

# System

# 3

SALES INVOICING



CASHFLOW CONTROLLER

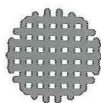


STOCK CONTROL



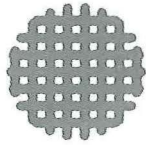
# 3

SIMPLE STEPS TO  
COMPUTERISE YOUR BUSINESS



**DIGITA**  
INTERNATIONAL





**DIGITA**  
INTERNATIONAL

*System* **3**

by  
**Digita International Limited**  
**Black Horse House**  
**Exmouth**  
**Devon EX8 1JL**  
**ENGLAND**

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**COMPUTER PROGRAM:**

© Copyright Digita International Limited, Copyright 1989  
Written by David Merrifield

**MANUAL & DOCUMENTATION:**

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# INTRODUCTION

Take the first essential step in computerising your business with this simple integrated suite of programs.

SYSTEM 3 is a revolutionary approach to small business accounting.

Conventional computerised accounting systems involve complicated double-entry financial procedures; they attempted to 'takeover' your business by replacing your existing manual systems with their own.

Back to basics. SYSTEM 3 is a management aid and is designed to run along side an existing accounting system to provide up to the minute financial analysis for your business as well as the facility to produce professional invoices, statements and management accounts.

If you operate a cash based business and require a complete accounting package to produce the accounts to Trial Balance and beyond, then we recommend you consider using both SYSTEM 3 and Digita's CASHBOOK CONTROLLER programs together.

This manual will cater for experienced computer users as well as those who are embarking on computerisation for the first time. However, from whatever point you wish to start, we do suggest that you read the first sections very carefully. This doesn't take long and it will enable you to become familiar with most of the features of the program.

If you are reasonably experienced, and patience is not one of your virtues, then it is possible to get going quickly by reading the Operating Notes and Reference Sections. This will quickly point you in the right direction, and avoid unnecessary detail.

Your SYSTEM 3 package should consist of:-

1. This user-manual
2. User Registration and Support Card
3. One program disc: 'SYSTEM 3'.

# GENERAL SYSTEM OVERVIEW

This program requires the following computer:-  
IBM PC (or compatible)  
Amstrad PC  
Amstrad PCW  
Commodore Amiga  
Atari ST

## System Design & Features

The main features are:

Fully integrated

- Stock Control
- Invoicing
- Cashflow Controller

**STOCK CONTROL:** This program will take much of the tedium out of stock control and save time and money. It may be used independently or integrated with Invoicing. Inventory Master File for up to 999 stock items holding: part number, description, units in stock, cost price, selling price, minimum stock level, re-order quantity and supplier details. Stock Control will allow you to enter stock in/out and produce reports for: price-list, stock-taking sheet, evaluation stock list, summary stock list, current gross margin on stock, stock issues, parts catalogue, re-order report. Part enquiry for any stock item and optional screen prompt when item falls below minimum re-order level.

**INVOICING:** This program greatly reduces the time and cost of preparing invoices and statements by storing essential information such as customer names and addresses and integrating directly with Stock Control. Not only are invoices and statements produced more quickly and accurately, but pre-printed forms are eliminated since Invoicing produces professionally formatted documents using a standard printer and continuous printer paper. Maintains sales ledger, prints invoices, credit notes, debtors summary, statements, VAT Summary. Automatic integration with Stock Control, 99 customer accounts, up to 3 rates of VAT.

**CASHFLOW CONTROLLER:** This module contains routines to enable the small businessman to keep a record of one of the most important aspects of his business - cash flow. Cashflow Controller is essentially a debit/credit ledger system which can handle credit sales (from Invoicing), credit purchases, cash sales and cash purchases. Interactive Bank/Cash accounts and Nominal ledger routines provide pertinent management information.



**Its flexibility lies in its ability to produce account balances instantly for the Bank, cash, debtors and creditors, together with a record of all transactions, dates and description. Comprehensive searching allows analysis of transactions by account (Bank, cash, etc.) date range, Nominal account code, description, type of transaction (e.g., cash sale, credit purchase, etc.).**

**Reports include: Income and Expenditure, Year-to-date summary, Bank/cash statements, Nominal account statement, VAT statement, etc. 99 Nominal Accounts, 2 Bank Accounts, 2 Cash Accounts**

# TERMINOLOGY

**ACCOUNTS** - These are for Bank, Cash, Credit Sales and Credit Purchases.

**CATEGORY** - the classification of the transaction. i.e., Cash Receipt, Cash Payment, Credit Purchase, Credit Purchase Payment, Bank Receipt, Bank Payment (Credit Sales and Credit Sale Payments are brought across automatically from the Invoicing Module).

**CHARACTER** - Single letter, number, symbol or punctuation mark.

**CLICK** - When using the mouse to position the pointer over an option, you 'click' the left hand button of the mouse to select that option.

**CURSOR** - A small rectangle or line of light (usually flashing) on the screen marking your place in text. It's like the moving ball of a typewriter in that it moves when you type, leaving the letter behind it. On the Atari the cursor is a short vertical line.

**CURSOR KEYS** - The four keys with arrows used to move the cursor.

**DATA** - Information. For example, your transactions, stock records, etc.

**DATE** - You will be prompted by SYSTEM 3 to enter the day, the month and the year (DD/MM/YY).

**DEFAULT** - This represents the action that SYSTEM 3 will take unless directed otherwise.

**DIRECTORY** - List of files and programs used on your disc.

**DOUBLE CLICK** - Loading programs or files directly by clicking twice on the required name.

**FILE** - A storage unit for information (your accounts in this case). A file is stored on a separate data disc.

**FUNCTION KEY** - In this manual the function keys on your computer are represented by a capital F (e.g., function key 4 = F4).

**JOURNAL** - This facility is used to directly adjust accounts, if necessary. A special pre-defined Nominal Code exists for this called JOUR.

**LOAD** - Transfer data or programs into the computer's memory

**MENU** - When a computer program such as this, displays a series of options on the screen for you to select, it is called a 'menu'.



**NOMINAL ACCOUNTS (codes) - these are the different headings under which the transactions are allocated and analysed.**

**NUMERIC - Data consisting of digits or numbers only.**

**POINTER - The arrow which appears on the screen and responds to movement by the mouse.**

**SAVE - Transfer data/programs from the computer's memory to disc.**

**TRAN - This is a special pre-defined Nominal Code which is used when transferring amounts directly between accounts.**

# BACKUP YOUR PROGRAM DISC

Making backups of the discs you use on your computer is a habit you must try to develop. You'll be glad you did the first time a disc is destroyed by a power surge or a spilt cup of coffee. Refer to your computer manual and make a backup copy of SYSTEM 3, then put it in a safe place.

## Data Files And Their Security

You will be storing your information on a separate data disc. It will contain all the information that you will be typing into the system in the future. It is therefore very important to keep a backup copy of this disc, on a regular basis, in case a fault develops.

Although time consuming, imagine how much time it will take you to re-type, say 100 stock records. Faults can develop on discs and it can be very difficult or impossible to recover your lost data.

Refer to your computer manual for instructions on formatting and copying discs.

# OPERATING NOTES

You should have backed up SYSTEM 3 and have some idea of the facilities available.

## Editing Facilities:

**Editing - Using The Keyboard within a window**  
(e.g., when entering an invoice)

Key:	Action:
TAB	Move cursor onto next field
RETURN	Move cursor onto next field
ESC	Clear field completely
BACKSPACE	Delete one character to left of cursor
DELETE	Delete character under cursor
ARROW KEYS	Up, down, left, right
UNDO	Restore original field contents
INSERT	Insert space
F1	Edit field contents

**Editing - Using The Keyboard within a box**  
(e.g., when adding a customer account)

Key:	Action:
TAB	Move cursor onto next field
RETURN	Exit box
ESC	Clear field completely
BACKSPACE	Delete one character to left of cursor
DELETE	Delete character under cursor
ARROW KEYS	Up, down, left, right

## Capacity

SYSTEM 3 can store up to 2,500 transactions.

Because SYSTEM 3 runs in memory, it is important to remember that all of your information is maintained in memory until you select FILE - Close (or Quit), which then saves the information to the disc.

SYSTEM 3 runs under GEM, and the menu options are selected using the mouse, as described in the Atari manual.

## Setting up your printer

If you are not using an Epson compatible printer, you will need to configure the program before use. Insert your back up copy of the program and double click the icon CONFIG.PRG, and enter your printer settings (which are detailed in your printer manual). Click OK to permanently save your new settings.

## Recent amendments

Any amendments to SYSTEM 3 not covered in this manual will be included on the program disc in a file called 'READ.ME'. By cataloguing the disc, check to see if this file exists and if so (i.e., there are manual amendments), double click the icon and select SHOW. If a 'more' prompt appears press the SPACE BAR to see the next page of instructions. If you have a printer, it is a good idea to print the READ.ME file for future reference.

## Saving and loading information

When loading and saving SYSTEM 3 requires several system and data files. From the users point of view, you will simply be using two files - one for Invoicing/Stock (extension is .INV.) and one for Cashflow Controller (extension is .CFC). Each file must be stored on a separate disc.

Hard-disc users please note: This data file will be loaded/saved to the current directory (i.e., the directory from which you loaded SYSTEM 3).

## Overall concept

Covering the fundamental business processes, SYSTEM 3 contains three modules which may be used independently or together. The advantage of using the modules in conjunction with each other is that when you process one piece of information, the other modules will be updated automatically. For example, when issuing an invoice to a customer the stock item will automatically be drawn from the Stock Control module (therefore you only have to enter the stock code) and then the invoiced amount will be posted to the Cashflow Controller.

# GETTING STARTED FOR THE FIRST TIME

1. Ensure you have a backup copy of the SYSTEM 3 program disc and two blank formatted discs (one for Invoicing/Stock and one for Cashflow Controller). Also check for the READ.ME file.
2. Insert the backup copy of the Digita disc in Drive A, and then select OPTIONS followed by SET PREFERENCES from the GEM main screen. Change the screen resolution to MEDIUM (for TV/medium resolution monitors) or HIGH (for high resolution monitors).
3. Select OPTIONS again, followed by SAVE DESKTOP. This will update the backup copy with the correct settings for future use.
4. Double click the Drive A icon, and then double click either the CASHFLOW or INVSTOCK icons depending on whether you wish to load Cashflow Controller or Invoicing/Stock Control.

The program will now load and run. Once loaded, you may remove the program disc from the drive.

SYSTEM 3 may either be loaded on a hard disc, or operated from floppy disc drive. Likewise, data can be stored on any drive.

# TUTORIAL

**Important - Before You Start:**

1. Refer to the READ.ME file (if it exists).
2. Ensure you have a printer connected and that it is on-line.

Double click the icon INVSTOCK.PRG.

## Invoicing/Stock Control

First of all, we shall generate an invoice. Before we can do this, it is necessary to create a file (into which your information will be saved), set up a few customer accounts and stock records.

### Creating a new file

From the Main Menu select FILE - Create New File. The Item Selector will now appear. This is two windows. The smaller window has the files and programs listed. The selection and disc directory options are in the larger window.

The screen displays all of the files contained in the current directory with the extension .INV (empty at present). The Path is displayed in the top left hand corner.

Enter the filename DEREK and click OK. SYSTEM 3 will now create a suitable file on the disc.

### Creating Customer Accounts

When the file has been created, select OPTIONS - Add Customer Account. Enter the following:

A/C Number: VI01  
Name: VIKING SUPPLIES  
Address: 12 HIGH STREET  
EXETER  
DEVON  
Tel. Number: 0392 333999  
Fax Number: 0392 999333  
Credit Lmt: 2500  
Comment: CONTACT JULIE  
Balance: 0

If you wish to go back to edit an entry use the up and down cursor keys to move between fields, and left and right cursor keys to move through a field. Leave the delivery address blank. Now click SAVE and this customer will be added to the customer file.



Customer accounts are referenced by a four digit code which may be numbers or letters. We would recommend a coding system based on the following example:

Code	Name
DI01	Digita International
VI01	Viking Supplies
DA01	Data Services
VI02	Virtual Systems
AA99	This is a reserved code used for Sundry Debtors

Now add another customer:

A/C Number:	DA01
Name:	DATA SERVICES LTD
Address:	THE GUILD HALL EXETER DEVON
Tel. Number:	0392 222888
Fax Number:	0392 888222
Credit Lmt:	500
Comment:	NEW ACCOUNT
Delivery Address:	DATA SERVICES LTD UNIT 4 TRADING ESTATE MARSH BARTON EXETER DEVON
Balance:	200

Click **SAVE** to enter this new customer. Should you wish to amend an existing customer account, select **OPTIONS - Amend Customer Account**.

The facilities available are detailed in the Reference Section. It is now necessary to create a few stock records.

## Entering stock records

Select **OPTIONS - Add Stock Record**. Now enter the following stock record:

Stock Code:	A1001
Stock Description:	AMSTRAD PCW9256
Quantity:	3
Unit Cost Price:	160
Unit Selling Price:	200
Minimum Level:	1
Re-Order Quantity:	4
Supplier:	AMSTRAD PLC

Click SAVE and then add another:

Stock Code: A1002  
Stock Description: AMSTRAD PC1690  
Quantity: 6  
Unit Cost Price: 300  
Unit Selling Price: 350  
Minimum Level: 3  
Re-Order Quantity: 10  
Supplier: AMSTRAD PLC

As with customer accounts, if you wish to amend select  
OPTIONS - Amend Stock Record options.

Now that we have set up a few customer accounts and stock  
items. Now we will set the preferences and company details.

Select OPTIONS - Set Up Company Details to configure  
SYSTEM 3 for your business.

## Setting preferences for your business

Enter the name and address of your business. For example:

Name: ABC OFFICE SUPPLIES  
Address: CABINET HOUSE  
FORE STREET  
EXMOUTH  
DEVON

Telephone Number: 0395 222333

Fax Number: 0395 333222

VAT Number: 123 4567 890

Invoice Message: PAYMENT DUE WITHIN 30 DAYS

Statement Message: PLEASE NOTE OUR TERMS ARE  
STRICTLY 30 DAYS.

Click OK and then select OPTIONS - Set Preferences and enter  
the following:

Current Invoice Number: 1

(this is if you wish to continue from your current manual  
invoice numbers. SYSTEM 3 will automatically increment the  
number every time you generate an invoice.) Enter 30 and  
press TAB.

Current Credit Number: 1

(likewise, but for credit note numbers). Leave the default,  
simply press TAB.

Leave the Default Quantity as 1 and the Default Discount as 0.  
Enter 1 for the Default VAT Rate (you would normally enter 0  
if you are NOT VAT registered), and leave the defaults for  
Invoice Copies and Statement Copies.



Notice that VAT RATE 1 is set to 15%. Now move on past the VAT Rates, leave all of the warning messages as per defaults (tick for on) and click OK.

## Optional warning messages

These are particularly useful since they will warn you **WHILST** you are entering the invoice:

1. The customer has exceeded their credit limit
2. Item is falling below minimum stock level
3. Item is out of stock
4. Item price (taking into account the discount entered) is being sold below cost price. Click OK to save the new Preferences.

## Generating an invoice

Select **TRANSACTIONS - Enter Invoice**. Enter the account number **VI01** and press **TAB**. Notice the customer name appears on the screen to confirm your selection (should you select the wrong customer press **UP ARROW**, or the window closer to abort).

A default date will appear (as per system date), press **TAB** and enter the Order Number: **ABC101** and press **TAB**.

We shall now enter the invoice contents:

Code:     **A1001**

Description:

(press **TAB** to accept the default)

Price:

(press **TAB** to accept the default selling price which is taken from the Stock Record you set up earlier)

Qty:

(press **TAB** to accept the default quantity you set up earlier)

Disc:     **10**

(this is the discount %)

VAT:     **1**

(press **TAB** to accept the default i.e., VAT Rate 1 = 15%).

Note: If you are not VAT registered you can completely ignore VAT by setting the code to 0.

SYSTEM 3 displays the invoice value and VAT amount. If you wish to change an entry use the up and down cursor keys to move between invoice lines. Click the window closer icon if you wish to abort the invoice.

On the second line of the invoice type:

Code:	A1002
Quantity:	4
Disc:	11
VAT:	1

Notice the low stock warning, click OK to continue. The cursor should now be in the Code field of the next blank invoice line, press TAB. You may now enter a comment, which will be unique to the invoice. Ignore this and simply click OK.

You have now printed your first professional computerised invoice!

The quantities in the Stock Module will have been automatically debited by the stock items detailed in the invoice.

The credit note option works in the same way, but in reverse. Note however, the stock items will NOT be added to the Stock Module.

Now click the window closer to leave invoicing.

Imagine that you have received a payment, for part of the invoice.

## Entering a payment

Select TRANSACTIONS - Enter Payment, and enter the same account code: VI01. Press TAB to accept the default date and enter a payment of: 500. Click OK. The current balance has now been updated. Click the window closer to exit.

## Printing a statement

Select REPORTS - Print Account Statements and click OK to print statements for all accounts (leaving 'From' and 'To' Account prompts blank assumes all Customers). In the future you may use this to specify one account or a particular range of accounts. You may print statements at any time, but it is most important to use this option at the end of the month.

**Important Note:** The end of month routine, TRANSACTIONS - End of Month, is used at the end of each month to clear down all the individual transactions and carry forward a new balance into the new month. Therefore, it is important to print the statements at the end of the month, prior to selecting this option so that you (and your customer) can see the individual transactions on the account.

The first statement (Data Services Ltd) only shows the brought forward balance (which we entered when setting up this account), the second statement (Viking Supplies) shows the invoice and payment we entered earlier.

## **VAT summary**

Select REPORTS - VAT Summary. If you are VAT registered, produce this statement at the end of each month. These statements represent all Output Tax on all credit sales (including credit notes).

## **Debtors summary**

Select REPORTS - Debtors Summary, this provides summary of all customer accounts with current balance and a total figure for debtors.

## **End of Month**

Select TRANSACTIONS - End of Month: When selecting this option, be sure that you have a printed copy of every transaction (via Statements) and a VAT Summary since this facility will permanently erase all transactions and simply maintain a current balance for each account.

When selecting this option you will be prompted to perform an End of Month on all customer accounts. Click YES for all accounts.

Sometimes however, if you have an account with more than 140 transactions for one month (thus reaching the program limit), select this option on the one account (after printing a statement) to clear down and make space for more transactions.

You will be reminded to print a VAT Summary and statements, click NO twice (since you have already produced these). SYSTEM 3 will now clear down all transactions and simply maintain a carried forward balance for the new month. Now print statements again and you will see that the individual transactions have been replaced by a carried forward balance.

This now completes our excursion around Invoicing and Stock Control. Select FILE - Quit to exit from the Invoicing/Stock Control Module (your data will be automatically saved as you exit).

## Cashflow Controller

Insert your backup program disc and double click the icon CASHFLOW.PRG to load the Cashflow Controller Module.

### Creating a new file

Create a new file using FILE - Create File. Enter the filename DEREK (you may use the same name as per Invoicing/Stock Module since they use different file extensions). For details of files and file extensions refer to your Atari ST operating manual.

The prompt: 'Load Template From Existing File' is used when loading the previous year's configuration. Since this is your first year, click NO. Now select the start month of your financial year (this may not necessarily be the month at which you wish to start entering information). Select October with the mouse to highlight and click OK. The financial year will appear on the screen and you will be prompted to confirm that this is correct. Click OK.

### Setting up Nominal accounts

Now select OPTIONS - Add/Amend Nominal Codes. These codes represent the accounts which are normally set up on your manual Cashbooks and Profit and Loss account. Two are already pre-defined, TRAN (for arranging transfers between accounts e.g., Bank to petty cash) and JOUR for normal journal adjustments.

Enter a reference code and description as follows (and if VAT applicable):

Code	Description	VAT
BC01	BANK CHARGES	NO
BI01	BANK INTEREST	NO
ME01	MOTOR EXPENSES	YES
AD01	ADVERTISING	YES
IN01	INSURANCE	NO
SU01	SUNDRY EXPENSES	YES
RR01	RENT AND RATES	NO
SA01	SALES (1)	YES
PU01	PURCHASES (1)	YES

Now click the window closer.

## Setting up Bank/Cash accounts

Select **OPTIONS - Amend Account**. Select **Bank 1** and click **OK**. Rename the account to **Midland Current**. Enter the following:

Code: MC

(Midland Current)

Min Warning Limit: -500

(e.g., your agreed Overdraft facility)

Note: The negative symbol should be entered in the left most position in the field.

Max Warning Limit: 1000

(since you may wish to transfer funds into a Deposit account)

Min Warning On: ON

(point and click at the ON box)

Max Warning On: ON

(point and click at the ON box)

Opening Balance: 100

Memo Line 1: MANAGER MR JENKINS

(use the memo lines to enter any general information)

Memo Line 2: TEL 0395 270273

Now set the other accounts with the following:



<b>BANK 2</b>	
A/C Name:	MIDLAND DEPOSIT
A/C Code:	MD
Min Warning Limit:	0
Max Warning Limit:	0
Min Warning On:	ON
Max Warning On:	OFF
Opening Balance:	780.20
Memo Line 1 :	INTEREST CREDITED HALF YEARLY.

<b>CASH 1</b>	
A/C Name:	PETTY CASH
A/C Code:	PC
Min Warning Limit:	0
Max Warning Limit:	0
Min Warning On:	OFF
Max Warning On:	OFF
Opening Balance:	23.45

We will not be using the second Cash account.

Select **OPTIONS - Set Preferences**. You have 3 VAT rates which you select with 1, 2 or 3 (for zero rated use 0). The other option is for integration with Invoicing/Stock Module.

## Integration with Invoicing/Stock Control

If this is set to **YES**, when loading Cashflow Controller, the program will automatically load the current total invoice sales amount (gross) and total invoice payments received (gross) from the appropriate file. This will be useful when producing reports. See Integration section for further details.

Leave this set to **NO** (i.e., you don't wish to integrate).

Click **OK** and then select **OPTIONS - Enter Inv/Pay Totals**. You will be prompted to manually enter gross totals for Invoiced Sales and Payments Received. If you are not integrating with Invoicing/Stock Control remember to enter these figures immediately after opening the file (should they require updating). Enter the following:

Invoiced Sales: 1500

Payments Received: 700

(payments received will be automatically posted to Bank 1 i.e., Midland Current, as defined in Set Preferences).

Click **OK**.

## Entering transactions

Now we shall enter some transactions. These are divided into the following categories: Cash Receipt, Cash Payment, Credit Purchase, Credit Purchase Payment, Bank Receipt, Bank Payment.

Also, you will probably have Credit Sales and Credit Sale Payments, but these will be handled in the Invoicing/Stock module (or you enter them manually as a gross total amount - see OPTIONS - Enter Inv/Pay Totals).

Now we shall enter a Cash Receipt, select TRANSACTION - Cash Receipt and then Petty Cash. Enter the transaction as follows:

Date: 17/10/89

Nom.: SA01

(this is the Nominal account you set up earlier)

Description: CASH SALE. MR JONES

Amount: 20.00

(net amount)

Rate: 1

Note: Using Manual Transactions Report, you may search for a transaction by Date, Nominal Code, Description, Account or category of transaction (e.g., cash sale, etc.).

If you have made a mistake use the cursor keys to go back and edit.

Click OK to enter the transaction and then the window closer to exit.

Now enter a Cash Payment and select PETTY CASH:

Date: 17/10/89

Nom.: PU01

Description: CASH PURCHASE. LISTING PAPER

Amount: 12.00

Rate: 1

Enter a Credit Purchase:

Date: 17/10/89

Nom.: AD01

Description: CREDIT PURCHASE

Amount: 100

Rate: 1

Enter a Credit Purchase Payment and select MIDLAND CURRENT:

Date: 17/10/89  
Nom.: AD01  
Description: CREDIT PURCHASE PAYMENT  
Amount: 50.00  
Rate: 1

Enter a Bank Receipt and select MIDLAND CURRENT:

Date: 17/10/89  
Nom.: SA01  
Description: FILING CABINET. MR WALKER  
Amount: 200.00  
Rate: 1

Enter a Bank Payment and select MIDLAND CURRENT:

Date: 17/10/89  
Nom.: BC01  
Description: BANK CHARGES  
Amount: 10.00  
Rate: 0

You have now entered a sample transaction for each of the accounts.

## Producing Reports

Select REPORTS - List Nominal Codes (this lists the codes that you set up earlier) and print a list for your reference.

Select REPORTS - Account Summary and print this out. It provides a quick summary of the current balances of each of the accounts.

Select REPORTS - Manual Transactions Report. This option is one of the most powerful facilities in Cashflow Controller. It provides the means to analyse and summarise any of the transactions that you have entered during the current year.

Firstly, determine whether you require analysis over all accounts or one in particular. Select All Accounts and click OK. You will be prompted to enter the Start Date and End Date (this is the date range, the defaults represent your entire financial year), the Nominal Code and the Description. Click OK (by leaving the other entries blank, the program assumes you require all transactions). Finally, select the category of transaction. Select ALL and click OK.

The PETTY CASH account transactions will appear. Press the SPACE BAR to reveal the next account, and so on. Now try experimenting using this option by varying the criteria to look for specific transactions.



Select **REPORTS - Year To Date Summary**. This report illustrates the monthly totals for the key factors in your business - receipts, invoiced sales, credit purchases and payments.

Select **REPORTS - Income/Expenditure Report, for All accounts**, the default date range (the whole year) and every Nominal Code (leave blank). Click **OK**. This shows the flow of money going in and out of a particular account (obviously this does not include an opening balance). It provides an accumulative figure for each Nominal account over the period selected. Further analysis of each transaction on accounts may be obtained from the Manual Transactions Report.

**Note:** Refer to the report you have just printed - **Income/Expenditure** - notice the transaction **TRAN - Transfer for 700**. This is the amount we transferred into the account representing gross credit sales payments received.

The Nominal Account Code **TRAN** is also used when transferring amounts between accounts (e.g., Bank to Petty Cash). See Reference Section for further information.

Select **REPORT - VAT Summary** and highlight the month required. If you are VAT registered, this report, together with the VAT summary from the Invoicing/Stock Module, will enable you to easily complete your quarterly Return.

We have now completed the tutorial. Select **FILE - Quit to exit** and return to **GEM**. Your information will automatically be saved when you exit the program.

# REFERENCE SECTION

SYSTEM 3 program disc consists of 3 program files:

1. INVSTOCK - invoicing/stock control modules
2. CASHFLOW - cashflow controller module
3. CONFIG - printer configuration

## 1. Invoicing/Stock Modules

This module contains invoicing and statements, stock control and customer accounts. The data file that you create will automatically use the extension .INV.

### FILE

**FILE - Create New File**

You will need to use this option first, to create your new data-file. Enter the filename. the program will then set up a new blank data file using the extension .INV. If you are using a floppy drive remember that this will require about 350K of disc space so it is important to make sure the disc is blank.

**FILE - Open File**

Use to load an existing data file. SYSTEM 3 will display the current directory and all relevant files (i.e., those with .INV extension).

**FILE - Close File**

Use to save the current data file. SYSTEM 3 will save the file under the same filename (as Open File) in the current directory.

**FILE - Quit**

Use to leave the modules. Your data will automatically be saved upon exiting.

### OPTIONS

**OPTIONS - Add Stock Record**

Use to enter stock records. Simply enter a code, description, quantity, unit cost, selling price, minimum level, re-order quantity and supplier.

**OPTIONS - Amend Stock Record**

A menu is provided at the bottom of the screen for editing:

First - go to first stock record  
Last - go to last stock record  
Next - go to next stock record  
Previous - go to previous stock record  
Search - search by stock code, description or supplier  
Delete - delete current stock record  
Save - saves any edit performed on stock records  
Quit - exits to main menu

#### OPTIONS - Add Customer Account

Use to set up your customer accounts (who you wish to invoice).

**Important Note - Account numbers:** We would recommend that you use the following system. Take the first two letters of the name of the customer and then two ascending numbers:

e.g., Digita International = DI01  
Digicalc Ltd = DI02  
Newco Ltd = NE01

**Sundry Debtors:** A special account number is reserved for sundry debtors - AA99. When invoicing, if you enter AA99 you will be prompted to enter the name and address for the sundry account.

#### OPTIONS - Amend Customer Account

A menu is provided at the bottom of the screen for editing:

First - go to first customer account  
Last - go to last customer account  
Next - go to next customer account  
Previous - go to previous customer account  
Search - search by account number, name or comment  
Delete - delete current customer account  
Save - saves any edit performed on customer accounts  
Quit - exits to main menu

#### OPTIONS - Set Up Company Details

Use this option to set up your Company Details (which will be printed on the invoice), and any message you may wish to print on EVERY invoice and statement (e.g., 'Our terms are strictly 30 days net').

#### OPTIONS - Set Preferences

Enter the values as applicable. To move around the screen use the cursor keys.

**Current Invoice Number:** All invoices will be sequentially incremented from this starting number.

**Current Credit Number:** All credit notes will be sequentially incremented from this starting number.

**Default Quantity:** The default stock quantity when entering an invoice/credit note.

**Default Discount:** The default discount when entering an invoice/credit note.

**Default VAT Rate:** The default VAT rate (i.e., 0, 1, 2 or 3) when entering an invoice/credit note.

**Invoice Copies:** The number of invoice copies to be printed.

**Statement Copies:** The number of statement copies to be printed.

**VAT Rate 1:** Enter percentage VAT rate

**VAT Rate 2:** Enter percentage VAT rate

**VAT Rate 3:** Enter percentage VAT rate

**Credit Limit Warning:** Select/deselect for warning message (when invoicing) if customer exceeds credit limit.

**Low Stock Warning:** Select/deselect for warning message (when invoicing) if stock quantity falls below minimum stock level.

**Out of Stock Warning:** Select/deselect for warning message (when invoicing) if stock quantity is zero.

**Price warning:** Select/deselect for warning message (when invoicing) if selling price (taking into account the discount) falls below cost price.

**OPTIONS - Set Up/Amend Reserved Codes**

When invoicing, there may be items which are not considered as stock, but appear on the invoice. For example, postage, labour. Use this option to define these as appropriate.

## **SYSTEM**

**SYSTEM - Format Disc(s)**

Use this to format new discs from within SYSTEM 3.

**SYSTEM - Disc Information**

This will provide details of the disc currently selected. Highlight the drive and then click INFO.

**SYSTEM - Set Date/Time**

If you wish to change the current system date/time use this option. However, beware of confusion over transaction dates, etc. Use this with caution.



# TRANSACTION

## TRANSACTION - Enter Invoice

Ensure your printer is connected and on-line. Firstly you enter the account number (see OPTIONS - Customer Accounts). The account name will be displayed. Notice the invoice number at the top of the screen (to set this see OPTIONS - Set Preferences). Now enter the date and order number. The contents of the invoice consists of the code (see Stock Control), which after entering will automatically display the description and price. Press TAB to move across the screen and enter the quantity, discount (%) and VAT rate

Use the left and right cursor keys when editing a line. If you wish to change a stock code, move to the Code column and use the up and down cursor keys.

When you have completed the invoice press TAB in the code column and enter comments. Click OK to print the invoice. Click the window closer icon to abort.

Note: When entering an invoice, SYSTEM 3 will automatically reduce the stock quantity from the Stock Control module as appropriate. Additionally, the invoice details will be stored on the customer account.

## TRANSACTIONS - Enter Credit Note

This is as per invoice, however when entering a credit note, details will be stored on the customer account record.

However, the quantity in the Stock Control module will not be affected (to add items back into stock use TRANSACTIONS - Enter Stock In/Out).

## TRANSACTIONS - Enter Quotation

This is as per invoice, however details will not be stored on the customer account. Additionally, the Stock Control will not be affected.

## TRANSACTIONS - Enter Payment

This is for when you receive payments in respect of invoiced sales. Enter the customer's account code, the date and payment amount (gross) and then click OK. Use the window closer to exit.

## TRANSACTIONS - Enter Stock In/Out

Simply enter the stock code and press TAB. The appropriate stock record will be displayed, enter the quantity received and Add/Subtract. Use the window closer to exit.

## TRANSACTIONS - Zero Stock Levels

Use this option to set all stock levels and stock issues to zero.

## **TRANSACTIONS - End Of Month**

Normally, you would use this option at the end of the month (after printing your statements) to clear down old transactions and bring forward a current balance into the new month. This ensures sufficient disc space for future transactions and clarity of customer accounts.

However, if you have a very large amount of transactions on one particular account (i.e., 140+), you may use the End of Month routine on just the one account to make room for more transactions.

Remember: This routine is essential housekeeping to keep your information compact. Always print a statement for each account beforehand so that you have a permanent record of all your invoices, credit notes and payments.

## **REPORTS**

### **REPORTS - Stock Summary**

This lists each item with current stock level.

### **REPORTS - Stock Valuation**

This may be detailed if required and shows stock items, quantity, cost value/sell value and total cost/sell value and overall gross margin.

### **REPORTS - Stock Re-order**

This lists all stock items which are below minimum stock level together with their appropriate re-order quantities.

### **REPORTS - Stock Take List**

This lists all stock items in a suitable format for manual stock-taking sheets.

### **REPORTS - Stock Issues**

This lists all stock items which have been issued through the Invoicing/Statements module.

### **REPORTS - Price List**

This lists all products together with stock code and selling price.

### **REPORTS - Print Stock Records**

This list may not be screened. You select the range (leave blank to print all stock records) and then each full stock record will be printed.

### **REPORTS - Debtors Summary**

Use this option to produce a quick summary of all customers and current account balance, together with total balance for debtors.

### **REPORTS - Print Customer Records**

This list may not be screened. You select the range (leave blank to print all customers) and then each full customer record will be printed.

### **REPORTS - Produce Account Statements**

This option may be used at any time. You will be prompted for the range of customer accounts (leave blank to print statements for all customers). Each statement will list every transaction on that account. However, when using TRANSACTIONS - End Of Month, these transactions will be removed and only a carried forward balance maintained.

### **REPORTS - VAT Summary**

Use this option at the end of the month to provide the monthly totals for the completion of your VAT Return. These statements represent all Output Tax on all credit sales (including credit notes).

## **2. Cashflow Controller Module**

### **FILE**

#### **FILE - Create File**

You will need to use this option first, to create your new data file. Enter the filename. The program will then set up a new blank data file using the extension .CFC. If you are using a floppy drive remember that this will require about 300K of disc space so it is important to make sure the disc is blank.

You will be prompted whether you wish to load a template from an existing year. Select YES if you wished to re-use the previous year's file template (i.e., accounts, current balances and Nominal Codes).

Select the start month of your financial year and the financial period will be confirmed to you.

#### **FILE - Open File**

Use this option to load an existing data file. SYSTEM 3 will display the current directory and all relevant files (i.e., those with .CFC extension).

#### **FILE - Close File**

Use this option to save the current data file. SYSTEM 3 will save the file under the same filename (as Open File) in the current directory.

#### **FILE - Quit**

Use this option to leave the module. Your data will automatically be saved.



## OPTIONS

### OPTIONS - Add/Amend Nominal Codes

Use this option to set up your different Nominal Codes representing the accounts which are normally set up on your manual Cashbooks and Profit and Loss account. Once entered, they are referenced by their code (up to 4 characters). You may enter up to 90 different codes.

Note: Two reserved Nominal Codes are TRAN and JOUR:

**TRAN** - this executes a special function. It allows you to transfer amounts directly between accounts. If you enter TRAN being the Nominal Code, you will then be prompted to enter the account to which the amount is moving (e.g., a cashed cheque for petty cash). Additionally, Invoiced Sales Payments, when transferred into an account (either by integration or manually), will be represented by TRAN.

**JOUR** - this is for Journal adjustments where necessary (rounding errors, etc.). For example, if you accidentally entered a Cash Receipt as a Cash Payment, you would enter a negative Cash Payment (for the same amount) using nominal Code JOUR and then re-enter the transaction as a Cash Receipt.

It is also necessary to select whether the type is VAT rated. YES is the default, press N for no. When you have filled the box, the entries will clear ready for you to add further codes.

A menu is provided at the bottom of the screen for browsing:

- go to first Nominal Code
- go to previous Nominal Code, one line
- go to previous Nominal Code, one page
- go to next Nominal Code, one page
- go to next Nominal Code, one line
- go to last Nominal Code

Click on the window closer icon to return to the main menu.

### OPTIONS - Amend Account

Use this option to set up your Bank and Cash accounts. The defaults are Cash 1, Cash 2, Bank 1, Bank 2. Select the account you wish to change by highlighting and clicking OK. Enter the new account name (which will be displayed) e.g., Midland Current and then enter a reference code e.g., MC (Midland Current). Enter the max and min warning limits and whether you wish a message to appear (if applicable) together with the opening balance. The memo lines are used for your own reference e.g., Manager's name/tel. no., etc. Click OK to exit.



### **OPTIONS - Set Preferences**

Enter up to 3 rates of VAT (if applicable). Now select whether you wish to integrate with Invoicing/Stock Control Modules (see Integration section).

By selecting YES, every time you load this Cashflow Controller data file, you will be prompted to also load information from your Invoicing/Stock Control file. By doing this, the gross total amount of invoiced sales and the total payments received for the current month will automatically be carried into Cashflow Controller. Invoiced sales is posted to the Invoiced Sales account (shown in the reports) and payments will be posted to the Bank account you define. Before producing any reports it is important to integrate so that you are assured of illustrating the very latest information.

By selecting No, you may enter the amounts manually (see OPTIONS - Enter Inv/Pay Totals).

### **OPTIONS - Enter Inv/Pay Totals**

Enter the total current gross value of Invoiced Sales and Invoiced Sales Payments Received and click OK. Any previous figure (provided you are in the current month) will be replaced by the new entry.

## **SYSTEM**

### **SYSTEM - Format Disc(s)**

Use this to format new discs from within SYSTEM 3.

### **SYSTEM - Disc Information**

This will provides details of the disc currently selected. Highlight the drive and then click INFO.

### **SYSTEM - Set Date/Time**

If you wish to change the current system date/time use this option. However, beware of confusion over transaction dates, etc. Use this with caution.

## **TRANSACTIONS**

There are basically 6 forms of transaction:

1. Cash Receipt
2. Cash Payment
3. Credit Purchase
4. Credit Purchase Payment
5. Bank Receipt
6. Bank Payment

Credit Sales (invoiced sales) and credit sale payments (payments received) are either brought forward automatically from the Invoicing/Stock Control Module or entered manually (see OPTIONS - Set Preferences).

When you select a transaction type, you will be prompted to select the appropriate account (if applicable), and then enter the transaction. The date, the Nominal Code (as defined previously), the description (for your own reference), the net amount, the VAT rate (1, 2, 3, as defined previously, OR 0 for non-VAT items).

When you have completed entering your transactions click OK.

If you click the window closer the transactions will be aborted.

**Journal Adjustment:** To make an adjustment to any account (invoiced sales and invoiced sales payments must be changed from the Invoicing/Stock Control Module), select the appropriate transaction type and account, and then enter the Nominal Code JOUR.

## REPORTS

All reports may be screened or printed.

**REPORTS - List Nominal Codes**

For reference, this provides a list of your Nominal codes, descriptions and VAT.

**REPORTS - Account Summary**

Use this option to list the accounts together with their current balance. This includes Bank 1 & 2, Cash 1 & 2 and credit purchases.

**REPORTS - Manual Transactions Report**

This is one of the most powerful facilities within SYSTEM 3. It provides the means to produce your own Bank Statements, analyse over particular Nominal Codes or different date ranges, even to search for a specific description (e.g., cheque number, reference, etc.).

Firstly select whether you wish to search all accounts or one specific account. Then enter:

The Date Range - the defaults include the entire year

The Nom. Code - blank denotes every Code

The Description - blank denotes every description.

The Category - this offers further analysis whereby the report may be specific to a category of transaction e.g., Bank receipt, Cash Payment, etc.).

#### **REPORTS - Year To Date Summary**

This is a quick summary illustrating the key factors in your business. Monthly totals for all Receipts, Invoiced Sales, Credit Purchases and Payments.

#### **REPORTS - Income/Expenditure Summary**

This option allows you to list all of the debits and credits for one (or all) accounts. Enter:

The Date Range - the defaults include the entire year

Nominal Code - blank denotes every code

This shows the flow of money going in and out of a particular account (obviously this does not include an opening balance). It provides an accumulative figure for each Nominal Account over the period selected. Further analysis of each transaction on accounts may be obtained from the Manual Transactions Report.

#### **REPORTS - VAT Summary**

This will produce a summary of VAT for the current month. If you are VAT registered, this report, together with the VAT Summary from the Invoicing/Stock Module, will enable you to easily complete your quarterly Return. You may produce a VAT summary for any month within the current financial year.

## **3. Printer Configuration**

If you are not using an Epson compatible printer enter the control codes for your printer. Refer to your printer manual for further details. When printing reports, SYSTEM 3 automatically issues a form feed. If you wish to disable this feature simply remove the code.

## **Integration**

If you select Integration to YES in the Cashflow Controller Module (OPTIONS - Set Preferences) every time you enter Cashflow Controller you will be prompted (optional) to insert the data disc from Invoicing/Stock Module. If selected, SYSTEM 3 will then automatically load the current total balance for Invoiced Sales and Invoiced Sales Payments. The latter will be posted to which ever account you have defined, under the Nominal Code TRAN. The former simply goes into its own unique Invoiced Sales account.

If you are not integrating, when you require the accounts to be completely up to date, go to OPTIONS - Enter Inv/Pay Totals and enter the totals manually.

There is no danger of entering this figure twice (either manually or automatically), since SYSTEM 3 always assumes the last figure entered is the current balance, and therefore overwrites the previous value for the month.

Each data file maintains its own preference settings (including integration).

## Invoicing Non-Stock Items

If you are invoicing either labour time or say, carriage, use the OPTIONS - Set Up/Amend Reserved Codes facility.

## End Of Month

Cashflow Controller will automatically group transactions into monthly batches depending on the system date.

**Invoicing/Stock Control:** It is necessary to select the End Of Month option from the Invoicing Module at the end of each month. Be sure to print all statements (and copies) and the VAT Summary before using this option. This routine will remove all invoice, payment and credit note details and simply carry forward a balance into the new month.

Perform the End Of Month routine at any time on an individual customer account should the number of transactions reach the system limit.

With Cashflow Controller, at the end of the month be sure to enter (manually or via integration) the total figures for Invoiced Sales and Invoiced Sales Payments before going onto a new month.

## Non VAT Registered Users

If you are not registered for VAT simply enter 0 at all prompts for VAT rate.



# HOW TO PROTECT YOUR PROGRAM DISC

To ensure the efficient operation of SYSTEM 3:

- 1 Users **MUST** make a daily backup of their data discs.
- 2 Under no circumstances remove discs from the disc drive when the indicator light is on.
- 3 Keep discs away from magnetic and heat sources such as televisions/ monitors, telephones, electric fires, etc.
- 4 Handle the discs carefully, they are very fragile, always return them to their wallet/case after use.
- 5 Locate the discs and computer in a clean environment.
- 6 Only move the computer when absolutely necessary, keep clear from vibration. Take extra care with hard disc systems.
- 7 Store all discs in dust proof boxes.
- 8 Keep discs out of direct sunlight and away from dust and dirt.
- 9 Do not handle discs with dirty or greasy hands.

# SOFTWARE SUPPORT SERVICE

Program discs supplied by Digita are guaranteed against faulty manufacture or materials for a period of 60 days from the date of purchase. For this period also, users who return their software registration cards will be provided with free written and telephone support by Digita. Your statutory rights are not affected.

**IMPORTANT NOTE:** At the end of the warranty period, customers have the option to join the Software Maintenance Scheme. For SYSTEM 3 the cost is £25 per annum. This offers continuing direct support and entitlement to the issue of free program updates.

**SEND OFF YOUR WARRANTY CARD NOW TO ENSURE SUPPORT WHEN YOU NEED IT !**



# OTHER DIGITA PRODUCTS DESIGNED FOR SMALL BUSINESSES

## **CASHBOOK CONTROLLER COMBO £69.95**

The ideal companion for SYSTEM 3. In its simplest form, this program will replace your manual Cash and Petty Cash books, but in effect does much, much more. From day to day accounting to Trial Balance, Profit and Loss, Balance Sheet, etc.

## **HOME ACCOUNTS £24.95**

SYSTEM 3 will handle your business, what about your personal finances? Why not monitor your own personal Bank account(s), credit card(s), expenditure, etc.

## **DGCALC SPREADSHEET £39.95**

This fast and easy-to-use spreadsheet program offers all the facilities you are ever likely to need from a spreadsheet.

## **MAILSHOT PLUS £49.95**

Without doubt, this is the best labelling/ mailing program available on the market today. Fast screen scrolling of animated labels (true WYSIWYG), duplicate label detection, surname sorting, etc.

## **ON-LINE £39.95**

Ever had problems understanding MS-DOS, configuring your printer, copying discs, etc. - we all have !! This revolutionary memory resident program offers friendly menus to take the strain out of these unfriendly environments.

## **DAY-BY-DAY £29.95**

Never miss that important appointment ever again with this popular diary/planner program.

## **PERSONAL TAX PLANNER £39.95**

Are you sure your tax man is doing his job correctly? Plan your own tax with ease with this simple menu driven program.

## **E-TYPE £39.95**

How many times do you wish you could just print a simple note, memo, envelope address, without needing to load a wordprocessor? Or what about form filling? E-TYPE will transform your computer into a typewriter, offering character by character printing, etc.

Digita International produces a full range of software for IBM compatibles, UNIX systems, Commodore Amiga, Atari ST and Amstrad PCW. Additionally, Digita also produce specialist software systems for Accountants, Petrol Stations and General Practitioners.

**JUST WRITE TO DIGITA INTERNATIONAL FOR FURTHER DETAILS OR TELEPHONE ON 0395 270273**

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## NOTES

## NOTES







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**DIGITA INTERNATIONAL LTD.  
BLACK HORSE HOUSE  
EXMOUTH EX8 1JL ENGLAND  
TEL: 0395 270273  
FAX: 0395 268893**

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