of 16 characters.

After you enter this information you will be asked if this
is a NEW INVOICE (Y or N)? If you answer "Y" you will be
asked for the invoice information. If you answer "N" the
program assumes you wish to enter a payment and asks for
payment information.

*NOTE: If you do not use MICROLEDGER and do not need the CR and
DR numbers, just enter 0 here.

*** INFORMATION REQUIRED WHEN ADDING A NEW INVOICE:

- INVOICE NUMBER.....Maximum of 8 characters. You may use numbers or other symbols.
- CUSTOMER P.O.#.....Maximum of 8 characters, numbers or other symbols.
- INVOICE DATE,.....In the form MMDDYY, where M=month, D=day, Y=year.
- ITEM DESCRIPTION.....Maximum of 20 characters.
- ITEM AMOUNT.....Numbers and decimals only.
- CR ACCT #.....Enter the three-digit account number from the general ledger to which you want to credit the sale. If you enter a period (.) here the DEFAULT CR NUMBER will be used (you will see this number displayed in parentheses here).
- SALES TAX AMOUNT.....Numbers and decimals only. Enter zero (0) if there is none.
- CR ACCT #.....Enter the account number to which you want to credit Sales Tax. If you enter a period (.) here, the program will supply its own default number (330).
- SHIPPING AMOUNT.....Numbers and decimals only. Enter zero (0) if there is none.
- CR ACCT #.....Enter the account number to which you want to credit shipping. If you enter a period (.) here, the program will supply its own default number (320).
- TOTAL INVOICE
AMOUNT.....Numbers and decimals only.
- DR ACCT #.....Enter the account number to which you want to debit the account receivable. If you enter a period (.) here, the default DR number which you established for this customer will be used (you will see this number displayed here in parentheses).
- TERMS.....Maximum of 16 characters.

*** INFORMATION REQUIRED WHEN ADDING A PAYMENT TO AN EXISTING INVOICE -- maximum of 4 payments may be applied to any one invoice.

- INVOICE NUMBER.....8 character maximum. Enter the number of the existing invoice.
- CUSTOMER P.O. #.....Enter your customer's Purchase Order Number, or hit RETURN if there is none.
- PAYMENT DATE.....Enter this in the form MMDDYY.
- REMARKS.....Simply hit RETURN if there are none.
- PAYMENT AMOUNT.....Numbers and decimals only.
- DR ACCT #.....Enter the three-digit account number to which you want to debit the payment. If you enter a period (.) the program will assign the default account number

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 DR number you established for this record when adding a new invoice, and now that you have received a payment you are crediting that same account.)

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 invoice number or the customer number so that the computer can find the record for you.

The computer will first ask: "Do you know the invoice number (Y or N)?"

Enter "Y" if you know the number, "N" if you don't. If you answer "Y" you will be asked to key in the invoice number. You may enter the entire number or just the initial part. For example, if you enter "3" the computer will retrieve all invoice numbers beginning with "3" and display the records until you find the one you want.

If you answered "N", you will now be asked to enter the customer number.

When the record has been located, the customer number and invoice number will be displayed and you will be asked if this is the right record. If there is more than one record with these same numbers (i.e., payments on an original invoice), the invoice number and customer 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 to 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.

After 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 customer 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 then type RUN.

Option: 14 - Print Invoices

- You may print invoices for ALL RECORDS in the Transaction File by just hitting RETURN.
- You may print invoices for A SINGLE CUSTOMER in the Transaction File by entering the customer number.

You may print these on the printer or simply display them on the screen. Type "END" to return to the Program 1 menu.

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
130 - Accounts Receivable

710 - Direct Sales

320 - Shipping Payable
330 - Sales Tax Payable

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.

MICROREC 2 - List/Edit the A/R Master File and/or Print
Customer Statements

- 21 - Edit records in Master File
- 22 - List Master File
- 23 - Print Statements
- 0 - Exit

Option: 21 - Edit Records in Master File

You may call up a record to be edited by either the invoice number or the customer number.

The computer will ask: "Do you know the invoice number (Y or N)?"

Enter "Y" if you know the number, "N" if you don't. If you answer "Y" you will be asked to key in the invoice number. You may enter the entire number or just the initial part. For example, if you enter "3" the computer will retrieve all invoice numbers beginning with "3" and display the records until you find the one you want.

If you answered "N" you will now be asked to enter the customer number.

When the record has been located, the customer number and invoice number will be displayed and you will be asked if this is the right record. If there is more than one record with these same numbers (i.e., payments on an original invoice), the invoice number and customer 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 to 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.

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

Option: 22 - List Microrec Master Receivables File

You will be asked three questions here:

- 1 - Do you wish to list only a group of one or more customers (Y or N)?
- 2 - Do you wish to list only a group of one or more invoices (Y or N)?
- 3 - Do you wish to list only a group of invoices entered between two given 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 1 you may limit the listing to certain customers by entering the lowest and highest customer numbers you wish to list. If you want to list only 1 customer, enter that number as both lowest and highest.

If you answer "Y" to question 2 you may limit the listing to certain invoice numbers. You will be asked to enter the lowest and highest invoice numbers. If you want to list just one invoice, enter that number as both lowest and highest.

If you answer "Y" to question 3 you may limit the listing to invoices issued between certain dates by entering the earliest and latest dates. If you want to list invoices 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 Customer Statements

You will be asked: "Do you wish to print statements for only a group of one or more customers (Y or N)?"

If you answer "Y" you will be asked for the lowest and highest customer numbers. To print a statement for just one customer, enter that number as both lowest and highest.

You may display statements on the screen or produce them in hard copy with your printer.

Option: 0 - Exit

Choose this option to return to the main program selection menu.

MICROREC 3 - Add to/List/Edit the A/R Customer File

- 31 - Examine/Edit Customer File
- 32 - List Customer File by Number
- 33 - List Customer File by Name
- 0 - Exit

Option: 31 - Examine/Edit Customer File

You may use this option to add new customers to the Customer File or to edit existing customer records. Keep in mind that you do not have to enter new customers through Program 3 - you may also do this through Program 1, Option 11 when you are adding an invoice for a new customer. Be sure that each of your customers appears only ONCE in your Customer File; otherwise you will not receive accurate customer information.

HIT RETURN to simply add a new customer. The computer will assign a customer number to this customer. 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 relevant information to establish a new customer in the file (see INFORMATION REQUIRED WHEN ADDING A NEW CUSTOMER in the description of Option 11). If the number you entered is in use the computer will display that customer record and give you the option to edit it.

Type "END" to return to the Program 3 menu selection.

Option: 32 - List Customer File by Customer 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 customer enter that number as both lowest and highest. If you answer "N" you will be shown the entire Customer File.

You may list just names and customer numbers if you answer "Y" to the question: "Do you want just names and numbers (as opposed to all information) for each customer (Y or N)?" Otherwise the entire customer record will be displayed.

Option: 33 - List Customer File by Name

You may again list just names and customer numbers or the full information. The program will display the customer records in alphabetical order.

Option: 0 - Exit

Select this option to return to the Program Selection Menu.

MICROREC 4 - Print Aged Receivables

This program displays your Accounts Receivable in four categories:

- those outstanding between 0 and 30 days (since the date of invoicing);
- those outstanding between 31 and 60 days;
- those outstanding between 51 and 90 days;
- those outstanding over 90 days.

Information displayed is: - invoice number
- customer number
- invoice date
- outstanding balance

You may choose to include also: - customer name
- address
- invoice details
if you so desire.

You will also see a cash projection of the total money due you in each category.

You may print this report on the printer or simply display it on the screen.

MICROREC 5 - Post Transactions

This program will post the new invoices and payments in your Transaction File to your Master File. Before you do this you should back up your data by using the Duplicate Disk option of the Atari DOS (Option J). (See your Beginner's Guide for instructions on how to load the DOS.) You should do this as a safeguard, in case you post something incorrectly or lose your data due to hardware failure.

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 - added invoice 1905 to Master
- 2 - applied payment to invoice 1806
- 3 - added invoice 1062-A to Master
- 4 - ERROR no invoice #1905 for payment
- 5 - ERROR duplicate invoice 1620/F

Message #4 tells you that there is no invoice #1905 in your Master File to which to post the payment. In an actual posting this error would not occur because invoice 1905 would have actually already been posted (as shown by message #1). Since this is a dry run, however, the record was not actually posted to the Master File. Message #5 tells you that invoice #1620/F has already been posted and you are attempting to "double-post". When you see such an error message you should be alerted that you may be attempting to double-post your entire file. You will never receive error messages on duplicate payments, since it is entirely possible that you might wish to post several payments in the same amount to the same account.

To prevent the possibility of double-posting, run Option 62 in Program 6 to RE-INITIALIZE your 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.

FOR USERS OF MICROLEDGER: When you actually post your Transaction File, the program will also create Journal File records for MICROLEDGER. You should now run the "Journalize and Accumulate" option in MICROLEDGER to post this Journal File to your Chart of Accounts, then use option 64 of Program 6 in MICROREC to RE-INITIALIZE your Journal File.

MICROREC 6 - Initialize A/R Files and/or Perform Periodic Purging of Master File

- 61 - Customer File
- 62 - Receivables Transaction File
- 63 - Receivables Master File
- 64 - Ledger Journal File for Receivables Transactions
- 65 - Purge Obsolete Data from Master File

(Options 61 thru 64 INITIALIZE or RE-INITIALIZE the file shown.)

Options: 61 - 64 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 initialized 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, CUSTOMER FILE and JOURNAL FILE (this last file must be initialized only if you wish to use MICROREC 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 5) your Transaction records to your Master File you should immediately run Option 62 to Initialize your Transaction File. This will void the file of old records and prepare it to accept transaction records for the new period.

CUSTOMER FILE: You will normally only need to initialize this file once - the first time you use the program. As soon as you Initialize or Re-Initialize this file using Option 61 you must run Program 3 to add record #0 to your Customer File. Record #0 is actually the name and address of your own company, and is used as a header for your reports, invoices and statements. 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 you use the program. You may use Option 65 to delete accounts in this file which you no longer need to retain on the disk.

Option: 65 — Purge Obsolete Data from Master File

Use this option to clear your Master File of records of invoices which have been fully paid which you no longer need to keep in file. (Remember, the Customer record will still exist in the Customer File, and you can always retrieve this record if you need to create new invoices for this customer.)

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

STEP BY STEP

-INSTRUCTIONS-

MICROREC

STEP-BY-STEP INSTRUCTIONS

1. Initialize your files.

Select Program 6 on the Program Selection Menu. When the program is loaded, run Option 61, 62 and 63 to Initialize your files. If you use MICROLEDGER in conjunction with MICROREC, also run Option 64 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 Customer Records.

Select Program 3, Option 31 to Examine/Edit Customer File. Type in "0" (zero) to force assignment of that number to your company. Enter your company name and address exactly as you wish it to appear on reports, invoices and statements, because the program uses this record as a title for your reports and documents. You may now hit RETURN to enter your first real customer record. Continue entering records until you have entered all customers (maximum 200) in the file. You may now run options 32 and 33 to LIST the Customer File by number or name (respectively). Print out the list of customers so that you will have the customer 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 Invoices to the Transaction File.

Select Program 1, Option 11 to add your open invoices to the Transaction File. On your first run of the program you will want to enter these in at least two batches (keeping in mind that your file handles a maximum of 50 records at any one time). The first batch will be those records for which you have already sent invoices and do not need to print new ones. The second batch should be those records for which you do want to print out invoices. Enter the first batch of records and go on to step 4. Skip Step 5 for this batch, and when you finish your actual posting return to step 4 to enter your second batch of records.

4. List your Transaction File.

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

5. Print Invoices.

Run Option 14 of Program 1 to do this. You may print them

customer number. When your invoices are ready, type "END" to return to the main Program Selection Menu.

6. Back Up your Data

Use the Duplicate Disk option of the ATARI DOS contained on your disk to make a copy of your data disk. You should always do this prior to posting.

7. Post Your Transaction File to the Master File

Select Program 5 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 invoices you are posting appear before the payment records in the file or the payments will not be applied correctly. Then go on to the actual posting.

8. List the Master file.

When you have posted, run Program 2, Option 22 to List the Master File. Check to see that your invoices and payments have been posted properly. If you need to make changes, run the editing option (21) to do so, or recover your backed-up files and re-post. (This will generate new and correct Journal record

9. Re-Initialize your Transaction File.

Run Program 6, Option 62 to re-initialize your Transaction File. Return to the Main Program Selection Menu.

10. FOR MICROLEDGER USERS ONLY: Journal Transfer

MICROLEDGER users should take this opportunity to post the Journal File, JOUREC, to the Chart of Accounts file. You may first LIST the Journal File by replacing the MICROREC program disk in Drive 1 with the MICROLEDGER program disk. Load the program. When the MICROLEDGER main Program Selection Menu appears on the screen, type REC instead of a program number. Now select Program 3 to LIST JOUREC. When you have verified that the data are correct, run Program 4 to POST to the Chart of Accounts File. Replace the MICROLEDGER program disk with the MICROREC program disk in drive 2, and run Program 6, Option 64 to Re-Initialize the Journal File.

Note: You may wait until you have accumulated up to 200 records in JOUREC before you post; however, it is best to post it to MICROLEDGER immediately after running program 5 and then re-initialize the file. This way you will avoid any possibility of double-posting.

11. Print Aging Report and/or Customer Statements.

You may now run Program 4 to print a report of your aged receivables, or Option 23 of Program 2 to print Customer

These 11 steps should cover your complete first run of data. You may run Option 23 of Program 2 or Program 4 at any time you wish, but keep in mind that these programs read the Master File records only. 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 Customer File or Master File after the first Initialization. If you do Re-Initialize the Customer File, however, be sure to enter your own company again as record #0. When your Master File approaches 300 records or whenever you wish to do this, run Option 65 to purge the Master File of paid invoice records and their corresponding payment records.

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

COMPUMAX

MICRO BIZ

COMPUMAX INTEGRATED MICROBUSINESS SOFTWARE

MICRO BIZ is composed of six software packages, MICROLEDGER, MICROPAY, MICROREC, MICROINV, MICRO-PERS, and ORDER ENTRY. They may be purchased individually or in combination with other CompuMax packages, and may be contained on a single disk for use on systems which have sufficient space on the program disk: MICROPOLIS 1053 (in MICROPOLIS BASIC, MICROSOFT, CBASIC2); CROMEMCO; APPLE II dual density; and COMMODORE 8032 with DOS 2.0, BASIC4 with drive 8050:

Each module may be used alone to provide powerful recordkeeping services, or in combination with other modules for use as a comprehensive business accounting system. Two complementary methods of integrating the packages are available:

- I. If MICROLEDGER is part of the system purchased the job stream is integrated as the General Ledger package, MICROLEDGER, receives data to update its files from the MICROPAY, MICROREC, MICROINV, and MICRO-PERS packages via the interactive Journal File.
- II. If ORDER ENTRY is part of the packages purchased, the job stream is integrated as ORDER ENTRY furnishes update information *directly* to Accounts Payable, Accounts Receivable, and Inventory Control systems. In addition, ORDER ENTRY *indirectly* updates the General Ledger package (MICROLEDGER) through its interface with MICROPAY, MICROREC, and MICROINV.

The COMPUMAX business application programs are sophisticated systems with documentation written with the novice computer user in mind. They are easy to use, yet powerful in their capabilities. Moreover, COMPUMAX supplies the BASIC source code so that the programs are easy to modify.

COMPUMAX programs are available for:

TRS-80 Models I and II	CROMEMCO
APPLE II	MICROSOFT under CP/M
PET	CBASIC2 under CP/M
MICROPOLIS 1053/II	

COMPUMAX

COMPUMAX can supply you with:

MICROLEDGER, a general ledger system which performs the essential functions of dual entry bookkeeping and matches revenues and expenses. MICROLEDGER computes the TRIAL BALANCE, executes POSTING of journal transactions into the CHART OF ACCOUNTS, and outputs an AUDIT TRAIL. It also produces the PROFIT AND LOSS STATEMENT and the BALANCE SHEET. MICROLEDGER's Journal File is formatted so that it can utilize the Journal File data created by MICROPAY, MICROREC, MICROINV and MICROPERS.

MICROPAY, an accounts payable system which keeps records and updates transactions in accounts payable. MICROPAY sorts data by customer, by time period, or by single date, and computes cash requirements and prints checks. This program simultaneously creates entries for the MICROLEDGER Journal File.

MICROREC, an accounts receivable system which keeps and updates Accounts Receivable records, prints invoices, sorts data by customer, by time period, or by single date, and computes Cash Projections. MICROREC creates journal entries which communicate with the MICROLEDGER Journal File.

MICROINV, an inventory control system which establishes and updates inventory control records, produces the STOCK STATUS REPORT, showing standard inventory stock data and stock valuation and the ABC ANALYSIS, breaking down the inventory into groups by frequency of usage. MICROINV produces a JOB COST REPORT/MATERIALS showing allocation of materials used year-to-date by each job or work code. MICROINV also computes and provides Economic Order Quantities. The Journal entries communicate with the MICROLEDGER Journal File.

MICROPERS, a payroll/personnel program which keeps and updates records, computes payroll, prints the Payroll Register, and prints paychecks. MICROPERS produces the JOB COST REPORT/ LABOR, computes the quarterly 941 bank deposit and the annual W-2 run. Journal entries can be fed into the MICROLEDGER Journal File.

ORDER ENTRY, a package designed to assist in the control of purchasing and sales. ORDER ENTRY will keep records and produce documents for both areas, printing purchase orders and invoices and organizing your sales orders and purchase orders by record number, vendor, and customer. In addition, ORDER ENTRY is interactive with MICROPAY, MICROREC and MICROINV, permitting the user to automatically transfer all information necessary to update these systems.

APPENDIX A

SAMPLE RUN

WELCOME TO MICROREC BY COMFUMAX

Please select program option:

- 1 Add to/List/Edit the A/R transaction file and/or Print Invoices
- 2 List/Edit the A/R Master file and/or Print Customer Statements
- 3 Add to/List/Edit the A/R customer file
- 4 Print Aged Receivables
- 5 Post Transaction file entries to A/R Master file and Journalize
- 6 Initialize A/R files and/or Perform periodic purges of Master file

0 QUIT

SELECT ? 6

...Please wait...

MICROREC 6 - (RE)INITIALIZE FILES

- 61 - CUSTOMER FILE
- 62 - RECEIVABLES TRANSACTION FILE
- 63 - RECEIVABLES MASTER FILE
- 64 - LEDGER JOURNAL FILE FOR RECEIVABLES TRANSACTIONS
- 65 - PURGE OBSOLETE DATA FROM MASTER FILE

0 - EXIT

[Options 61 thru 64 initialize the file shown.]

SELECT ? 63

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

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

COMPUMAX

MICROREC 6 — (RE)INITIALIZE FILES

- 61 - CUSTOMER FILE
- 62 - RECEIVABLES TRANSACTION FILE
- 63 - RECEIVABLES MASTER FILE
- 64 - LEDGER JOURNAL FILE FOR
RECEIVABLES TRANSACTIONS
- 65 - PURGE OBSOLETE DATA FROM MASTER
FILE

0 - EXIT

[Options 61 thru 64 initialize the
file shown.]

SELECT ? 6:

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

Please enter the date of the start
of the period that this journal file
will cover. fi
Date (MMDDYY) ? 0101 JAN 01,81

DATE OKAY (Y OR N)? Y

...please wait...

MICROREC 6 — (RE)INITIALIZE FILES

- 61 - CUSTOMER FILE
- 62 - RECEIVABLES TRANSACTION FILE
- 63 - RECEIVABLES MASTER FILE
- 64 - LEDGER JOURNAL FILE FOR
RECEIVABLES TRANSACTIONS
- 65 - PURGE OBSOLETE DATA FROM MASTER
FILE

0 - EXIT

[Options 61 thru 64 initialize the
file shown.]

SELECT ? 6

...please wait...

COMPUMAN

WELCOME TO MICROREC BY COMPUMAN

Please select program options:

- 1 Add to/List/Edit the A/R transaction file and/or Print Invoices
- 2 List/Edit the A/R Master file and/or Print Customer Statements
- 3 Add to/List/Edit the A/R customer file
- 4 Print Aged Receivables
- 5 Post Transaction file entries to A/R Master file and Journalize
- 6 Initialize A/R files and/or Perform periodic routine of Master file

0 QUIT

SELECT ? :

...please wait...

MICROREC 1 — TRANSACTIONS

- 11 - ADD NEW INVOICES AND/OR PAYMENTS AGAINST EXISTING INVOICES
- 12 - EDIT RECORDS IN TRANSACTION FILE
- 13 - LIST TRANSACTION FILE
- 14 - PRINT INVOICES
- 0 - EXIT

SELECT AN OPTION ? 13

...please wait...

LIST TRANSACTION FILE

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

customer: number 001
: ROSE & CO.

COMPU MAX

invoice: number 1905

: customer p.o.# 0105-CN
: date NOV 05,80
: total amt \$218.50

terms: NET 30

item	amount	DR/CR	acct
CRT, 12", BW	\$200.00	CR	710
sales tax	\$13.00	CR	330
shipping	\$5.50	CR	320
accts receivable	\$218.50	DR	130

customer: number 002
: BROWN INDUSTRIES

invoice: number 1906

: customer p.o.# VERBAL
: date DEC 06,80
: total amt \$151.10

terms: NET 60

item	amount	DR/CR	acct
MICROREC PACKAGE	\$140.00	CR	710
sales tax	\$5.10	CR	330
shipping	\$2.00	CR	320
accts receivable	\$151.10	DR	130

customer: number 003
: B.T.C. RESEARCH

invoice: number 1907

: customer p.o.# VERBAL
: date JAN 07,81
: total amt \$151.10

terms: 2% 10, NET 30

item	amount	DR/CR	acct
ATARI LEDGER	\$140.00	CR	710
sales tax	\$9.10	CR	330
shipping	\$2.00	CR	320
accts receivable	\$151.10	DR	130

COMPUMAX

customer: number 001
: ROSE & CO.

invoice: number 1905
: customer P.O.#
: date DEC 10,80

remarks:

payment amount: \$175.00
DR acct # 110
CR acct # 130

customer: number 002
: BROWN INDUSTRIES

invoice: number 1906
: customer P.O.#
: date JAN 02,81

remarks:

payment amount: \$151.10
DR acct # 110
CR acct # 130

MICROREC.1 - TRANSACTIONS

- 11 - ADD NEW INVOICES AND/OR PAYMENTS AGAINST EXISTING INVOICES
- 12 - EDIT RECORDS IN TRANSACTION FILE
- 13 - LIST TRANSACTION FILE
- 14 - PRINT INVOICES
- 0 - EXIT

SELECT AN OPTION ? 14

...please wait...
 You may print...

- all invoices in transaction file by hitting just RETURN
- all invoices for a single customer by entering a customer number
- exit by entering 'END'

Your entry ?
 OUTPUT TO GO TO PRINTER (Y OR N)? Y
 I N V O I C E

from: Invoice 1985
 COMPUKAX, INC.
 467 HAMILTON AVE.
 PALO ALTO CA 94301

to: [0001]
 ROSE & CO.
 560 N. BERNARDO AVE
 ATTN: C.L. ROSE
 MTN VIEW CA 94041

terms: NET 30 date: NOV 05, 88

description:	amount:
CRT, 12", B&W	\$200.00
sales tax	\$13.00
shipping	\$5.50
*** TOTAL ***	\$218.50

I N V O I C E

from: Invoice 1985
 COMPUKAX, INC.
 467 HAMILTON AVE.
 PALO ALTO CA 94301

COMPUMAX

to:
BROWN INDUSTRIES [0002]
1218 FAIR OAKS AVE.
SUNNYVALE CA 94086

terms: date:
NET 60 DEC 06, 80

description:	amount
MICROREC PACKAGE	\$140.00
sales tax	\$9.10
shipping	\$2.00
*** TOTAL ***	\$151.10

I N V O I C E

from: Invoice 1907
COMPUMAX, INC.
467 HAMILTON AVE.
PALO ALTO CA 94301

to: [0003]
B.T.C. RESEARCH
1350 CRANE ST.
MENLO PARK CA 94025

terms: date:
2% 10, NET 30 JAN 07, 81

description:	amount
ATARI LEDGER	\$140.00
sales tax	\$9.10
shipping	\$2.00
*** TOTAL ***	\$151.10

You may print...

- all invoices in transaction file by hitting just RETURN
- all invoices for a single customer by entering a customer number
- exit by entering 'END'

Your entry ? END

COMPUMAX

MICROREC 1 — TRANSACTIONS

- 11 - ADD NEW INVOICES #&AMOUNT OR PAYMENTS
AGAINST EXISTING INVOICES
- 12 - EDIT RECORDS IN TRANSACTION FILE
- 13 - LIST TRANSACTION FILE
- 14 - PRINT INVOICES
- 0 - EXIT

SELECT AN OPTION ?

...please wait...

COMPUMAX

WELCOME TO MICROREC BY COMPUMAX

Please select program option:

- 1 Add to/List/Edit the A/R transaction file and/or Print Invoices
- 2 List/Edit the A/R Master file and/or Print Customer Statements
- 3 Add to/List/Edit the A/R customer file
- 4 Print Aged Receivables
- 5 Post Transaction file entries to A/R Master file and Journalize
- 6 Initialize A/R files and/or Perform periodic postings of Master file

0 QUIT

SELECT ? :

...Please wait...
MICROREC 3 -- POST TRANSACTIONS

Before using this program, you should make a backup of your data files by using the DUPLICATE DISK option of ATARI DOS. DO NOT use the copy files 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 checkins and totallines of an actual posting take place, but no files are changed. This allows you to check for errors without hurting valuable data.
DO YOU WANT A 'DRY RUN' (Y OR N)? Y

...Please wait...

DO YOU WISH ALL ERROR LOGGING

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

COMPUMAX

—BEGINNING POSTING—

<< DRY RUN ONLY >>

added invoice 1905 to master

added invoice 1906 to master

added invoice 1907 to master

ERROR no invoice # 1905 for amt

ERROR no invoice # 1906 for amt

—POSTING COMPLETE—

Since this was not an actual posting, invoices 1905 and 1906 were not actually added to the Master File. Therefore they were not found when the program attempted to post the payment, resulting in error messages. In an actual posting, however, the invoices would have been actually posted, and the payments would have been applied.

—POSTING COMPLETE—

DRY RUN COMPLETE
POST AGAIN (Y OR N)? Y
MICROREC 5 — POST TRANSACTIONS

Before using this program, you should make a backup of your data files by using the DUPLICATE DISK option of ATARI DOS. DO NOT use the copy files 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 checkins and totalling of an actual posting take place, but no files are changed. This allows you to check for errors without hurting valuable data.

DO YOU WANT A 'DRY RUN' (Y OR N)? N

CONFUMAX

DO YOU WISH ALL ERROR LOGGING

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

---BEGINNING POSTING---

added invoice 1905 to master

added invoice 1906 to master

added invoice 1907 to master

applied payment to invoice 1905

applied payment to invoice 1906

---POSTING COMPLETE---

Notice that in the actual posting the program was able to apply the payments to invoices 1905 and 1906, since those invoices had been posted to the Master File immediately beforehand.

---POSTING COMPLETE---

...please wait...
WELCOME TO MICROREC BY CONFUMAX

Please select program option:

- 1 Add to/List/Edit the A/R transaction file and/or Print Invoices
- 2 List/Edit the A/R Master file and/or Print Customer Statements
- 3 Add to/List/Edit the A/R customer file

CONFIDENTIAL

- 4 Print Aged Receivables
- 5 Post Transaction file entries to A/R Master file and Journalize
- 6 Initialize A/R files and/or Perform periodic update of Master file

0 QUIT

SELECT ? 2

...please wait...

MICROREC 2 — THE MASTER FILE

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

SELECT AN OPTION? 22

...please wait...

LIST MICROREC MASTER RECEIVABLES FILE

DO YOU WISH TO LIST ONLY A GROUP OF ONE OR MORE CUSTOMERS (Y OR N)? N
DO YOU WISH TO LIST ONLY A GROUP OF ONE OR MORE INVOICES (Y OR N)? N
DO YOU WISH TO LIST ONLY A GROUP OF INVOICES ENTERED BETWEEN TWO GIVEN DATES (Y OR N)? N

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

customer: number 001
: ROSE & CO.

invoice: number 1905
: customer a.o.# 0105-CW
: date NOV 05,80

terms: NET 30

description:	amount
CRT, 12", E&W	\$218.50

NOV 05,80 Payment # 1	\$175.00
-----------------------	----------

customer: number 003
: BROWN INDUSTRIES

invoice: number 1906
: customer p.o.# VERBAL
: date DEC 06,80

terms: NET 60

description:	amount
MICROREC PACKAGE	\$151.10
DEC 06,80 Payment # 1	\$151.10

customer: number 003
: B.T.C. RESEARCH

invoice: number 1907
: customer p.o.# VERBAL
: date JAN 07,81
terms: 2% 10, NET 30

description:	amount
ATARI LEDGER	\$151.10

---No Payments Received Yet---

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

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

SELECT AN OPTION ? 23

...Please wait...
PRINT CUSTOMER STATEMENTS

Do you wish to PRINT STATEMENTS for
only a group of one or more
customers (Y OR N)? N

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

COMPUTAX

STATEMENT

from:
COMPUTAX, INC.
467 HAMILTON AVE.
PALO ALTO CA 94301

to: [0001]
ROSE & CO.
560 N. BERNARDO AVE
ATTN: C.L. ROSE
MTN VIEW CA 94041

Invoice# Date	Description PO#/note	Amount
1905	CRT, 12", E&W	
NOV 05, 80	0105-CW	\$218.50
DEC 10, 80	Payment	\$175.00

BALANCE \$43.50
Please pay this balance. Thank you.

STATEMENT

from:
COMPUTAX, INC.
467 HAMILTON AVE.
PALO ALTO CA 94301

to: [0002]
BROWN INDUSTRIES
1218 FAIR OAKS AVE.
SUNNYVALE CA 94086

Invoice# Date	Description PO#/note	Amount
1905	MICROREC PACKAGE	
DEC 06, 80	VERBAL	\$151.10
JAN 02, 81	Payment	\$151.10

BALANCE \$0.00
No payment is necessary. Thank you.

COMPUMAN

STATEMENT

from:
COMPUMAN, INC.
467 HAMILTON AVE.
PALO ALTO CA 94301

to:
B.T.C. RESEARCH [003]
1368 CRANE ST.
MENLO PARK CA 94025

Invoice#	Description	Amount
Date	PO#/note	
1907	ATARI LEDGER	
JAN 07,81	VERBAL	\$151.10

BALANCE \$151.10

Please pay this balance. Thank you.

Do you want to print more customer
statements (Y OR N) N
MICROREC 2 -- THE MASTER FILE

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

SELECT AN OPTION ? 0

...please wait...

WELCOME TO MICROREC BY COMPUFAX

Please select program option:

- 1 Add to/List/Edit the A/R transaction file and/or Print Invoices
- 2 List/Edit the A/R Master file and/or Print Customer Statements
- 3 Add to/List/Edit the A/R customer file
- 4 Print Aged Receivables
- 5 Post Transaction file entries to A/R Master file and Journalize
- 6 Initialize A/R files and/or Perform periodic purging of Master file

0 QUIT

SELECT ?

...please wait...
PRINT AGED RECEIVABLES

TODAY'S DATE (MMDDYY)? JAN 10 81

DATE OKAY (Y OR N)? Y

Invoice Number, Customer Number,
Invoice Date, and Outstanding
Balance will be shown for each
invoice.

Would you also like to see Customer
Names (Y OR N)? Y
Would you also like to see Addresses,
etc. (Y OR N)? N
Would you also like to see Details for
each Invoice (Y OR N)? N

OUTPUT TO GO TO PRINTER (Y OR N)? Y
...please wait...

AGED RECEIVABLES
for

COMPUFAX, INC.
457 HAMILTON AVE.
PALO ALTO CA 94301

COMPUMAX

A/R AGED TRIAL BALANCE ON JAN 10, 81

INVOICES OUTSTANDING, 0 TO 30 DAYS

Invoice#	Cl#	Inv. Date	Balance
		Customer Name	
1907	003	JAN 07, 81	\$151.10
		B.T.C. RESEARCH	

*** CASH PROJECTION *** \$151.10

A/R AGED TRIAL BALANCE ON JAN 16, 81

INVOICES OUTSTANDING, 31 TO 60 DAYS

Invoice#	Cl#	Inv. Date	Balance
		Customer Name	

*** CASH PROJECTION *** \$0.00

A/R AGED TRIAL BALANCE ON JAN 18, 81

INVOICES OUTSTANDING, 61 TO 90 DAYS

Invoice#	Cl#	Inv. Date	Balance
		Customer Name	

1905	001	NOV 05, 80	\$43.50
		ROSE & CO.	

*** CASH PROJECTION *** \$43.50

A/R AGED TRIAL BALANCE ON JAN 10, 81

INVOICES OUTSTANDING, OVER 90 DAYS

Invoice#	Cu#	Inv. Date	Balance
Customer Name			

*** CASH PROJECTION ***	\$0.00
-------------------------	--------

ANOTHER TRIAL BALANCE (Y OR N)? N

...Please wait...

Vertical column of text on the right edge of the page, possibly a barcode or a list of data points, including the word 'TOTAL' at the bottom.

APPENDIX B

* CUSTOMIZING FOR PERSONAL USE*

Because not all users need the same features from an Accounts Receivable 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 the header records. Lines 1-999 are common to all programs so that modifications you make can be more easily implemented 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 service 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 REC 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 Invoices and Statements

You may change the printer formatting routines in REC 1 to modify invoice formatting for particular business forms. Change routines in REC 2 to modify statement formatting. You may modify the output format yourself for an 80-column printer, or contact Compumax regarding an 80-column version.

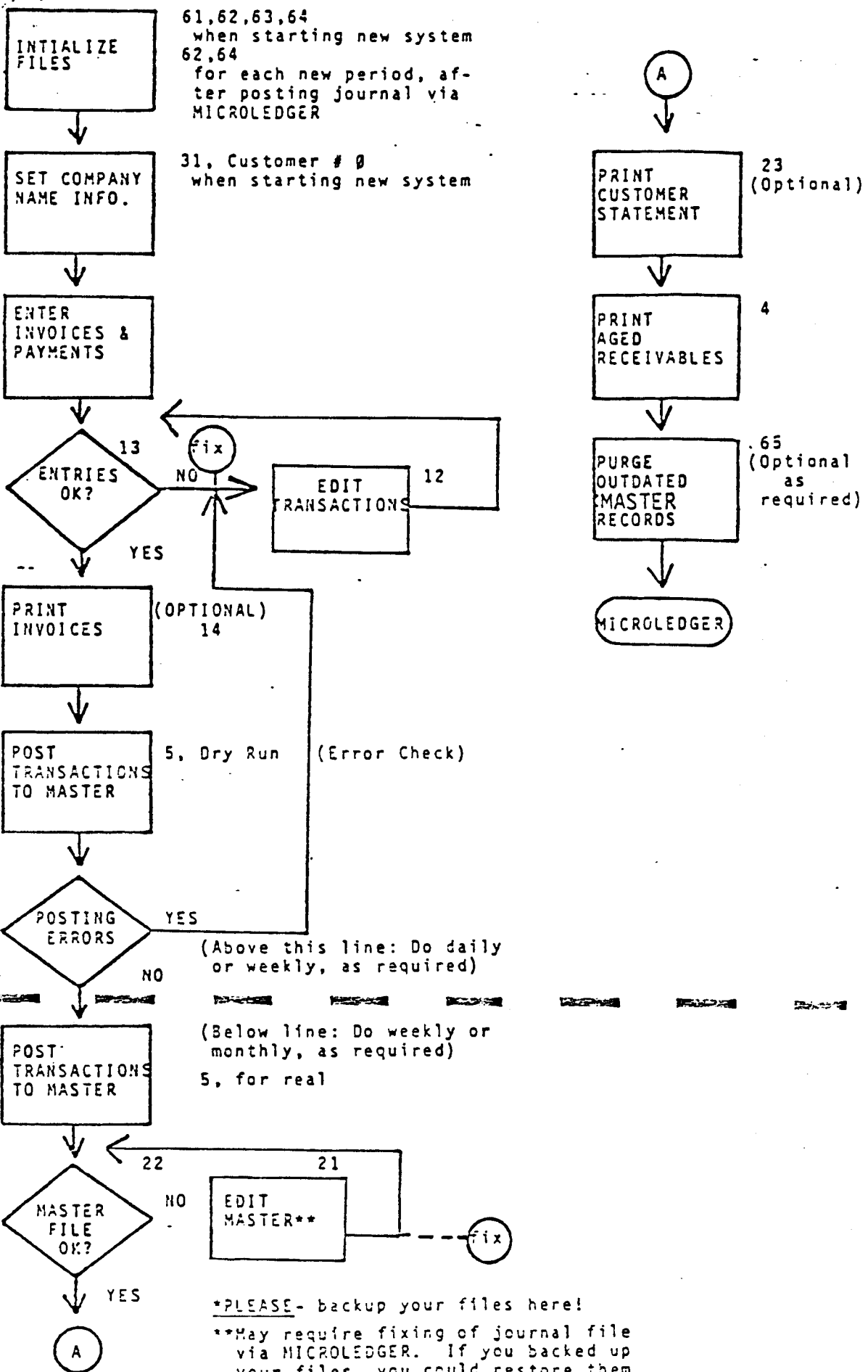
Using Additional Disk Drives

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 RECMAS.DAT or RECMAS.NDX. If you use 3 drives, we recommend that you assign the Journal File and Customer 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 all programs refer to the maximum number of records for each file.

MICROREC Procedure Flowchart



*PLEASE- backup your files here!
 **May require fixing of journal file via MICROLEDGER. If you backed up your files, you could restore them

TRANSACTION FILE "RECFIL"
RECORD STRUCTURE

CUSTOMER NUMBER	INVOICE NUMBER	CUSTOMER P.O. NUMBER	INVOICE DATE	ITEM DESCRIP- TION	TERMS	TOTAL INVOICE AMOUNT*
A 3	A 8	A 8	N 6	A 20	A 20	N 6

DR AMOUNT	ACCT. NUMBER (A/R)
N 6	N 6

CR AMOUNT	ACCT. NUMBER (Sales)
N 6	N 6

CR AMOUNT	ACCT. NUMBER (Sales Tax)
N 6	N 6

CR AMOUNT	ACCT. NUMBER (Shipping)
N 6	N 6

HEADER RECORD

Format is the same as Transaction File Records, but only * is used and its meaning is "number of active records in file".

MASTER FILE "RECMAS"
RECORD STRUCTURE

CUSTOMER NUMBER	INVOICE NUMBER	CUSTOMER P.O. NUMBER	INVOICE DATE	ITEM DESCRIP- TION	TERMS	TOTAL INVOICE AMOUNT*
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A 3

A 8

A 8

N 6

A 20

A 20

N 6

PAYMENT #1 AMOUNT	PAYMENT #1 DATE
-------------------------	-----------------------

N 6

N 6

PAYMENT #2 AMOUNT	PAYMENT #2 DATE
-------------------------	-----------------------

N 6

N 6

PAYMENT #3	PAYMENT #3
---------------	---------------

N 6

N 6

PAYMENT #4	PAYMENT #4
---------------	---------------

N 6

N 6

HEADER RECORD

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

CUSTOMER FILE
RECORD STRUCTURE

CUSTOMER NUMBER	CUSTOMER NAME	CUSTOMER ADDRESS	CUSTOMER ADDRESS	CITY	STATE	ZIP
A 3	A 25	A 15	A 15	A 15	A 2	A 16

REMARKS	CUSTOMER ZIP CODE	CUSTOMER PHONE NUMBER	DEFAULT DR NUMBER	DEFAULT CR NUMBER
A 16	N 6	N 6	N 6 *	N 6 **

HEADER RECORD

Owner record. This record is the same as the customer record, except that * becomes "number of customers currently in file" and ** becomes "highest customer number in file". Extra fields are available: