MCBA®

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SAMPLE DOCUMENTATION
in Texas Instruments COBOL

Version: TI COBOL   Package: A/R   Release: 2

INSTALLATION INSTRUCTIONS

HOW TO INSTALL THE ACCOUNTS RECEIVABLE PACKAGE

PREPARING TO INSTALL A PACKAGE SHIPPED ON DISK

1. If you have received your A/R source on a disk, load the disk onto a drive and install it with the command:

   IV UNIT=DSxx, VOLUME=MCBA

   where "xx" is the two-digit drive number (01", "02", "23", etc.) of the drive where the disk was loaded.

PREPARING TO INSTALL A PACKAGE SHIPPED ON TAPE

1. If you received your A/R source on tape do either A or B below:

   A. Load a disk (which will become your A/R Source disk) onto a drive and initialize it with the command:

   INV UNIT=DSxx, VOLUME=MCBA, USED AS SYSTEM DISK=NO

   where "xx" is the two-digit drive number ("01", "02", etc.) of the drive where the disk was loaded. WARNING: This command will erase any data which is on the disk.

   B. Create a directory on your disk for the A/R source files. Do this with the command:

   CFDIR PATHNAME=pathname, MAX=20

   where "pathname" is a valid pathname on your disk.

   Assign the synonym "MCBA" to the pathname of this directory with the command:

   AS SYNONYM=MCBA, VALUE=pathname

   where "pathname" is the same as was entered above.

2. Load the tape containing the A/R source onto a tape drive.

3. Copy the source files from the tape with the command:

   RD SEQUENTIAL=MTxx, DIRECTORY=MCBA

   where "xx" is the two-digit tape drive number ("01", "02", etc.) of the drive where the tape was loaded.

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T E C H N I C A L   N O T E S

A/R UTILITIES

Several utilities have been provided with this package to make building and running the package a much easier task. Before you are familiar with these utilities, it may be easiest to use the A/R help mode to remind you of the command names and parameters. Any of these utilities, however, can be run from the main SCI menu.

ARHELP - A/R HELP MODE

After the installation procedure is run, and thereafter whenever the command "ARHELP" is entered, the package goes into the A/R Help mode. In help mode, the following menu of all A/R utilities is displayed:

ACCOUNTS RECEIVABLE HELP MODE

PLEASE ENTER ONE OF THE FOLLOWING COMMANDS:

```
ARBUILD    -    COMPILE AND LINK A/R
ARINIT     -    SET UP ACCOUNTS RECEIVABLE DATA FILES
RUNAR      -    RUN A/R - MULTI-COMPANY
END        -    LEAVE HELP MODE

ARCONVRT   -    CONVERT A/R REL 1.1 DATA FILES TO REL 2
ARLINK     -    LINK A/R OBJECT FILES
ARLIST     -    LIST ALL A/R COMPILER LISTINGS
ARMOVE     -    MOVE A/R SOURCE
ERRLIST    -    SHOW ERROR LISTING OF PROCEDURE
ERRPRINT   -    PRINT ERROR LISTING OF PROCEDURE
RUNAR1     -    RUN A/R - SINGLE-COMPANY
```

Entering one of the commands listed will cause a screen to be displayed which explains what the utility does and what parameters you will be required to enter in order to run it. When the CMD key is pressed, you will be prompted for the parameters. If the parameters are entered at this time, the utility will run. If the CMD key is pressed instead, the utility will abort.

Utilities which require a lot of processing (such as building the A/R program file) display a screen which says "WAITING FOR BACKGROUND TASK TO COMPLETE". When the task is complete, this message is cleared off the screen. If you press the CMD key while the wait message is displayed, the main menu will come up again, and you may go back to other work. When the procedure is finished, a message will be displayed on the screen.

One of the commands on the Help menu is "END". This command is used to end the help mode and go back to the regular SCI menu.

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U S E R   S T A R T - U P   P R O C E D U R E

CONVERTING YOUR MANUAL G/L SYSTEM TO G/L RELEASE 2

Following is the suggested sequence of events for converting from your existing manual system to this one.

1. **CREATE DATA FILES FOR THE COMPANY**

   Each company that is going to be maintained requires a separate set of data files. These files are created using the GLINIT procedure, which is explained in the Technical Notes entitled "G/L Utilities".

2. **BUILD THE COMPANY FILE**

   The Company file contains the name of the company as it will appear on reports and screens.

3. **BUILD THE CHART OF ACCOUNTS FILE**

   This is done through the Chart of Accounts Maintenance application. The Chart of Accounts file defines all of the accounts to be used by the system and contains basic data about the account.

4. **BUILD THE ACCOUNTING PERIOD FILE**

   This is done through the Accounting Period Maintenance application. The Accounting Period file defines all of the accounting periods in the fiscal year and designates the current period.

5. **SET UP THE DISTRIBUTION CODES FILE**

   This is done through the Distribution Codes File Maintenance application. The Distribution Codes file allows amounts posted to certain accounts to be distributed automatically to up to twelve different accounts.

6. **SET UP THE FINANCIAL ENTITY FILE**

   This is done through the Financial Entity Maintenance application. The Financial Entity file allows the user to break up his Chart of Accounts into separate financial entities, such as divisions, groups, branches, etc.

7. **ENTER YEAR-TO-DATE BALANCES**

   All account balances should be entered as of the last complete accounting period. If it is the beginning of a fiscal year, run the Set Up Procedure application (see Run Instructions for this application) or enter only Balance Sheet account balances.

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FILE USAGE CHART BY APPLICATION

Date: MAR-82

Version: TI COBOL   Package: A/R   Release: 2

Application: CUSTOMER FILE MAINTENANCE

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A/R OPEN ITEM FILE — SALESMAN FILE — REPORT PASSING FILE (lock) — CUSTOMER FILE MAINTENANCE — A/R CODES FILE — COMPANY FILE — CUSTOMER FILE (lock)

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FILE USAGE MAP

FILES

LEGEND

I – file opened in input mode.
IO – file opened in I-O mode.
X – file opened exclusive.
L – records on file are read with lock.
D – deletes file.

PROGRAMS	CMPRSFIL	COMPFILE	EXCLSPEC	GLACTFIL	GLALLOC	GLDISTCD	GLENTITY	GLFSPASS	GLGENTRX	GLLAYOUT	GLPRDFIL	GLRECBAL	GLRECTRX	GLSPECS	GLTRXFIL	GLTXTFIL	GLXREFIL	REPTPASS	RESEQWRK	SFLAYOUT	SPOOLFIL	STMNTWRK	TERMBAL	SPOOLER NAME
BGSTMNT		I		I		I	I		I					I		I						I		BSSTMT/BSSCHD
CFSTMNT		I		I		I	I		I					I		I						I		CSHFLW
COMPRESS	IO	I		I							I				IO X									
FPSTMNT		I		I		I	I		I					I		I						I		FINPOS
GLACTADD		I		IO L																				
GLACTCNG		I		IO L																				
GLACTDEL		I		IO											I									
GLACTINQ		I		I								I			I									
GLACTLS2		I		I				I							I					IO L				GLACTS
GLACTLST		I						I												IO				
GLACTMNU		I																						
GLCALC		I		I				IO		I	I			I	I						IO			
GLCMPMNT	IO L																							
GLCOMPNO		I																						
GLCONSOL		I					IO X			I												IO X		
GLCONVNO		I																						

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P R O G R A M   S P E C I F I C A T I O N S

Version: TI COBOL   Package: G/L   Release: 2

Module Name: RECURRING JOURNAL TRX PROCESSING

Function: Recurring Journal Transaction Entry, Editing, and Posting

Input: COMPFILE   Files Updated: GLRECTRX   Output: Recurring Journal
    GLPRDFIL   GLRECBAL   Transaction Edit List
    GLRECTRX   GLTRXFIL   and Register
    GLRECBAL   REPTPASS
    GLACTFIL
    GLDISTCD

Enter Module From: GLMENU   When Done Return To: GLMENU

Programs in Module: GLRECMNU, GLRECENT, GLRECREG, GLRECRG2

Program Functions and Notes:

GLRECMNU

This is the menu program for the Recurring Journal Trx Processing
application.

For ADD, CHANGE/INQUIRE and DELETE the program calls the entry program
"GLRECENT" passing the menu selection. For the EDIT LIST and POST the
register program "GLRECREG" is called passing a posting flag. For the
POST option it verifies the running balance is equal to zero and that the
current period end date is standard. If both are true, it then checks the
date of last post in the Recurring Running Balance file to see if it
matches the period end date on file for this post. If it does, it asks if
it is okay to post anyway, otherwise it asks "ARE RECURRING JOURNAL TRX OK
TO POST ?".

GLRECENT

This is the main entry module which handles ADD, CHANGE/INQUIRE and DELETE.

ADD MODE

TRX TYPE

The transaction type is either "P" or "V". There is no default.

ACCOUNT NO

The account number is verified against the G/L Account file (GLACTFIL).
An invalid account is allowed in DELETE mode. The account field defaults

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S C R E E N   F O R M A T

Version: TI COBOL   Package: A/R   Release: 2   Program: ARCUSMNT

```
CUSTOMER FILE MAINTENANCE                    --COMPANY NAME DISPLAYS HERE--
ADD,CHANGE/INQUIRE,DELETE
                 1.  CUSTOMER NO    XXXXXX
                 2.  NAME           XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                 3.  ADDRESS-1      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                 4.  ADDRESS-2      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                 5.  CITY           XXXXXXXXXXXXXXXX
                 6.  STATE          XX
                 7.  ZIP CODE       XXXXXXXXXX
                 8.  COUNTRY        XXXXXXXXXX
                 9.  CONTACT        XXXXXXXXXXXXXXXXXXXX
                10.  PHONE NO       XXXXXXXXXXX
                11.  SALESMAN NO    XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                12.  CUST TYPE      XXXXX      20.  A/R ACCOUNT NO   99999-99999
                13.  BAL METHOD     X               XXXXXXXXXXXXXXXXXXXXXXXXXX
                14.  STMNT FREQ     X          21.  SHIP VIA      X  XXXXXXXXXXXXXXXXXX
                15.  CRDT LIMIT     Z,ZZZ,ZZZ  22.  TERMS CODE    X  XXXXXXXXXXXXXXXXXX
                16.  CRDT RATE      XXXX       23.  DISCOUNT %       ZZ9
                17.  FIN CHG ?      X          24.  TAXABLE ?     X
                18.  LOCATION       XX         25.  TAX CODE         XXX
                19.  TERRITORY      XX              XXXXXXXXXXXXXXXXXXXXXXXXXXX

ITEM NUMBER TO CHANGE ?  999
```

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F I L E   D E F I N I T I O N

Version: TI COBOL   Package: A/R   Release: 2

                File Name: AR-ACCOUNT-FILE

File Description: Accounts Receivable Account File

File Type: Key Index   File Status: Master   Record Size: 40

File Purpose:

The purpose of the A/R Account file is to store the account numbers and descriptions of all of the accounts that are to be used during data entry in the Accounts Receivable package. Whenever the entry of an account number is required in any of the A/R programs, the description of the account is obtained from the A/R Account file. If the account is not defined in the A/R Account file, then the user is forced to enter another account number.

Here is a description of the A/R Account file:

SELECT AR-ACCOUNT-FILE

    ASSIGN TO RANDOM "ARFILES.ARACTFIL"
    ORGANIZATION IS INDEXED
    ACCESS MODE IS DYNAMIC
    RECORD KEY IS AR-ACCOUNT-KEY
    FILE STATUS IS AR-ACCOUNT-FILE-STATUS.

FD AR-ACCOUNT-FILE

    LABEL RECORDS ARE STANDARD
    RECORD CONTAINS 40 CHARACTERS
    DATA RECORD IS AR-ACCOUNT-RECORD.

01 AR-ACCOUNT-RECORD.

    03 AR-ACCOUNT-KEY.

        05 AR-ACCOUNT-NO.
            07 AR-MAIN-ACCOUNT-NO   PIC 9(5).
            07 AR-SUB-ACCOUNT-NO   PIC 9(5).

        03 AR-ACCOUNT-DESCRIPTION   PIC X(30).

Here is a description of each of these fields:

AR-ACCOUNT-NO: This is the key of the A/R Account file. It consists of a five-digit main account number and a five-digit subaccount number. No matter what format the user is using for his General Ledger account number, the main

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Version: TI COBOL   Package: G/L   Release: 2   Program: SRCEXRF2   Report: G/L SOURCE CROSS REFERENCE

```
RUN DATE: MMM 99, 9999 - 99:99          ----------COMPANY NAME PRINTS HERE----------                    PAGE  9999

                                        G/L  SOURCE  CROSS  REFERENCE

RANGES: PERIOD 99/99/99 TO 99/99/99
 (1)    SOURCE XXXXXX

SOURCE  ACCOUNT NO  DESCRIPTION                           TRX DATE        DEBITS         CREDITS  REFERENCE

XXXXXX  99999-99999 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX         99/99/99  ZZZ,ZZZ,ZZZ.ZZ                     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        99999-99999 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX         99/99/99  ZZZ,ZZZ,ZZZ.ZZ   ZZZ,ZZZ,ZZZ.ZZ   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        99999-99999 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX         99/99/99  ZZZ,ZZZ,ZZZ.ZZ                     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        99999-99999 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX         99/99/99                    ZZZ,ZZZ,ZZZ.ZZ   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

        Z,ZZ9 TRX THIS SOURCE                   SOURCE TOTALS: ZZZ,ZZZ,ZZZ.ZZ ZZZ,ZZZ,ZZZ.ZZ  BALANCE: ZZZ,ZZZ,ZZZ.99CR

XXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX              XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

        Z,ZZ9 TRX THIS SOURCE                   SOURCE TOTALS: ZZZ,ZZZ,ZZZ.ZZ ZZZ,ZZZ,ZZZ.ZZ  BALANCE: ZZZ,ZZZ,ZZZ.99CR
 (2)
Z,ZZ9 SOURCES     Z,ZZ9 TRX TOTAL               GRAND TOTALS: ZZZ,ZZZ,ZZZ.99 ZZZ,ZZZ,ZZZ.99  BALANCE: ZZZ,ZZZ,ZZZ.99CR
```

Remarks: (1) IF ALL SOURCES SELECTED, THIS PRINTS AS "ALL SOURCES SELECTED". (2) THIS LINE PRINTS ONLY IF "ALL" SOURCES WERE SELECTED.

U S E R   N O T E S

Date: MAR-82

Version: TI COBOL   Package: A/R

AN INTRODUCTION TO COMPUTING

MCBA's accounting packages for the Texas Instruments 990 minicomputer are data processing tools that can greatly assist you in keeping track of both the details and the "big picture" of your business operations. Before discussing the use of the MCBA accounting packages, we will briefly discuss some of the fundamental ideas and terminology used in computing.

Some Computing Concepts and Terms

A computer is basically a device into which you put data (facts, information) so that the data can be processed (analyzed, calculated with, re-arranged) and you can get answers out. The data you put into the computer is called input.

Data processing occurs in the computer. And the data you get out is called output.

Let's take a simple example; suppose you sold some items and you have a list of the selling prices and you want to know the total amounts, including sales tax. You can input the selling prices and the percentage of sales tax (let's say 6%) and then tell the computer that you want it to take 6% of every amount you input, add it to the amount and print out the sum.

Computers are very good at doing repetitive tasks that people might find very boring. However, computers do have very precise rules by which they operate. If you break the rules, they probably won't accomplish the data processing task that you set out for them. We sometimes talk about computers as if they were persons, and sometimes it almost seems that they have personalities, but they are machines and they do what human beings tell them. No more and no less.

Thus, it is very important that you communicate precisely and effectively with the computer. The computer terminal is the device that you use to communicate with the computer. On the T.I. 990 computer, the terminal has primarily a keyboard and a video display (or screen). The keyboard is used for input and the screen, which is similar to a TV screen, is used to display both input and output. The standard terminal used with the T.I. Model 990 computer is the Model 911 Video Display Terminal.

We are talking about what is called conversational computing, where you sit at the terminal keyboard and type in data. What you type at the keyboard is translated into electronic signals that the computer understands. The words and letters you type at the keyboard are shown to you on the video display screen as you type them. It's very similar to typing at a typewriter keyboard except that the information goes onto a video screen instead of paper.

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TI COBOL
User's Manual

Each package comes with a complete *User's Manual* which makes a convenient reference for operators. Containing uncomplicated explanations, it describes how to get the maximum benefit from MCBA software.

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P A C K A G E   O V E R V I E W

Version: TI COBOL   Package: G/L

Some General Ledger Concepts and Terms

For those who may not have much background in accounting, a simplified description of general ledger accounting is first given.

An account is one category of the records that are kept by a business; for example, all records concerning expenses for utilities could be recorded in a Utilities Expense account.

Bookkeeping is the technology of keeping records; more accurately, it is the technology of keeping the financial records of a business concern. Accounting, a somewhat broader activity, deals with the presentation of these records in a usable form, and with organizing methods of record keeping, and with the preparation and interpretation of summarized reports.

An enterprise is a business activity owned and operated by one or more people, usually with profit-making in mind.

Anything owned by the enterprise that has exchange value is called an Asset. Typical assets are cash in the bank or inventory in stock. Less obvious assets are amounts of money owed to the enterprise; these amounts are assets because they can be converted to real money. An important class of assets of this type are called Accounts Receivable, which are customers' promises in writing to pay (in a short period of time, say thirty days) for goods received. Other assets are real estate, office furniture, buildings, etc., owned by the enterprise.

A distinction is usually made between current assets and fixed assets. Some current (short term) assets include cash, accounts receivable, prepaid expenses, supplies or equipment, and inventory. Current assets may be used up or replaced in a relatively short time (one year or less).

Fixed assets (or long term assets) include real estate, land, buildings, and major equipment. When making reports (financial statements), one usually classifies fixed and current assets separately.

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GENERAL OPERATOR INSTRUCTIONS

Version: TI COBOL   Package: G/L   Release: 2

Introduction

The MCBA Basic Accounting Packages are for the most part menu oriented. This means that a selection of programs will be displayed on the screen, each one with a number in front of it. To run a particular program, all you have to do is type in the number of the program which you wish to run and then press the RETURN key. When this has been done, often another "menu" will display, and you will be required to make another selection.

Eventually an "entry screen" is displayed in place of a menu. An entry screen generally has a list of items which are required to be entered on the screen. An example of this might be:

1. Name   _____
2. Street Address _____
3. City   _____
4. State   __
5. Zip Code   _____
6. Country   _____

Field Entry And Editing

The cursor, which is the white box on the screen about the size of one character, will be positioned at the beginning of the first field to enter. To make an entry, simply type in the required data. If you make a mistake while entering the item, it is possible to back up, using the gray key marked CHAR. If you wish to enter the whole item (or field) again from the beginning, press the gray key marked ERASE-FIELD. When you are finished entering a field, press RETURN or ENTER. Both keys have the same function.

If the above is unclear, do the following:

1. Find an entry field at least 7 characters long.
2. Type the word "EDITING".
3. Notice where the cursor is.
4. Press the gray key marked "CHAR".
5. Notice where the cursor is.
6. Press it again.
7. Notice where the cursor is.
8. Type "XX".
9. Notice what happened.
10. Press the gray key marked "ERASE-FIELD".
11. Notice what happened.

The INS CHAR and DEL CHAR can be useful for inserting or deleting characters. The gray key marked TAB SKIP is useful for chopping off any extra characters to the right of the cursor which are not intended to be part of the entry.

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USER NOTES

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HOW TO USE GENERAL LEDGER

This General Ledger package accommodates all steps of the basic accounting cycle. Transactions can be entered into the Journal then posted to the Ledger. A Trial Balance can be run and once all accounts are in balance financial statements may be printed.

In order to acquaint you with the General Ledger package this overview will step through the accounting cycle utilizing each of the system's features necessary to enter transactions, post them to the Ledger, make necessary corrections and print financial statements. Only those applications that are necessary to achieve these results are discussed here. You should have a general understanding of the data entry rules and the requirements of accessing applications before attempting to step through the system.

Printed below are two financial statements: the Balance Sheet and the Profit and Loss Statement. These statements are the end result of the General Ledger package. Familiarize yourself with them before reading further and feel free to refer back to them as necessary once you begin entering data.

BALANCE SHEET

AS OF 12/31/XX

ASSETS

CASH	20,490	
ACCOUNTS RECEIVABLE	7,890	
TOTAL CURRENT ASSETS		28,380
LAND	16,200	
BUILDING	36,000	
OFFICE EQUIPMENT	5,400	
TOTAL PLANT PROP. & EQUP.		57,600
TOTAL ASSETS		85,980
		======

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Version: TI COBOL   Package: G/L   Release: 2

Application: FINANCIAL ENTITY MAINTENANCE

RUN INSTRUCTIONS

1. Select #4 from the General Ledger menu.

2. A menu will then be displayed allowing you to choose one of the following functions:

   1. Add Financial Entities
   2. Change/Inquire Financial Entities
   3. Delete Financial Entities
   4. Print Out Financial Entities

3. Select the desired function and enter the data requested on the screen in accordance with the Entry Field Descriptions below.

   The Financial Entity List will also give a list of all of the actual profit centers currently on the Chart of Accounts that belong to each profit center range that defines the entity.

4. When you have finished with any one of these functions, press the CMD key and the program will return to the Financial Entity Maintenance menu.

5. When you have finished with Financial Entity Maintenance, press the CMD key when the menu is displayed. The General Ledger menu will then be redisplayed.

Entry Field Descriptions

Add, Change/Inquire, Delete

1. Entity ID   5 alphanumeric characters.

   This is the code by which the entity will be identified by other applications in the package. It is recommended that you do not use a pure numeric ID, so as not to confuse an entity with a single profit center.

   There is no need to create an entity that contains only one profit center, since every application that allows you to enter a financial entity will also allow you to enter a single profit center, if desired.

2. Desc   30 alphanumeric characters.

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Application: SALESMAN FILE MAINTENANCE

APPLICATION OVERVIEW

You will use Salesman File Maintenance to keep a file of all of the salesmen you employ. There are many places in the Accounts Receivable package where this file is very useful. Here are a few of them.

When Sales transactions are processed, the amount of the commission to be paid to the salesman is recorded in the Commissions Due file. Then later on, you can print the Commissions Due Report which details what commissions are due each salesman. To make this type of reporting possible, it is necessary for you to enter during Sales Transaction Processing the number of the salesman responsible for the sale. The Salesman record will then be obtained from the Salesman file, and the salesman's name will be displayed so you can ensure that you have entered the correct salesman number.

The Salesman file will also be used in the Customer Order Processing package (when it becomes available). When customer orders are entered, you also enter the number of the salesman responsible for the sale. The Customer Order Processing programs can calculate the commission due the salesman, using the table of customer types and commission percents that you enter as part of the data for each salesman. This is done by looking through the table for a customer which matches the type of the customer whose order you are processing. If a matching customer type is found, the corresponding commission percent is used to calculate the amount of commission the salesman is to receive. This information is then passed from the Customer Order Processing package to the Accounts Receivable package.

The amount of sales that the salesman is responsible for is stored in each Salesman record also, so that the Sales Analysis by Salesman Report can be produced. This report will allow you to see what percentage of total sales are being contributed by each salesman.

When you are entering customers into the package, you will be requested to enter the number of the salesman most usually associated with each customer. Then this entry will be the "default" salesman used by later applications. That is, when other programs ask you to enter a salesman number, those programs will "know" who the usual salesman is, and will be able to show you that salesman number and allow you to select it easily. You will also be able to enter some other salesman number in place of the "default" salesman number if you should wish.

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S A M P L E   S C R E E N

MINI-COMPUTER BUSINESS APPL.

CUSTOMER FILE MAINTENANCE
CHANGE/INQUIRE

```
*  1. CUSTOMER NO     000100
   2. NAME            JOHN Q. WILLIAMS COMPANY
   3. ADDRESS-1       3479 Peachtree Road N.E.
   4. ADDRESS-2       Suite #200
   5. CITY            Atlanta
   6. STATE           GA
   7. ZIP CODE        30329
   8. COUNTRY         USA
   9. CONTACT         John Williams
  10. PHONE NO        443-771-4949
  11. SALESMAN NO     400 Nancy Cobol

  12. CUST TYPE       DISTR
  13. BAL METHOD      O
  14. STMNT FREQ      M
  15. CRDT LIMIT      1,000,000
  16. CRDT RATE       A
  17. FIN CHG ?       Y
  18. LOCATION        AT
  19. TERRITORY       SE

  20. A/R ACCOUNT NO  01060-000100
                      Accounts Receivables
  21. SHIP VIA        U  UPS
  22. TERMS CODE      2  2/10 N/30
  23. DISCOUNT %      10
  24. TAXABLE ?       Y
  25. TAX CODE        GA
                      Sales Tax - Georgia
```

ITEM NUMBER TO CHANGE ? ---

4.4.14

Date filled out _____ by _____

ADD   CHANGE   DELETE
COMPANY # _ _ _ _

CUSTOMER FILE MAINTENANCE LOAD SHEET

```
 1) Customer No          _ _ _ _ _ _
 2) Name                 _ _ _ _ _ _ _ _ _ _ _ _
 3) Address-1            _ _ _ _ _ _ _ _ _ _ _ _
 4) Address-2            _ _ _ _ _ _ _ _ _ _ _ _
 5) City                 _ _ _ _ _ _ _ _ _ _
 6) State                _ _
 7) Zip Code             _ _ _ _ _
 8) Country              _ _ _ _ _ _ _
 9) Contact              _ _ _ _ _ _ _ _
10) Phone Number         _ _ _ _ _ _ _ _ _ _
11) Salesman No          _ _ _
12) Customer Type        _ _ _ _ _
13) Balance Method   O = Open Item          _
                     B = Balance Forward
14) Statement Freq   N = No Statement        _
                     D = Discretionary
                     W = Weekly
                     S = Semi-Monthly
                     M = Monthly (RETURN)
                     Q = Quarterly
15) Credit Limit     _ _ _ _ _ _ _
                     (unlimited 9,999,999)
16) Credit Rating    _ _ _
```

"END" key zero fills fields.

```
*** SCREEN 2 ***

17) Finance Charge   Y = Yes   N = No       _
18) Location                                _ _
19) Territory                               _ _
20) A/R Account No                          _ _ _ _ _ _ _ _ _
21) Ship Via Code                           _
22) Terms Code                              _
23) Discount %                              _ _  %
24) Taxable ?        Y = Yes   N = No       _
25) Tax Code                                _ _

26) Sales PTD        $ _ , _ _ _ , _ _ _ . _ _
27) Sales YTD        $ _ , _ _ _ , _ _ _ . _ _
28) Cost PTD         $ _ , _ _ _ , _ _ _ . _ _
29) Cost YTD         $ _ , _ _ _ , _ _ _ . _ _
30) Account Balance  $ _ , _ _ _ , _ _ _ . _ _
```

Date entered _____ by _____   Date verified _____ by _____

TI COBOL, ACCOUNTS RECEIVABLE, RELEASE 2, MARCH, 1982

4.4.12

Date: AUG-82   G L O S S A R Y   Page 1 of 10

Version: TI COBOL   System: G/L   Release: 2

ACCOUNT - An account is one category of the records that are kept by a business; for example, all records concerning expenses for utilities could be recorded in a Utilities Expense account.

ACCOUNTING - Is a somewhat broader activity than bookkeeping. It deals with the presentation of bookkeeping records in a usable form, and with organizing methods of record keeping, and with the preparation and interpretation of summarized reports.

ASSET - Anything owned by the enterprise that has exchange value is called an Asset. Typical assets are cash in the bank or inventory in stock. Less obvious assets are amounts of money owed to the enterprise; these amounts are assets because they can be converted to real money. An important class of assets of this type are called accounts receivable, which are customers' promises in writing to pay (in a short period of time, say thirty days) for goods received. Other assets are real estate, office furniture, buildings, etc., owned by the enterprise.

AUTOMATIC ACCRUAL REVERSALS - The use of automatic accrual reversals in this package is optional. When automatic reversals are used an accrual entry is reversed by the package in the next accounting period.

Example - The two accounting periods involved are:

3/1/XX - 3/31/XX
4/1/XX - 4/30/XX

On March 31, the following entry is made:

Account #		DR	CR
05060-XXXXX	Salary Expense	1,655.09		(an expense)
02130-XXXXX	Accrued Salary		1,655.09	(a liability)

When this entry is posted, the package will automatically generate the following entry dated 4/1/XX.

Account #		DR	CR
05060-XXXXX	Salary Expense		1,655.09
02130-XXXXX	Accrued Salary	1,655.09	

Coding Accrual Reversals

Accrual entries are not necessarily automatically reversed. The only transactions eligible to be reversed are those whose source code is "ACCRUE".

5.1.1

Version: TI COBOL   Package: G/L   Release: 2

S A M P L E   R E P O R T

RUN DATE: OCT 06, 1982 - 22:06   M. C. B. A. Demo Furniture Company   PAGE 0001

G / L   S O U R C E   C R O S S   R E F E R E N C E

RANGES: PERIOD 03/01/79 TO 03/31/79
ALL SOURCES SELECTED

SOURCE	ACCOUNT-NO	DESCRIPTION	TRX DATE	DEBITS	CREDITS	REFERENCE
	01130-10000	Notes Receivable	03/29/79		135.00	
	01130-10000	Notes Receivable	03/29/79		120.00	
	03110-00100	Sales - Desks - Line 2	03/29/79		40,101.22	HOWARD CORP DINNETTE SETS
	03110-00300	Sales - Desks - Line 2	03/29/79		44,111.34	HOWARD CORP DINNETTE SETS
	05410-00200	Office Supplies	03/10/79	88.85		ELECTRIC PENCIL SHARPENERS
	05410-00400	Office Supplies	03/10/79	84.40		ELECTRIC PENCIL SHARPENERS
	6 TRX THIS SOURCE		SOURCE TOTALS:	173.25	84,467.56	BALANCE: 84,294.31 CR
ACRUAL	02150-10000	Accrued Liabilities	03/01/79	300.00		MARCH ENTRIES
	02150-10000	Accrued Liabilities	03/01/79	40.00		TEST ACRUAL REVERSAL
	02150-10000	Accrued Liabilities	03/28/79		240.00	MARCH ENTRIES
	02150-10000	Accrued Liabilities	03/31/79		170.00	MARCH ENTRIES
	02290-10000	Long Term Debt	03/28/79		627.20	MARCH ENTRIES
	05020-00100	Salary & Wages	03/01/79		300.00	FEBRUARY ENTRIES
	05020-00100	Salary & Wages	03/01/79		42.50	TEST ACCRUAL REVERSAL
	05020-00100	Salary & Wages	03/28/79	255.00		MARCH ENTRIES
	05020-00100	Salary & Wages	03/31/79	170.00		MARCH ENTRIES
	05020-00300	Salary & Wages	03/01/79		330.00	FEBRUARY ENTRIES
	05020-00300	Salary & Wages	03/01/79		46.75	TEST ACCRUAL REVERSAL
	05020-00300	Salary & Wages	03/28/79	280.50		MARCH ENTRIES
	05020-00300	Salary & Wages	03/31/79	187.00		MARCH ENTRIES
	13 TRX THIS SOURCE		SOURCE TOTALS:	1,232.50	1,756.45	BALANCE: 523.95 CR
CAHSRC	01030-20000	Petty Cash	03/14/79	135.00		DAILY CASH USE
	01030-20000	Petty Cash	03/28/79	1.62		FEBRUARY ENTRIES
	2 TRX THIS SOURCE		SOURCE TOTALS:	136.62	.00	BALANCE: 136.62
CASHDS	01010-10000	Cash in Bank - B of A	03/06/79		192.93	MARCH ENTRIES
	01010-10000	Cash in Bank - B of A	03/08/79		231.54	REPAIR OF 74 PICKUP
	01010-10000	Cash in Bank - B of A	03/08/79		416.83	REPAIR AND MAINT. OF LATHE
	01010-10000	Cash in Bank - B of A	03/13/79		926.07	10 FILING CABINETS
	01010-10000	Cash in Bank - B of A	03/13/79		10,733.07	COMPANY CAR- CADILLAC SED DEVL
	01010-10000	Cash in Bank - B of A	03/13/79		3,390.12	PICKUP AND DELIVERY VAN
	01010-10000	Cash in Bank - B of A	03/14/79		75.00	LOCAL CALLS
	01010-10000	Cash in Bank - B of A	03/14/79		3,428.42	PAYMENT OF TELEPHONE BILL
	01010-10000	Cash in Bank - B of A	03/14/79		3,375.42	TOUR OF WESTERN US
	01010-10000	Cash in Bank - B of A	03/17/79		865.46	PAID TO ADVERTIZIN FIRM
	01010-10000	Cash in Bank - B of A	03/17/79		2,250.30	1 MONTH RADIO ADVERTIZING
	01010-10000	Cash in Bank - B of A	03/21/79		447.93	ROUND TRIP TO NEW YORK
	01010-10000	Cash in Bank - B of A	03/21/79		150,033.00	VAN NUYS ASSEMBLY PLANT
	01010-10000	Cash in Bank - B of A	03/23/79	75,500.00		ONE MOLD MAKER
	01010-10000	Cash in Bank - B of A	03/23/79		2,250.00	3 MONTHS RENT IN ADVANCE
	01010-10000	Cash in Bank - B of A	03/23/79		2,625.00	FIRE AND ACCIDENT INSRC- 1 YR
	01010-10000	Cash in Bank - B of A	03/24/79		65,250.00	AUTOMATIC FRAME ASSEMBLER