COLORSOFT (TM)

ACCOUNTS RECEIVABLE

TABLE OF CONTENTS

APPENDICES:
   A. File Layout
   B. Integration with SBAP

I.   INTRODUCTION

"Accounts/Receivable" is a complete stand-alone package for maintaining all accounting information necessary for a small business to keep track of its paying customers. It provides detailed audit trails and history files on all A/R transactions by customer, prepares invoices and mailing labels, and provides aging reports, customer history reports, and alphabetized customer listings. Billing terms for both trade accounts and revolving charges are user defineable and changeable.

The system is designed to be used either in a stand- alone configuration, or to be integrated with the COLORSOFT(TM) Small Business Accounting Package (SBAP) in place of its more limited accounts/receivable capabilities.

The programs are all menu-driven, and provide detailed prompts to enable the user to input data without having to be familiar with the underlying accounting principles that drive the system. A tutorial section is included to provide initial hands-on experience for system familiarity.

Hardware requirements include a 16K RAM (Random Access Memory) Radio Shack TRS-80 Color Computer (TM) or a similarily configured TDP System 100 (TM), with a single disk drive, at least an 80-column printer, and a good quality cassette recorder. The instructions for operations assume that the user is relatively familiar with the hardware usage, and does not attempt to explain concepts such as disk insertion, printer operation, etc.

All programs are written in Extended Color Basic (TM), and are therefore readily user-modifiable if desired. If this is attempted, it should be cautioned that the user should first become thoroughly familiar with the overall operation of the program and the underlying accounting principles that drive it, since a change that seems programming-logical may cause unforeseeable repercussions in the treatment of the data. Any modifications made are the sole responsibility of the user.

This documentation will first treat the initial setup of the package. It will then describe in detail the operations and use of each component of the system, provide a tutorial with prescribed inputs and sample outputs for hands-on practice, and provide a record layout description for the more technically-oriented user. It is written describing the operation of the system in a stand-alone mode; an appendix is included describing how to integrate it with the Small Business Accounting Package.

II.   SETUP PROCEDURES

The first thing that you should do upon receipt of your "Accounts/Receivable" disk is to make at least one backup copy. File the master copy in a safe place for use in the event of damage to or loss of your backup. NEVER use your master copy for data entry or routine use.

List the contents of your disk using the DIR command. It should contain the following programs: (not necessarily in this order) AR-MENU/BAS, EUCUST/BAS, CHARGES/BAS, UTILITY/BAS, INVOICE/BAS, REPORTS/BAS, FM/BAS, RCVABLES/BAS and CUSTLIST/BAS. If you are missing any of these programs, the system will not operate properly; notify the distributor and re-quest a replacement.

To begin use of the system, type RUN "AR-MENU", which will load and execute the Main Menu. From this point you can access any of the options to operate the entire system.

(NOTE: It is recommended that the user read this manual in its entirety before attempting to utilize this package.)

III. GENERAL INSTRUCTIONS

All of the subprograms of the system are menu-driven; a choice of available options will direct the program from or to the appropriate section. Frequently one menu will lead to a subordinate menu, which might lead to another menu, etc. In most cases, a null entry (ENTER key only) to the choice offered by a menu will return you to the preceeding menu (For example, if the choice in a menu were 1, 2, 3, or 4, and you did not want any of them, depressing the ENTER key would return you to your previous point of departure).

With very few exceptions, when you are offered a choice of options the keyboard is continuously being polled for your response. Thus touching the appropriate key is enough, no ENTER key is required. This is only valid for single-character choices, so entry of any data will require the ENTER key to be depressed following the data.

Any dollar amounts required should be entered without dollar signs or commas, e.g. $1,000.00 could be entered as 1000 or 1000.00, the amount will be carried out to two decimal places whether or not the decimal point is used. Percentages should be entered as whole numbers rather than as decimals; do not enter the percent sign (Ex: five percent would be entered as 5, 4.5 percent as 4.5, etc.).

When a date entry is required, it MUST be entered as MM/DD/YY (Ex: 01/01/82, 10/01/83, etc). Any other entry will cause a malfunction of portions of the affected program.

IV.   PROGRAM INSTRUCTIONS

     This section describes each of the options avail-
able and how to use them. It should be read generally
for overall understanding of the system prior to at-
tempting to use it, and then each section should be re-
ferred to individually when learning how to use that
particular feature.

     The first thing that you will see when you type
RUN   "AR-MENU" will be the Main Menu, which contains a
list of your available options, including:

                    1. ENTER/UPDATE CUSTOMER
                    2. ENTER A/R SALES
                    3. DISPLAY AN ACCOUNT
                    4. SET UTILITIES
                    5. AUTOMATIC INVOICING
                    6. POST RECEIPTS .
                    7. A/R REPORTS
                    8. FILE MAINTENANCE
                    9. RETURN TO SBAP MENU

     Depressing the appropriate key will automatically
load the program of your choice, each of which will be
treated in detail in the following sections.

1.   ENTER/UPDATE CUSTOMER

This program is used to enter new customer infor-
mation or to modify the information on an already es-
tablished customer. When accessing the program from
the Main Menu, the first prompt to be displayed will be
for the customer#:? If you want to update an existing
customer record, enter the appropriate number at this
point, and the record will be called for modification.
(If you can't remember the number, type a question mark
(?) in response, which will call up the customer list
to help you). If you are establishing a new cus-
tomer, simply hit the ENTER key, and your cursor will
be positioned to enter the customer's name. (The com-
puter will take care of numbering the new customer one-
up from the last one established). Hitting the ENTER
key again at this point will return you to the Main
Menu.

Whether you are entering new information or up-
dating old, the fields that you will be given the op-
portunity to enter/modify, in order, are: Customer
name, address line 1, address line 2, city, state
(2-element code), zip (up to 10 digits), phone #, type
(R/T) (revolving or trade), previous amount (owed),
date paid, amount paid, current balance, and due date.
A response of EX(exit), FI(file), or M(menu) to the
control (EX,FI,M) query will respectively abort the
transaction but remain in the enter/update mode, file
the information on disk, or abort the transaction and
return to the Main Menu. (Note: although it is pos-
sible - and even tempting - to enter the amount a new
customer owes with this transaction, it is highly re-
commended that customer data (name, address, etc.) be
entered at this point, and that the financial data be
subsequently entered with option 2. A/R SALES. The
sales and invoicing operations update and calculate on
these figures, and what you manually enter may not be
what the program is looking for. The capability to
edit these fields is intended to modify erroneous
amounts previously entered, not to make initial
entries).

(Hint: Since no provision exists to delete a
customer (although his financial data can be deleted),
the update feature of this transaction can be used to
change the information on a paid-up customer to that of
a new one, thereby conserving disk space requirements
and hard copy outputs. Simply replace the name, add-
ress, etc. with that of the new customer, and use the
DELETE PAID A/R option of the file maintenance utili-
ties (See later sections for a complete description)
to zero out the financial portion).

2.   ENTER A/R SALES

Again the first prompt is for the CUSTOMER#:? A null entry (ENTER key) at this point will return you to the Main Menu, entering a valid customer number will call up his/her record to post a payment due. (Note: if you have forgotten a customer's number, enter a question mark (?) at this point, which will call up the customer master list. You can either get a hard copy or screen display of your customer in alphabetical se- quence and check their number, and will then have an option to return to the A/R SALES program or the Main Menu when finished).

Entering a valid customer number will display the customer's data, including name, address, open in- voices, and current balance; and prompt you for the sale date (required), reference (optional), and amount (required). Answering "Y" to the ALL ABOVE OK (Y/N)? query will file the data, "N" will abort and let you try again.

3.   DISPLAY AN ACCOUNT

This option is used for a screen display of a cus- tomer's current status. As with the preceeding option, a null entry will return you to the Main Menu, a cus- tomer number will get his file, and a "?" will give you the customer master list (To return to this program from the master list, choose the Main Menu and punch option 3 again).

Entering a valid customer number will first display his name, address, phone number, previous amount (at end of last billing cycle), date paid (if paid), amount paid, current balance (if any), and date due (if ap- plicable).. If there is a current balance, hitting any key will display the pertinent invoice information, if not you will be prompted for another customer number (Null entry and back to the Main Menu).

4. SET UTILITIES

This routine is used to enter your own company's information and billing procedures. It should be run any time this information changes, and MUST be run at the start of each new year. Once started, nothing short of the break, reset, or power key can exit it, although you will be given an option to leave without filing the information at the end of each part.

During this routine you will be establishing three utility records; one with your company data; one with your billing policy; and one to tell the computer what year it is working with to allow it to adjust billing data for a leap year.

The first set of entries includes your company name (32 characters max), company address line 1 (32 char max), address line 2 (same max), city (25 char max), state (2-character abbreviation), zip code (up to 10 digits), and phone number (8-13 digits including parens and dash).

The next part is to set your billing terms. If you choose to give discount terms to your trade accounts (Type "T"), you will be prompted for the percentage (3, 5, or 10 etc.-no percent sign) and the number of days to meet the discount (Example: 2% if paid within 10 days of the invoice date), and the number of days till the net amount is due (Example: 2/10 net 30).

If you choose to apply finance charges to your revolving accounts (type "R"), you will be prompted for the monthly interest percent and minimum payment amount (if you have one).   (Example: 1.5% monthly finance charge, minimum payment of $20.00-entered as 1.5 and 20 respectively).

The only entry required for the last panel is the year (Example: 1983),   and after the information is filed in your utility records you will be automatically switched to the Main Menu (Note your company name now at the top). From now on, all invoicing and charging procedures will draw on these three records for direction, so be sure they are kept up to date.

5. AUTOMATIC INVOICING

This routine requires only two things from you - be sure your printer is on and the paper set, and then enter the date and the routine will prepare your invoices (See the samples following the tutorial section for the full contents of these invoices).

It is strongly recommended that you prepare either a backup disk or tape copy (or both) prior to running this routine. The invoicing procedure sets several fields in the customer's records to reflect date invoiced, date due, etc., and if something should go wrong during the process (paper jam, printer malfunction, almost anything), or if you find an error that must be corrected and re-billed, you will need some way to get back to where you were to avoid rebuilding your entire files.

Once satisfied with the invoices, another backup is recommended either now or after preparing hard copy reports to reflect your end of month positions both prior to and after invoicing.

6. POST RECEIPTS

This should be your favorite routine, posting payments from your accounts. The same options as before are available in response to CUSTOMER#:? - the number to call up the file, null entry to return to the Main Menu, and "?" to see the master list (return to this option through the Main Menu).

Choosing a valid customer number will display all of his/her account data, and allow you to enter the date and amount paid. (Note: invoices are automatically paid under the FIFO method, with the oldest being paid first, etc. If the amount paid covers only a portion of an invoice amount, it will be carried as "balance-open" - see the discussion of invoice statuses in the next section's treatment of the customer history report). (If a discount is taken in time, simply enter the amount received as payment, the program will adjust for your discount terms).

7. A/R REPORTS

Reports available include a customer history report, mailing labels, a customer aged report, or a customer list. Executing each simply requires choosing the options, preparing your printer (if a hard copy is chosen), and entering the date if required.

Look at the sample of each report following the tutorial to better understand the following discussion of each one:

1) Customer History

This provides a hard copy report on the payment and billing history of each of your active customers. It includes the customer number and name, each invoice by date, reference number, amount, date due, and current status; followed by a total for the customer, current amount due, and date the current amount is due.

Invoice status codes include N, I, B, and P; for New (not yet invoiced), Invoiced (but not yet paid), Balance open (partially paid), or Paid in full.

This report should be run after each invoicing routine to provide a hard copy record of your end-of-the-month status.

2) Mailing Labels

This routine will print the name and address of each of your customers on standard 2-wide, 1-inch mailing labels (Radio Shack (R) catalogue No. 26-1456 dry gum labels were used for the provided example; any similar size labels should be equally satisfactory). This routine may be used to provide labels for mailing your invoices or for any bulk correspondence with your customers.

Be sure that the labels are properly aligned in your printer before starting. A little practice will probably be required to determine the proper setting. If it looks like things are going askew and you want to abort in mid-print, press the reset button, type CLOSE to close any open files, type RUN to start it up again, readjust the labels and proceed on.

3) Customer Aged

This report requires you to enter an "as of" date, and all open invoices are compared to it. Categories include current invoices (not yet due), and those 1-30, 31-60, and over 60 days overdue. Scanning this report (prepared after invoicing) allows you to quickly see what customers are in arrears and who needs dunning (or threatening) letters.

An important point to remember is that this report is intended to spot past due accounts and provide information as relevant as possible, but is not intended to be the best source of complete information on an account (use the customer history or customer display for this purpose). You may notice that the sum of all invoices open does not always match the total for the customer. This is because the individual invoice total reflects only the base amount of the charge, whereas the total amount due may also include a finance charge for a revolving account (not carried at the individual invoice record level). Also, an invoice with a balance open (status B) will be displayed at full value until paid, but only the portion unpaid will be included in the total. Treat the total amounts by customer and the Grand Total as the actual amounts due, and the individual invoice amounts as indicators of the age of the bill, and you will never go wrong.

4) Customer List

You might recognize this list - the place you have been previously directed when you forgot a customer number. It provides an alphabetical listing of your customers, including name, address, account type (R/T), and phone number. Another nice hard-copy record at the end of the month to use as a reference for next month's processing.

8. FILE MAINTENANCE

This section contains three file maintenance rou-
tines, one to make a tape backup of your current data
files, one to restore those previously backed up, and
one to delete paid-up account records. (Note: an op-
tion is also included to update a Small Business Ac-
counting Package(S.B.A.P.) disk. This will be of no
use to you if using the A/R program as a stand-alone
sys- tem, and should be ignored. Its use will be dis-
cussed in the appendix on combined SBAP-AR use).

Choosing the file save option prompts you to ready
a cassette recorder in the "record" mode before con-
tinuing. (Be sure to space over the leader unless us-
ing a leaderless cassette). Continuing on will create
a tape backup of all of your data files to enable you
to recover to this point in time if problems develop
dur- ing the next reporting cycle. It is strongly re-
commended that you perform this routine at least twice,
marking the start points of each on the tape container.
(Note: Be sure that all three major files are on your
disk before doing a backup (CUSTOMER/FIL, CHARGES/FIL,
and UTILITY/FIL). Although the backup program will
work without them all present, when you attempt to re-
store them the sequential tape search for each file
will abort when it does not find one of them. This
should not present any problem, since your utility file
should always be the first thing set up, and one cus-
tomer with one charge will guarantee the presence of
the other two files. If you haven't entered that much,
why would you want to backup the data anyway?).

The file restore option is simply the reverse of
the above, allowing you to retrieve files previously
saved to tape. Rewind the tape you want to a position
just in front of the start point that you marked, push
the play button, and follow the directions. Your disk
will be updated with the three data files saved, and
you can proceed from that point.

If you prefer to backup your files to disk rather
than, or in addition to, tape; copy CUSTOMER/FIL,
CHARGES/FIL, AND UTILITY/FIL to a blank, formatted dis-
kette, and mark the disk with the date period of the
files. To save multiple files to a single disk, rename
each with a unique name when saved (e.g. CUST683,
CHARG683, UTIL683 for June, 1983 data), and rename the
appropriate set to the original file names (CUSTOMER/
FIL, etc) to place them back in your system. (Note:
if working with a single disk system, a valuable
feature frequently overlooked in the Color Computer
(TM) disk manual is the single-disk copy option. With
your originating disk loaded in the drive, type COPY
"CUSTOMER/FIL"; the computer will load the file and
prompt you to insert the destination disk and hit
ENTER, and the file will be copied. If the file is too
long for a single pass, you will be prompted to swap

source and destination disks until the entire file is
copied. The feature is very similar to the single-disk
backup command, and works with basic, machine language,
or data files).

Periodically you may want to purge your CHARGES/
FIL of paid-up invoice records. To do so, choose the
DELETE PAID A/R FILES option. This involves saving
your invoice files that are not classified "P" (Paid)
to tape, and then reading the tape back as a replace-
ment for your current file. It is strongly recommended
that you make backup copy (copies) of your current file
status before performing this operation, so if some-
thing goes wrong with the tape you can get back to your
starting point. Remember, deleting paid-up invoices
will reduce your storage requirements for the CHARGES/
FIL, it will NOT delete a record from your CUSTOMER/
FIL. As previously mentioned, the only way to conserve
space in that file is to use the update function of the
ENTER/UPDATE CUSTOMER routine to overwrite a previous
customer's record with a new one. .

V. TUTORIAL

This section is designed to provide hands-on experience with the major elements of the system. It includes a list of 14 transactions intended to represent two monthly accounting periods (Jan and Feb, 1983) from initial startup to end of the month closings.

The first portion is a simple listing of the sample transactions, followed by a more detailed list of the steps required for each, and ending with a listing of sample outputs to match against your own results. It is suggested that you use the sample transactions along with the detailed description until you feel comfortable with the system, and then try to repeat the entries from the transactions alone, much as you will enter your valid data in time. Once you can consistently match the sample outputs from the transaction listing alone, you should be ready to bring your own system on-line.

A.   SAMPLE TRANSACTIONS

1. 01/05/83   A new customer comes in with a
               charge of $333.22. Bill him with
               reference TK01001. Customer name
               and address is:
                   Earnest Industries
                   946 20th St.
                   Paris, Tx. 75466
                   (214)784-5948
               Customer type is "T"

2. 01/10/83   Another new customer, charge of
               $411.12, reference TK01002.
                   Mainstay Limited
                   9546 Legal Lane
                   Baltimore, Md. 20562
                   (301)258-9672
               Type "R"

3. 01/15/83   New customer, charge of $35.89,
               reference TK01003.
                   Beta Epsilon Corporation
                   12345 Terrel Road
                   Greenville, Tx. 75401
                   (214)455-8822
               Type "T"

4. 01/20/83   New customer, charge of $44.62,
               reference TK01004.
                   Delta Sigma, Inc.
                   4455 Mink Dr.
                   Suite 422
                   Greenville, Tx. 75401
                   (214)455-5555
               Type "R"

5. 01/22/83   New customer, charge of $98.44,
               reference TK01005.
                   Standard Industries, Inc.
                   258 N. Main St.
                   Sulphur Springs, Tx. 75493
                   (214)898-6722
               Type "T"

6. 01/29/83   Another order from Beta Epsilon
               Corporation (Cust #3) for $464.50,
               reference TK01006.

7. 02/01/83   New customer, charge
               of $482.11, reference TK02001.
                 Landmark Printing Company
                 Main Branch
                 441 W. Whittier Blvd.
                 La Habra, Ca.   90631
                 (201)999-8888
               Type "T"

8. 02/04/83   Another order from Delta Sigma, Inc.
               (Customer #4) for $540.64, reference
               TK02002.

9. 02/05/83   Standard Industries, Inc. (Customer
               #5) sends in payment of $96.47.

10. 02/07/83   Beta Epsilon Corporation (Customer
               #3) orders merchandise worth $110.49
               reference TK02003.

11. 02/09/83   Receive payment of $326.56 from
               Earnest Enterprises (Customer #1).

12. 02/15/83   Receive payment of $500.39 from
               Beta Epsilon Corporation (Customer
               #3).

13. 02/17/83   New customer orders merchandise
               worth $486.50, reference TK02004.
                 K L M Painters
                 511 Hacienda Dr.
                 Anaheim, Ca.   99333
                 (211)876-5432
               Type "R"

14. 02/20/83   Mainstay Limited (Customer #2) sends
               in payment of $50.00.

B. DETAILED TRANSACTIONS

If this is the first time you have run these
transactions, a check of your disk directory should
show only basic programs (File extension of "BAS"). If
you are running it for the second or subsequent time,
you should have three sets of data files -
CUSTOMER/FIL, CHARGES/FIL, and UTILITY/FIL. To
completely rework the sample transactions, erase the
three data files (Type KILL "CUSTOMER/FIL", etc.), or
erase only the customer and charges file to avoid
having to reenter your company's billing procedures
(contained in UTILITY/FIL).

Since these sample transactions assume you are
starting to use the system as of 01 January, 1983, your
first order of business will be to define your billing
procedures, company letterhead, and to let the system
know what year it is working with. Type RUN "AR-MENU"
to pull up the Main Menu, and choose option 4. SET
UTILITIES. Entering "Y" at the first question prompts
you to enter your company's name. In the sample ABC
Company is used, you may enter your own company's name
if you like, subject to a 32-character limitation.

Next enter the Company's address line 1
(32-character max, 1058 Turtle Creek Dr. in the
sample); address line 2 if applicable (Suite 400 in the
sample, also 32-character max); the city (25 character
max, Greenville in the sample); the two character state
symbol (TX for Texas in the sample); five character zip
code (75401 in the sample, max of 10 allowed); and up
to 13 characters for the phone number ((214)454-9988 in
the sample). Answer "Y" to the ALL ABOVE OK? query if
you did'nt goof anywhere; "N" will allow you to start
over again until you get it all right.

The next set of queries concerns your billing
terms. For this sample I have chosen to use the 2/10,
net 30 discount policy for trade accounts, and charge
1.5% monthly interest with a minimum payment of $20.00
for revolving accounts. To set these terms, answer Y,
2, 10, 30, Y, 1.5, Y, and 20 to the appropriate
prompts.

Then enter the current year (1983 in sample), and
your utility file will be completed.

You are now ready to start your first set of
sample transactions, beginning with the January, 1983
entries (The transaction numbers in this section
parallel those used in the preceeding section).

1. The first transaction assumes a new customer (a valid assumption since you are just starting to use the system). Choose option 1. ENTER/UPDATE CUSTOMER from the Main Menu to record the customer's name, address, etc. Hit ENTER in response to the CUSTOMER#:? prompt, and enter Earnest Industries, 946th 20th St, null entry (ENTER key only), Paris, Tx, 75466, (214)784-5948, and T in response to the appropriate prompts. Do not make an entry for the Prev Amt, Date Paid, Amt Paid, Cum Bal, or Due Date (Hit ENTER in response). Answer FI to the CONTROL (EX, FI, M) prompt if the data is correct and you want to file it. (EX would exit this transaction and start you over, M would return you to the Main Menu).

To enter the A/R data, hit ENTER twice at the first two prompts (CUSTOMER #:? and ENTER CUSTOMER NAME), and choose Main Menu option 2. ENTER A/R SALES. Enter 1 for the CUSTOMER#:?, 01/05/83 (or 01-05-83) for the sale date, TK01001 for the reference, 333.22 for the amount, and Y at the all above OK prompt (if OK).

2-5. Repeat procedure #1 for these similar type entries with the data as given. (Tap ENTER at the Customer number prompt in the A/R menu to return to the Main Menu, Option 1. to setup the customer information, back to the Main Menu, option 2. to enter sales, etc.)

6. Things get a little easier; another order, but from an already established customer. All you need to do at this point is to enter A/R sales (you are probably already there). Choose Customer #3 for Beta Epsilon Corporation (As previously established in transaction #3. If you had forgotten, enter a question mark (?) in response to the CUSTOMER#:? prompt to get a screen copy or printed list of customers established to date).

It's now month end, and we will produce a few sample reports and January's invoices to see where we stand.

From the Main Menu, choose option 3., and look over some of your accounts (1-5). Notice that the previous amount is always blank (since this is the first accounting period), and that there are no dates due (since no invoices have been sent out yet). The first panel shows the account status, and tapping any key displays any charges still open.

Return to the Main Menu, and choose option 5. AUTOMATIC INVOICING to prepare the end-January bills. The invoice date is 01/31/83. Be sure your printer is on-line and your paper is at the top of a page.

At the end of this process, you will automatically be returned to the Main Menu. Choose option 7. to prepare your end-of-the-month reports. Try them all; mailing labels for your invoices (2), customer history (1) for your files, customer aged report (3) to scan for overdue accounts (as of date 01/31/83), and a customer list for alphabetical reference for next month's session (See the samples at the end of this section to see what your outputs should look like).

As part of this practice session you might also want to perform a tape and/or disk backup of your end-January data (as explained in detail in the appropriate section of this documentation).

Now on to February's transactions (7-14). Nothing new except your first receipt of payment in transaction #9 and more of the same in transactions 11 and 14. To post these receipts, choose option 6 at the Main Menu, enter the customer number to fetch his record, and enter the date and amount paid in response to the appropriate prompts.

Charge on through, prepare sample invoices and reports to compare with the sample outputs, backup the data to tape and/or disk if you want, use the option to zero out paid-up accounts if you want to try it out (see the section on file maintenance), scan through your accounts and see what the data looks like at this point, and then either run through the whole thing again if you need it, or get on with your own business if not. Happy Accounting!!!

```
        ABC COMPANY
        1058 TURTLE CREEK DR
        SUITE 400
        GREENVILLE              TX 75401
        (214)454-9988
```

INVOICE DATE:01/31/83   INVOICE NO.:1-01

SOLD TO
EARNEST INDUSTRIES
946 20TH ST.
PARIS   TX 75466

```
PREVIOUS BALANCE                          $0.00
LESS PAYMENT                              $0.00
BALANCE FORWARD                           $0.00
01/05/83 TK01001                        $333.22
                         TOTAL          $333.22
        CURRENT BALANCE                 $333.22
        DATE DUE:03-02-83
A  2.0 PER-CENT DISCOUNT OF    6.66
WILL BE ALLOWED IF PAID BEFORE 02-10-83
```

```
        ABC COMPANY
        1058 TURTLE CREEK DR
        SUITE 400
        GREENVILLE              TX 75401
        (214)454-9988
```

INVOICE DATE:01/31/83   INVOICE NO.:2-01

SOLD TO
MAINSTAY LIMITED
9546 LEGAL LANE
BALTIMORE   MD 20562

```
PREVIOUS BALANCE                          $0.00
LESS PAYMENT                              $0.00
BALANCE FORWARD                           $0.00
01/10/83 TK01002                        $411.12
                         TOTAL          $411.12
        CURRENT BALANCE                 $411.12
        DATE DUE:03-02-83
        MINIMUM PAYMENT:      $20.00
```

ABC COMPANY
1058 TURTLE CREEK DR
SUITE 400
GREENVILLE   TX 75401
(214)454-9988

INVOICE DATE:01/31/83   INVOICE NO.:3-01

SOLD TO
BETA EPSILON CORPORATION
12345 TERREL ROAD
GREENVILLE   TX 75401

PREVIOUS BALANCE $0.00
LESS PAYMENT $0.00
BALANCE FORWARD $0.00
01/15/83 TK01003 $35.89
01/29/83 TK01006 $464.50
                    TOTAL $500.39
         CURRENT BALANCE $500.39
         DATE DUE:03-02-83
A 2.0 PER-CENT DISCOUNT OF   10.01
WILL BE ALLOWED IF PAID BEFORE 02-10-83

ABC COMPANY
1058 TURTLE CREEK DR
SUITE 400
GREENVILLE   TX 75401
(214)454-9988

INVOICE DATE:01/31/83   INVOICE NO.:4-01

SOLD TO
DELTA SIGMA, INC.
4455 MINK DR.
SUITE 422
GREENVILLE   TX 75401

PREVIOUS BALANCE $0.00
LESS PAYMENT $0.00
BALANCE FORWARD $0.00
01/20/83 TK01004 $44.62
                    TOTAL $44.62
         CURRENT BALANCE $44.62
         DATE DUE:03-02-83
         MINIMUM PAYMENT: $20.00

ABC COMPANY
1058 TURTLE CREEK DR
SUITE 400
GREENVILLE   TX 75401
(214)454-9988

INVOICE DATE:01/31/83   INVOICE NO.:5-01

SOLD TO
STANDARD INDUSTRIES, INC.
258 N. MAIN ST.
SULPHUR SPRINGS   TX 75493

PREVIOUS BALANCE $0.00
LESS PAYMENT $0.00
BALANCE FORWARD $0.00
01/22/83 TK01005 $98.44
                         TOTAL $98.44
          CURRENT BALANCE $98.44
          DATE DUE:03-02-83
A 2.0 PER-CENT DISCOUNT OF   1.97
WILL BE ALLOWED IF PAID BEFORE 02-10-83

CUSTOMER AGED REPORT AS OF 01/31/83

1   EARNEST INDUSTRIES

REF	DATE	DUE DATE	CURRENT	1 TO 30	31 TO 60	OVER 60
TK01001	01/05/83	03-02-83	$333.22			

			CURRENT	1 TO 30	31 TO 60	OVER 60
			$333.22	$0.00	$0.00	$0.00
EARNEST INDUSTRIES			TOTAL	$333.22		

2   MAINSTAY LIMITED

REF	DATE	DUE DATE	CURRENT	1 TO 30	31 TO 60	OVER 60
TK01002	01/10/83	03-02-83	$411.12			

			$411.12	$0.00	$0.00	$0.00
MAINSTAY LIMITED			TOTAL	$411.12		

3   BETA EPSILON CORPORATION

REF	DATE	DUE DATE	CURRENT	1 TO 30	31 TO 60	OVER 60
TK01003	01/15/83	03-02-83	$35.89			
TK01006	01/29/83	03-02-83	$464.50			

			$500.39	$0.00	$0.00	$0.00
BETA EPSILON CORPORATION			TOTAL	$500.39		

4   DELTA SIGMA, INC.

REF	DATE	DUE DATE	CURRENT	1 TO 30	31 TO 60	OVER 60
TK01004	01/20/83	03-02-83	$44.62			

			$44.62	$0.00	$0.00	$0.00
DELTA SIGMA, INC.			TOTAL	$44.62		

5   STANDARD INDUSTRIES, INC.

REF	DATE	DUE DATE	CURRENT	1 TO 30	31 TO 60	OVER 60
TK01005	01/22/83	03-02-83	$98.44			

			$98.44	$0.00	$0.00	$0.00
STANDARD INDUSTRIES, INC.			TOTAL	$98.44		

			$1,387.79	$0.00	$0.00	$0.00
GRAND TOTAL:	$1,387.79					

CUSTOMER HISTORY REPORT

1   EARNEST INDUSTRIES
DATE 01/05/83 REF TK01001 AMT $333.22 DUE 03-02-83 STATUS I
                           TOTAL $333.22
                           CURRENT $333.22
                           DUE:03-02-83

2   MAINSTAY LIMITED
DATE 01/10/83 REF TK01002 AMT $411.12 DUE 03-02-83 STATUS I
                           TOTAL $411.12
                           CURRENT $411.12
                           DUE:03-02-83

3   BETA EPSILON CORPORATION
DATE 01/15/83 REF TK01003 AMT $35.89 DUE 03-02-83 STATUS I
DATE 01/29/83 REF TK01006 AMT $464.50 DUE 03-02-83 STATUS I
                           TOTAL $500.39
                           CURRENT $500.39
                           DUE:03-02-83

4   DELTA SIGMA, INC.
DATE 01/20/83 REF TK01004 AMT $44.62 DUE 03-02-83 STATUS I
                           TOTAL $44.62
                           CURRENT $44.62
                           DUE:03-02-83

5   STANDARD INDUSTRIES, INC.
DATE 01/22/83 REF TK01005 AMT $98.44 DUE 03-02-83 STATUS I
                           TOTAL $98.44
                           CURRENT $98.44
                           DUE:03-02-83

5   ITEMS LISTED

EARNEST INDUSTRIES
946 20TH ST.
PARIS   TX 75466

MAINSTAY LIMITED
9546 LEGAL LANE
BALTIMORE   MD 20562

BETA EPSILON CORPORATION
12345 TERREL ROAD
GREENVILLE   TX 75401

DELTA SIGMA, INC.
4455 MINK DR.
SUITE 422
GREENVILLE   TX 75401

STANDARD INDUSTRIES, INC.
258 N. MAIN ST.
SULPHUR SPRINGS   TX 75493

CUSTOMER # 3
BETA EPSILON CORPORATION   TYPE:T
12345 TERREL ROAD
GREENVILLE   TX 75401   (214)455-8822

CUSTOMER # 4
DELTA SIGMA, INC.   TYPE:R
4455 MINK DR.
SUITE 422
GREENVILLE   TX 75401   (214)455-5555

CUSTOMER # 1
EARNEST INDUSTRIES   TYPE:T
946 20TH ST.
PARIS   TX 75466   (214)784-5948

CUSTOMER # 2
MAINSTAY LIMITED   TYPE:R
9546 LEGAL LANE
BALTIMORE   MD 20562   (301)258-9672

CUSTOMER # 5
STANDARD INDUSTRIES, INC.   TYPE:T
258 N. MAIN ST.
SULPHUR SPRINGS   TX 75493   (214)898-6722

```
              ABC COMPANY
              1058 TURTLE CREEK DR
              SUITE 400
              GREENVILLE                    TX 75401
              (214)454-9988
```

INVOICE DATE:02/28/83   INVOICE NO.:2-02

SOLD TO
MAINSTAY LIMITED
9546 LEGAL LANE
BALTIMORE   MD 20562

```
PREVIOUS BALANCE                          $411.12
LESS PAYMENT 02/20/83                      $50.00
BALANCE FORWARD                           $361.12
                        TOTAL             $361.12
FINANCE CHARGES                             $5.42
        CURRENT BALANCE                   $366.54
        DATE DUE:03-30-83
        MINIMUM PAYMENT:      $20.00
```

```
              ABC COMPANY
              1058 TURTLE CREEK DR
              SUITE 400
              GREENVILLE                    TX 75401
              (214)454-9988
```

INVOICE DATE:02/28/83   INVOICE NO.:3-02

SOLD TO
BETA EPSILON CORPORATION
12345 TERREL ROAD
GREENVILLE   TX 75401

```
PREVIOUS BALANCE                          $500.39
LESS PAYMENT 02/15/83                     $500.39
BALANCE FORWARD                             $0.00
02/07/83 TK02003                          $110.49
                        TOTAL             $110.49
        CURRENT BALANCE                   $110.49
        DATE DUE:03-30-83
A  2.0 PER-CENT DISCOUNT OF    2.21
WILL BE ALLOWED IF PAID BEFORE 03-10-83
```

```
        ABC COMPANY
        1058 TURTLE CREEK DR
        SUITE 400
        GREENVILLE              TX 75401
        (214)454-9988
```

INVOICE DATE:02/28/83   INVOICE NO.:4-02

SOLD TO
DELTA SIGMA, INC.
4455 MINK DR.
SUITE 422
GREENVILLE   TX 75401

PREVIOUS BALANCE	$44.62
LESS PAYMENT	$0.00
BALANCE FORWARD	$44.62
02/04/83 TK02002	$540.64
TOTAL	$585.26
FINANCE CHARGES	$0.67
CURRENT BALANCE	$585.93
DATE DUE:03-30-83	
MINIMUM PAYMENT: $20.00	

```
        ABC COMPANY
        1058 TURTLE CREEK DR
        SUITE 400
        GREENVILLE              TX 75401
        (214)454-9988
```

INVOICE DATE:02/28/83   INVOICE NO.:6-02

SOLD TO
LANDMARK PRINTING COMPANY
MAIN BRANCH
441 W. WHITTIER BLVD
LA HABRA   CA 90631

PREVIOUS BALANCE	$0.00
LESS PAYMENT	$0.00
BALANCE FORWARD	$0.00
02/01/83 TK02001	$482.11
TOTAL	$482.11
CURRENT BALANCE	$482.11
DATE DUE:03-30-83	

A 2.0 PER-CENT DISCOUNT OF   9.64
WILL BE ALLOWED IF PAID BEFORE 03-10-83

```
ABC COMPANY
1058 TURTLE CREEK DR
SUITE 400
GREENVILLE                    TX 75401
(214)454-9988

INVOICE DATE:02/28/83          INVOICE NO.:7-02

SOLD TO
K L M PAINTERS
511 HACIENDA DR.
ANAHEIM                   CA 99333

PREVIOUS BALANCE                        $0.00
LESS PAYMENT                            $0.00
BALANCE FORWARD                         $0.00
02/17/83 TK02004                      $486.50
                        TOTAL         $486.50
        CURRENT BALANCE               $486.50
        DATE DUE:03-30-83
        MINIMUM PAYMENT:    $20.00
```

CUSTOMER HISTORY REPORT

1 EARNEST INDUSTRIES
```
DATE 01/05/83 REF TK01001  AMT      $333.22 DUE 03-02-83 STATUS P
                           TOTAL    $333.22
                           CURRENT    $0.00
```

2 MAINSTAY LIMITED
```
DATE 01/10/83 REF TK01002  AMT      $411.12 DUE 03-02-83 STATUS B
                           TOTAL    $411.12
                           CURRENT  $366.54
                           DUE:03-30-83
```

3 BETA EPSILON CORPORATION
```
DATE 01/15/83 REF TK01003  AMT       $35.89 DUE 03-02-83 STATUS P
DATE 01/29/83 REF TK01006  AMT      $464.50 DUE 03-02-83 STATUS P
DATE 02/07/83 REF TK02003  AMT      $110.49 DUE 03-30-83 STATUS I
                           TOTAL    $610.88
                           CURRENT  $110.49
                           DUE:03-30-83
```

4 DELTA SIGMA, INC.
```
DATE 01/20/83 REF TK01004  AMT       $44.62 DUE 03-02-83 STATUS I
DATE 02/04/83 REF TK02002  AMT      $540.64 DUE 03-30-83 STATUS I
                           TOTAL    $585.26
                           CURRENT  $585.93
                           DUE:03-30-83
```

5 STANDARD INDUSTRIES, INC.
```
DATE 01/22/83 REF TK01005  AMT       $98.44 DUE 03-02-83 STATUS P
                           TOTAL     $98.44
                           CURRENT    $0.00
```

6 LANDMARK PRINTING COMPANY
```
DATE 02/01/83 REF TK02001  AMT      $482.11 DUE 03-30-83 STATUS I
                           TOTAL    $482.11
                           CURRENT  $482.11
                           DUE:03-30-83
```

7 K L M PAINTERS
```
DATE 02/17/83 REF TK02004  AMT      $486.50 DUE 03-30-83 STATUS I
                           TOTAL    $486.50
                           CURRENT  $486.50
                           DUE:03-30-83
```

7 ITEMS LISTED

```
CUSTOMER # 3
BETA EPSILON CORPORATION          TYPE:T
12345 TERREL ROAD
GREENVILLE          TX 75401                        (214)455-8822


CUSTOMER # 4
DELTA SIGMA, INC.                 TYPE:R
4455 MINK DR.
SUITE 422
GREENVILLE          TX 75401                        (214)455-5555


CUSTOMER # 1
EARNEST INDUSTRIES                TYPE:T
946 20TH ST.
PARIS               TX 75466                        (214)784-5948


CUSTOMER # 7
K L M PAINTERS                    TYPE:R
511 HACIENDA DR.
ANAHEIM             CA 99333                        (211)876-5432


CUSTOMER # 6
LANDMARK PRINTING COMPANY         TYPE:T
MAIN BRANCH
441 W. WHITTIER BLVD
LA HABRA            CA 90631                        (201)999-8888


CUSTOMER # 2
MAINSTAY LIMITED                  TYPE:R
9546 LEGAL LANE
BALTIMORE           MD 20562                        (301)258-9672


CUSTOMER # 5
STANDARD INDUSTRIES, INC.         TYPE:T
258 N. MAIN ST.
SULPHUR SPRINGS     TX 75493                        (214)898-6722
```

APPENDIX A

FILE LAYOUT

CUSTOMER/FIL

Record length-182 bytes

Field	Length	Description
1	32	Customer Name
2	32	Address Line 1
3	32	Address Line 2
4	24	City
5	2	State
6	10	Zip Code
7	13	Phone Number
8	1	Type Acct. (R/T)
9	5	Previous Amount
10	8	Date Paid
11	5	Amount Paid
12	5	Current Balance
13	8	Date Due
14	5	Pointer to Charge File

CHARGES/FIL

Record Length-48 bytes

Field	Length	Description
1	8	Reference
2	8	Sale Date
3	5	Amount
4	8	Date Due (Net)
5	5	Amount Due
6	1	Status (B,I,N,P)
7	5	Pointer to next record
8	8	Date Due (Discount)

UTILITY/FIL

Record Length-256 bytes

Record Number 1

Field	Length	Description
1	32	Company Name
2	32	Address Line 1
3	32	Address Line 2
4	25	City
5	2	State
6	10	Zip Code
7	13	Phone Number
8	110	Filler

Record Number 2

Field	Length	Description
1	5	A/R Discount Percentage
2	5	# days for discount
3	5	Days net
4	5	Monthly Interest %
5	5	Minimum Payment
6	231	Filler

Record Number 3

Used by computer to hold monthly date computations based on the year entered.

Integration of Accounts/Receivable with the Small Business Accounting Package (SBAP).

Both SBAP and A/R are stand-alone systems, but provisions have been made for their integration into a single, combined system while still using only a single disk drive. When this is done, the skeletal A/R program in the SBAP disk - capable of tracking only gross transaction amounts - becomes a sophisticated A/R system with excellent audit trails and historical records.

Since each is a stand-alone system in its own right, and each has a manual written specifically for its use in a stand-alone mode with appropriate examples, it is suggested that the new user familiarize himself with each one individually before attempting to combine them into a single system. This will reduce the amount of material to be learned at one time, and will make their combined use that much easier when it is required.

Once you are familiar with the operation of each system, it will become necessary to swap one program from the A/R disk with its skeletal equivalent on the SBAP disk. To do this (after backing up your original copies of each), erase the program called RCVABLES/BAS from the SBAP disk and replace it with the program of the same name on the A/R disk in the following manner:

DISK	COMMAND
SBAP	KILL "RCVABLES/FIL"
A/R	LOAD "RCVABLES/FIL"
SBAP	SAVE "RCVABLES/FIL"
A/R	KILL "RCVABLES/FIL"

A good way to test the new system is to run through the tutorial examples from the SBAP manual again. The major differences will be when you post sales on account and are transferred to the A/R section. Instead of being immediately queried for the data, you will be told to insert your A/R disk and key 'C' to continue. (Keying 'M' without swapping disks will return you to the SBAP Main Menu.). Following these instructions will call the Main Menu of your A/R system. Proceed to enter the appropriate information as you practiced in the A/R stand-alone system's manual (e.g. Enter/update customer to establish the new account, enter A/R sales to post the amount due). (Note that no date due is required this time as it was when using the stand-alone SBAP, that will be established by the A/R invoicing system).

After these transactions are completed, return to the A/R Main Menu and choose option 9. RETURN to SBAP Menu. You will be prompted to swap the A/R disk for the SBAP disk and press 'C' to continue. Following these instruction will again call up the SBAP Main Menu; continue on from there.

The only other feature to learn is the utility to transfer a gross total of Accounts Receivable and Total Amounts paid during the accounting period from the A/R disk to the SBAP disk for preparation of the financial reports. (Amounts paid are added to your cash account and Accounts Receivable to your asset account for your balance sheet). This is accomplished through option 4 of the File Maintenance program on the A/R disk. When you choose this option, an affirmative reply to the first screen prompt causes the A/R system to fetch the required totals, you then swap the SBAP disk for the A/R disk as directed, key 'C' as prompted, and the to- tal is recorded on the SBAP disk for its use. (CAU- TION: During your monthly (or quarterly or whatever period) processing, a running total of amounts paid has been maintained in an unused portion of one of the uti- lity records. When you perform this operation to tran- sfer that amount, the total is subsequently cleared to be reused during the next cycle. It is strongly re- commended that you make a tape backup of your files prior to executing this routine, so that if you later change your mind and want to recover to this point, you still have the data available to reload).

If all that sounds confusing at first reading, remember our first suggestion. Become thoroughly fa- miliar with SBAP by itself first, then learn the A/R system by itself, and then combine them and run through the SBAP examples again. Trying to learn both at once as a combined system may be hazardous to your sanity.