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Digital Equipment Corporation



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Specializing in Business Applications for Mini-Computers

SYSTEM REFERENCE MANUAL

ACCOUNTS PAYABLE DIBOL-11 Disk, RELEASE 6 MAY, 1981

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The following is our policy and procedure on supporting customers who have bought MCBA packages on a no-hand-holding basis and who are currently under warranty or on Support Subscription Service directly with MCBA. (End Users who have purchased their MCBA software from an MCBA OEM should contact their OBM for support.)

If any problem or question arises concerning any aspect of the package or its operation, contact the Field Support department either by letter, phone, or telex (#194188). We will endeavor to answer your questions as quickly and as thorouchly as possible.

Please record your license number in an easily accessible place. Refer to this number on all written correspondence and when phoning for assistance.

When you phone MCBA for assistance or edvice, please identify yourself (name, company name and license number), indicate the type of system (hardware manufacturer), language and application package you are using, and ask to be connected with the proper Field Support representative.

A Software Performance Report (SPR) is provided on the following pages for the purpose of evaluating our software should you care to make a recommendation or find a bug. Please be as comprehensible as possible in submitting an SPR.

If a bug is reported in one of our packages, our procedure is: 1) duplicate the situation at MCBA on our own disk; 2) fix the bug; 3) send out a patch to all customers who have the particular system. If the problem is critical for the customer reporting the bug and he needs it fixed right away, someone in Field Support will give him the data over the phone as quickly as possible.

Since we are constantly checking to find ways to improve the quality of our products, we appreciate any suggestions or reports from our customers.

We will endeavor to help in any way we can to answer a customer's questions or fix any problem that arises in the use of our packages. Please do contact Field Support if you need some assistance.

Jonnie Dewy But

Jonnie DeWynGaert Vice President of Support

	Montroše, California 91020 (213) 247-9050
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	Software Performance Report
Licensee Cort	act: Phone:
Licensee Name	
Address:	
city:	State:
1. MCBA Packa	ae Involved:
A/D A/	P A/R G/L 0/F PR I/M BOMP COP
SFC J/	C SPC SPR Base MRP P/O L/P Full MRP
CWU L	AW ML PTB TAB Other
	Release Number:
Program(s)	:
is the coc specific a	e as released by MCBA, or has it been modified or tailored pplication?
Latest MCE	A patch installed:
7 Specify U	rduare Configuration by Manufacture and Models
 a rpit. 	Homore Consigniation by manufacturer and model:
B Mace 54	memory;
C. Termina	de autorites.
C. remina	

e)	
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h)	· · · · · · · · · · · · · · · · · · ·
Whet p	hase of operation was the program in?
Hes th	is program run successfully before?yes/no
lf so, System	have there been any recent changes in the programs, the Hardware Software, or Operating Procedures?
(deerr	the any chances)
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Applic Any ot Hes It	eble MCBA documentation (please note page numbers) her data that may help isolate the problem: now been fixed? yes/no How? g/Media included?

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1. Installation Instructions

This section contains the procedure necessary to install the system. Once the system is installed, this section can be ignored.

() General Installation Instructions	1.1.1
(), How to install the Accounts Payable System	1.2.1
(v), Guidelines for File Sizing	1.3.1
(√ Setting Up the MCBA Environment	1.4.1

User Notes

This section contains a recommended procedure for converting from the existing accounting system to this computerized system, and a discussion of various aspects of the system from an accounting viewpoint. It may also contain other miscellaneous notes about the system with which the user should be familiar.

(v) Suggested Conversion Procedure	2.1.1
(S/ Accounting Considerations	2.2.1
(V/ General MCBA Systems Approach	2.3.1
(v), Normal Mode of Operation of the A/P Package	2.4.1
V Note on Printer Alignment	2.5.1

Technical Notes

This section contains technical data of use to the systems manager covering topics such as operating system configuration and questions of efficiency and source modification.

(), Compilation	3.1.1
(J AFLAG Processing	3.2.1
(A PRINT-OUT Options	3.3.1
(# Device Table Assignments for Accounts Payable	3.4.1
(J. List of Programs by Application	3.5.1
(vi, File Usage Map	3.6.1
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4. User Instructions and Technical Documentation

At the beginning of this section are those General Operator instructions which are common to the entire system.

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It also contains any Program Specifications, Video Terminal Formats and Report Formats. These documents are used by programmers to maintain and modify the system.	
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	M Operator Inst	ructions		4.8.1
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GENERAL INSTALLATION INSTRUCTIONS

There are no DEC System programs on the MCBA distribution disk. You will need to supply your own disk with the DEC System programs on it in order to build the system(s).

 Make a copy of the MCBA distribution disk. Since there is no copy program on the MCBA disk, this copy will have to be done by mounting a disk which has a copy program ("DUP" or "PIP"), starting the copy program, removing the disk if necessary, and copying the MCBA disk.

After the back-up is done, remove both disks and put the back-up aside.

 Label a disk "MCBA Generation Disk". This disk should have the directory expanded to a minimum of 31 (decimal) segments for any large disk (such as RKØ6, RKØ7, RLØ1, etc.) using DUP with option /Z/B/N:37. An RL01 should be the smallest disk you use. This disk should contain:

> SWAP.SYS RT115J.SYS (or RT11FB.SYS or RT11XM.SYS) TT.SYS BA.SYS (not needed if using TSX) PIP.SAV DIR.SAV DUP.SAV LINK.SAV EDIT.SAV (or other Editor, such as TECO, KED, K52, etc.) BATCH.SAV (not needed if using TSX) LIBR.SAV RESORC.SAV

Also include the device handlers for any other devices on your system for the appropriate monitor being used, such as: DL.SYS, RK.SYS, DM.SYS, etc.

CAUTION:

If DIBOL programs compiled with DICOMP are to be run under TSX or TSX-PLUS, EXVRR must be edited to return a value of 1 in SYSTEM. (SYSTEM = 1). See the MCBA System Functions and Utilities Manual for additional data. Normally, SYSTEM is set equal to -1.

Also, be aware that if DIBOL programs (compiled with DICOMP) are to be run under TSX-Plus, the MCBA programs must be modified so that they use the TSX-Plus Record Locking subroutines. See Appendix A of the TSX-Plus Reference Manual for additional data. MCBA programs compiled under DBL do not require these modifications.

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It is not recommended that you run TSX-PLUS with the DICOMP compiler.

If Using DICOMP - the DIBOL Language Compiler Supplied by DEC

In addition to the above you will need the following programs, depending upon which operating system you will be running under:

RT-11	CTS-300	TSX-PLUS
(Single-User)	(Multi-User)	(See note below)
DICOMP.SAV	DICOMP.SAV	DICOMP.SAV
DIBOL.OBJ	DIBOL.0BJ	D1BOL.OBJ
SUD.RTS	TDIBOL.OBJ	TSX-SAV
	REDUCE .SAV	TSKMON.SAV
	TSD.SAV	CCL.SAV
	RTEX IT.TSD	TSODT.OBJ

NOTE:

TSX does not provide enough memory due to the combination of two factors. RT-11 Version 4 is nearly double its previous size. Due to increased function, MCBA's Release 6 Accounting and Release 1 Manufacturing packages require more memory to run than previous DIBOL-11 packages.

See the following section on TSGEN considerations for further information.

If Using DBL - The DBL Language Compiler Supplied by DISC

In addition to the above, you will need the following programs, depending upon which operating system you will be running under:

DBL VERSION 1.3		DBL VERSION 2.2 (or higher)		
RT-11 Single-User	TSX-PLUS Multi-User	RT-11 Single-User	TSX-PLUS Multi-User	
DBL -SAV SDBL .REL DBLERR .SAV DL IB .08 J	DBL.SAV DBLERR.SAV DLIB.OBJ TDBL.REL TSX.SAV TSKMON.SAV CCL.SAV TSODT.OBJ	DBL.SAV SDBL.RTS DLIB.OBJ	DBL.SAV TDBL.RTS or DBLSHR.RTS DL!B.OBJ TSX.SAV TSKMON.SAV CCL.SAV TSODT.OBJ	

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NOTE:

TSX does not provide enough memory due to the combination of two factors. RT-11 Version 4 is nearly double its previous size. Due to increased function, MCBA's Release 6 Accounting and Release 1 Manufacturing packages require more memory to run than previous DIBOL-11 packages.

See the following section on TSGEN considerations for further information.

- 3. DBL 2.2 Sysgen Considerations
 - a. Optional patch PCH01.MAC <u>MUST</u> be installed for proper functioning of MCBA programs. This patch causes ENVRN to return a value of 1 for SYSTEM.
 - Optional patch PCHO8.MAC <u>MUST</u> be installed. MCBA's code has been designed to add 1 to the value of the terminal number returned by TNMBR.
 - TSX anomalies should <u>not</u> be masked (see DBL PCH09.1NF for additional information).
 - d. It is recommended that you system a shared run-time system.

e. You can use the pool structure for SEND/RECV.

- f. It is not necessary to remember the last STOP device or extension.
- g. If MCBA patch MUT2-D11D-1 has been installed for XPAND or you have received your package after mid-September, 1981, then use the new standard form of RENAM. Otherwise, use the old standard form.
- h. MCBA does not use ISAM files. ISAM support is not needed.
- i. Default blocking factors should be honored.
- TSX-PLUS 2.0 Sysgem Considerations
 - a. MXSPAC MCBA programs require 10 activation characters per line. Since you should not be masking TSX anomalies, that is all that is needed.
 - b. MAXSF Most MCBA programs open 8 files or less at any one time. Since not all of these are likely to be shared at any one time, you will probably not need to set MAXSF at any more than 4 x (number of terminals on line at any one time).
 - c. MAXSEC Should be set to 8 x (number of terminals on line at any one time).

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- d. MXLBLK Should be set to 7.
- e. MAXMC TSX message support is not needed if the message pool facility is sysgenned in DBL. No MCBA programs send more than one message at a time in any case. If TSX message support is being used, MAXMC should be at a minimum equal to the number of terminals on line.
- f. MSCHRS If needed, should be set to 80 characters.
- g. MAXMSG If needed, should be equal to MAXMC.
- h. It is highly recommended that TSX be sysgenned to support a shared run-time system as recommended by DISC. This will conserve memory and allow more users to run at any one time without swapping. It is especially important since the DBL 2.2 run-time system is considerably larger than DBL 1.3
- DFLMEM Can be as low as 26KB if a shared run-time is being used. Otherwise, should be 46KB.
- 5. Mount and boot the "MCBA Generation Disk".
- Next, mount the MCBA Distribution disk and copy all the files onto the "MCBA Generation Disk". This is done using PIP with the wild card option.

Verify that the "MCBA Generation Disk" has at least 3000 free blocks. This is necessary in order to hold the object modules prior to linking for some of the larger packages such as A/P or PR. Other packages will not require quite so much.

- Remove the MCBA distribution disk. The "MCBA Generation Disk" now contains all the files and programs necessary to build the package(s) per the specific Installation instructions on the following pages.
- For your convenience, a listing command file has been provided to facilitate the listing of your source programs to the printer (device "LP:").

Define the input device by typing:

ASS dev DK

where dev is the device where the source programs are located.

Set up the listing by typing:

SET LP FORMØ (to ensure that each program starts at the top of a page)

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To run, type:

@LISTXX.XXX

where XX is the package name (e.g. LISTCP.COP, or LISTIM.IM).

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INSTALLATION INSTRUCTIONS

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HOW TO INSTALL THE ACCOUNTS PAYABLE SYSTEM

- 1. Perform steps 1-5 of the "General Installation Instructions".
- Label a formatted disk: "Accounts Payable Master" and mount it on another drive. This disk must be pre-formatted and initialized with the same directory size as the "MCBA Generation Disk".
- 3. Define the devices for the build procedure's input and output.

Type .ASS dev IN

where "dev" is the physical device containing the "MCBA Generation Disk"

and .ASS dev OUT

where "dev" is the physical device containing the "Accounts Payable Master".

If the build procedure is being run under TSX, go to step 4. Otherwise, set up batch by typing:

.ASS LP LOG .LOA LP,BA,DL (or appropriate device handlers)

 If the Accounts Payable programs are to be put on a disk containing another MCBA system or other files, go to step #5.

If you wish to transfer the operating system programs onto the "Accounts Payable Master", type the following for the appropriate run-time system: (Gdi the Batch or Command file to contain the appropriate mointor.)

CTS-300	Single User	Multi User	Single User	Multi-User
Version 6	DB L	DBL	DIBOL	DIBOL
.R BATCH *VS6SYS.UT	.R BATCH *DBLSYS.UT	.@TSXSYS.UT	.R BATCH *VS4SYS.UT	.@DIBSYS.UT

This will transfer the operating system files.

 Now you must make sure that the SYSTEM variable in the ENVRN.MAN source module is set correctly. If you will be running under TSD, or under RT-11 directly, set SYSTEM = -1. If you will be running under TSX, set SYSTEM = 1. Do this with the editor (e.g. EDIT, TECO, or KED).

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If you will be running under TSD, and you regularly use the STATUS program supplied by DEC, then it is recommended that you change the final STOP statement in the source code of STATUS.DBL to XCALL PGCHN ("UT.DPEMNU",2). In this way you can go in and out of the STATUS program via the MCBA System Functions menu.

If you wish to inhibit the user from aborting from MCBA programs by pressing the CTL/C key combination, then remove the comment indicator (a semi-colon) from the XCALL FLAGS (10000000) statement in INPUT.MAN and TERID.MAN.

Now, all programs must be compiled and linked. To do this, type the following for the appropriate run-time system.

CTS-300 DBL DBL DBL DBL DBL Version 6 (RT-11 Batch) (TSX Command file) (RT-11 Batch)

.R BATCH .R BATCH .@TSXBLD.AP .R BATCH *VS6BLD.AP *DBLBLD.AP *VS4BLO.AP

The build procedure will create the run-time programs on the device specified for "OUT" in step #3 above. It takes 30-60 minutes.

 Remove both disks. Mount the "Accounts Payable Master" disk where it will be when running production and boot it.

If any data files are to be assigned to another drive (as in step #7 below), mount the appropriate disk on that drive. If used, this disk must be pre-formatted and have a directory. It may already have files on it these files will not be deleted by the procedures which follow.

 If the Accounts Payable system has been installed on a disk containing no other MCBA packages, then use the PIP program to rename the following five files as follows:

> .R PIP *dev:COMPNY.DDF=dev:COMPNY.DDE/R *dev:SECURE.DDF=dev:SECURE.DDE/R *dev:SECURE.DDF=dev:DEVICE.DDE/R *dev:SPLDIR.DDF=dev:SPLDIR.DDE/R &C

dev is the device containing the A/P system.

If you already have one or more WCBA Release 6 Accounting or Release 1 Manufacturing packages installed, you must \underline{still} replace your current DEVICE.DDF file with the DEVICE.DDA file supplied with the A/P system. If you do not do this, many of the A/P programs will not run properly, or at all.

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- 8. You are now ready to begin using the Security System Initialization and Conversion programs needed to make the Accounts Payable system operational. See the Suggested Conversion Procedure, Security System and File Initialization sections for more details.
- 9. Make sure you assign the logical BAP to the physical device containing your Accounts Payable programs. Also, assign the logical SRT to the physical device which will hold the sort work files. The MCBA Accounts Payable programs will not run if these two logicals are not assigned.
- 10. If you are using the MCBA Release 6 General Ledger system, which you received before October 1, 1981, replace the GLFACE program in the one newly supplied with this Accounts Payable system. The new one contains the interface to Accounts Payable, whereas the old one does not.

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GUIDELINES FOR FILE SIZING

The following are the considerations to use in determining the number of records to enter for all Accounts Payable files, when running the file initialization program (INITAP). When files are created by this program, they are "pre-extended" to the number of records specified. That is, all the disk space required to hold the specified number of records is fully reserved by the initialization program by writing dummy records to the full extent of the file. These dummy records creds ("")".

If, during processing, one of these files becomes full a message is displayed on the terminal to this effect, with the name of the file that is full. You must then run the XPAND program (this is an MCBA supplied utility program) to expand the file that is full; then proceed with processing. See the separate operator instructions on the XPAND program for more details.

The record sizes indicated below include two extra characters for the end-ofrecord mark used by DIBOL (i.e. line-feed, carriage-return).

VENDOR MASTER FILE

Vendor Master Record - 285 characters Vendor Index - 12 characters

Every vendor on the system (including temporary vendors) has one Vendor Master record and one index record. The Vendor Master file should be created with enough records to hold all vendors you expect to have within a reasonable period of time.

A/P VALID G/L ACCOUNT FILE

Record Length - 39 characters

Every account number used in the A/P system has one record on this file. If you have the MCBA General Ledger system and wish to use the application which transfers all G/L posting accounts into this file, then the number of records specified for this file should be at least equal to the number of posting accounts that exist on your G/L Chart of Accounts.

NEW PAYABLES TRANSACTION FILE

Record Length - 293 characters	(If no Job Cost, Standard Product Cost
ŌR	or Purchase Order interface is used.)
Record Length - 896 characters	(If one of the above mentioned
5	interfaces is used.)

Version: DIBOL-11 Disk

System: A/P

Release: 6

This is a Transaction file and only holds records temporarily until they are posted to the main files. The number of records specified for this file depends on the maximum number of new payables transactions you expect to enter at one time before posting them to the vendor's accounts. Each time these transactions are posted, a Youcher Register is produced and the file is completely cleared.

A/P OPEN ITEM FILE

Record Length - 120 characters

This file contains one record for every active or recently closed invoice for every vendor. It also contains one record for every partial payment recently made on open or recently closed invoices, and one record for every unpaid partial that has been entered. By "recently closed" is meant since the last time closed invoices were purged from this file during the Month-End Processing. You have the option of retaining invoice information on this file for any amount of time after the invoice has been paid. Therefore you can allow this file to grow indefinitely large if you never choose to purge it during the Month-End Processing.

Therefore you should estimate the number of new youchers (involces) you anticipate entering in a typical month, add to this the number of partial payments you expect to make in a month, then multiply this by the number of months you plan to keep an average single invoice on file. Then add a good safety factor.

A/P DISTRIBUTION FILE

Record Length - 37 characters

This file contains one record for every distribution made to General Ledger by posting new payables or by printing and posting A/P checks. <u>One voucher</u> generates Distribution records as follows:

- 1 record for A/P Added on initial entry
- 1 record for each expense distribution on the voucher (up to 9)
- 1 record for each expense variance distribution on the voucher (only applies when A/P is interfaced to the Standard Product Costing, Job Costing or Purchase Order systems)
- 1 record for A/P Paid when a payment is made on the voucher
- 1 record for Cash Disbursed when a payment is made to the voucher
- 1 record for Discounts Taken when a payment is made on the voucher

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System: A/P

Release: 6

For a regular voucher being paid in full on a single computer check, with some discount taken, the number of Distribution records generated from time of entry to close-out is:

4 + number of expense distributions + number of variance distributions

Distribution records remain on file until they are purged (at the user's option) in the Print A/P Distribution to G/L Report application. Usual procedure is to allow distributions to accumulate for a month, then print the A/P to G/L Distribution Report, then interface to the MCDA G/L system (if applicable), then purge the file for the month just finished.

A/P CHECK FILE

Record Length - 91 characters

This is a working file for the A/P system and is never directly accessible by the user. It is, however, necessary to create it initially at the proper size.

During an A/P computer check printing run, one record is placed in this file for every voucher that has any payment made against it during the run. Also, one record is inserted in the file for every prepaid, manual and void check voucher that has been entered since the last check printing run.

Estimate the total number of lines you expect to appear on <u>all</u> check stubs produced during an average check printing run (one line indicates a payment made on one voucher), and then add to this a good safety factor.

CHECK RECONCILIATION FILE

Record Length - 77 characters

One record is placed in this file for every computer check, prepaid check, manual check and void check entered into or printed by the system (1 record per check). The MCBA Payroll system also inserts records into this file in the same way.

Records are removed at the user's option once checks are reconciled. (Only records for reconciled checks may be removed.)

PARTIAL PAYMENTS FILE

Record Length - 81 characters

This is a Transaction file holding one record for every partial payment entered by the user, until these are posted to the A/P Open Item file.

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System; A/P

Release: 6

After posting, this file is completely cleared.

NON-G/L INTERFACE FILE

Record Length - 100 characters

A record is placed in this file for every expense distribution entered on new vouchers (during New Payables Entry and Editing) which affects any of the Job Costing, Standard Product Costing or Purchase Order systems. Records remain in this file until they are fully processed by all of these systems that have been designated to interface to A/P (this designation is made in the INITAP program).

Version: DIBOL-11 Disk

System: ALL SYSTEMS

Release: 6

SETTING UP THE MCBA ENVIRONMENT

These are the steps and sequence of actions it is necessary to perform in order to set up the operating environment in which the MCBA packages will run. Once you have done this for your first MCBA package at your installation, you need not have to do this again.

The MCBA packages are set up so that each package may be run from a separate device, or any combination of packages may be combined on any device. There are certain files and programs, however, that are used by all MCBA packages, and these must all be on one device. This device must always be assigned to the logical UT. It is highly recommended that the assignment of this logical be placed in the STARTS.COM file (or STARTF, COM, STARTB. COM or STARTX.COM, depending on your RT-11 monitor); or in the TSX start-up file for each terminal if you are running under TSX.

These files and programs are as follows:

DEVICE.DDF COMPNY.DDF Data Files SCCURE.DDF SPLDIR.DDF MESARA.DDF (this is created by the 1NITMS program, described below).

Programs: (with either a .TSD or .SAV extension, depending on whether you are running under TSD or not).

CLRFIL	PRTDEV
CLROF 2	PRTPAS
CONMNT	RSTART
DPMENU	SECCTL
INITMS	SECSYS
LKSEE	SRTSEC
MSGMNT	XPAND

(Note: INITMS always has a .SAV extension. It is never run under .TSD.)

If you are running under TSD, then RTEXIT.TSD and STATUS.TSD, and also \cdot STOP.TSD should all be on the UT device (RTEXIT and STATUS are supplied by DEC: STOP is supplied by MCBA).

After you have completed the steps in the section entitled "How To Build The XX System" (where XX is the name of the package you are installing), you may either move all the files mentioned above to the device you will be assigning to UT, or simply leave them on the package Master disk.

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System: ALL SYSTEMS

Release: 6

The MSMENU program is the one program that must always reside on your DK device.

- 1. Assign your DK device and make sure the MSMENU program is on this device. Assign your UT device (and insert this assignment into your start-up file for RT-11 or TSX, whichever is applicable.) Make sure the utility programs and files listed above are on the UT device. Assign the logical SRT to the device you wish to contain Sort Work files. Type RU INITMS, and create the Message file (MESARA.DDF) on the same device as is assigned to UT. INITMS may only be run under RT-11 directly or under TSX. It may not be run under TSD. See the Operator Instructions for the Initialize Message File application in the MCBA System Functions and Utilities manual for details on running this program.
- 3. To comply with the system performance note that is displayed at the end of the INITMS program, the build batch that created your package Master disk has already placed the COMPNY.DDF, DEVICE.DDF, and SECURE.DDF files in front of all of the other application program files.

To place the MESARA.DDF at the beginning of the directory, perform the following sequence of monitor commands:

.COPY SRTSEC.SAV SRTSEC.BAK (use .TSD instead of .SAV if you will be running under TSD)

.DEL/LOG SRTSEC.SAV

.RENAME SRTSEC.BAK SRTSEC.SAV

.COPY MESARA.DDF MESARA.BAK/ALLOCATE:10

.RENAME MESARA.BAK MESARA.DDF

 Now, use the Security System to set up at least one company and one password for that company, which will be used by the System Manager. To do this, type:

RUN UT:SECSYS.

You will be requested to enter the System Password. As supplied by MCBA, the System Password is:

2132479050

which is MCBA's telephone number. This password may be changed at any time by pressing the TAB key as soon as the Security System menu is displayed, and then entering a new password of 10 characters. Entering 10 blanks will revert to the original password.

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Release: 6

Now do the following:

- i) Select #10 from the Security System menu, to add your first Company code. When you are requested to enter "FIELD # TO CHANGE", enter 1 and then enter the Company code for your main company (this designation is arbitrary and is completely at your discretion, except that the Company code cannot end in a number, and no two Company codes may begin with the same two characters).
- Next, select #1 from the Security System menu and add a new password. This will be the password for the system manager, so set the Access code for every file to "U".
- 111) Now, select #11 from the Security System menu and enter the devices for all of your files. For each package you must only insure that the files listed in the Technical Notes section entitled Device Table Assignments for are assigned to devices. Press the TAB key for any file that you wish to skip.
- When you end the Security System Maintenance application in step 4, by pressing the BACKSPACE key for the menu selection, you will get a message:

"DPSECU FILE UNAVAILABLE - CR TO RECOVER.

This is okay. Just press RETURN and you will automatically enter the MSMENU program.

 Now enter one of the passwords that you just defined in step 4 above. Some processing will occur, and you will get the message.

CONAME.AAA file not found on device assigned UT CR TO CONTINUE.

Press RETURN.

 You will automatically enter the Company File Maintenance application, which will create the CONAME.ccc file on the device assigned to UT. (ccc is the Company code):

Enter the data as follows (see the Operator Instructions for the Company File Maintenance application, in the MCBA System Functions and Utilities Manual for more details):

- The company name as you wish it to be printed on the headings of all reports. You need not center it. It will be centered automatically.
- ii) The types of your printers. You may not have four different printers. However, for the printers you do have, you must have the logical assignments shown on this screen in order for the MCBA print programs to access them properly.

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Namely, printer 1 must be LP, printer 2 must be LQ, printer 3 must be LR, and printer 4 must be LS.

Define the printer types accurately here, since an incorrect definition will have a definite effect on the efficiency of MCBA print-out programs.

RETURN defaults to "C" for Character Printer.

iii) If you enter a nonzero value for the default printer, then all printouts will automatically go to this printer without any further operator intervention. If you enter "0" here, then each time a report is to be printed, the operator will be asked to enter the number of the printer to be used. If you have only one printer, enter "1" for the default printer.

You may change this default for any particular print-out application by running the Message Maintenance application and changing the default printer just for the amount of time that the user is logged onto his terminal, and just for that terminal.

- iv) Enter "1" for the next report sequence number. Every printed report is assigned a sequence number, and this number is automatically incremented by "1" before each new report is printed. Entering "1" here tells the system to start numbering reports at 1.
- v) Spooling option: You should consider the needs of your installation before answering this question. If you have a small installation with limited disk space, and a relatively small volume of data, you should probably enter "0" for no spooling. In this case, all reports will either be printed immediately, or optionally displayed, if you are on a VT100 terminal.

If you answer "1" for optional spooling only, then for most reports, when you select to print that report, you will first be asked: "SPOQL THIS REPORT ?", which you must answer "Y" or "N" before the report program continues. Under this option, if a job stream prints out several reports (such as the Payroll Calculation and Register application), you will be asked the "SPOQL THIS REPORT ?" question before each report is printed.

If you wish to be able to allow long job streams such as this to proceed unattended, and not require continual operator intervention, and you also wish to spool the Registers produced by these long job streams, then select option "2".

vi) The spooler work device is the device on which spooled reports will be placed. You may enter a logical or physical device.

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You may change this for specific reports at any time by running the Message Maintenance application.

You may wish to enter a logical device, such as SPL, so that before any report, you can assign this to any physical device you wish, directly from the Monitor.

vii) Spool File Block Size: The answer to this question should take careful thought. This is the exact block size at which the spooler file will be opened at the beginning of the print program, when either you elect to spool the current report, or the report is being spooled automatically.

If a particular Register or print-out exceeds the size entered here, during the course of its being spooled, then the print program will definitely blow up. You will have to use Message Maintenance to enter a longer spool file block size, and then use the Program Restart Function on the System Functions menu to begin the print-out program over from the beginning.

However, no matter what the print program is, the MCSA print-out utilities, when called by the print-out program, will always try to open the Spooler file at this block size. If this number of contiguous blocks is not available, the message "CAN'T OPEN SPOOL FILE" will be displayed, and then the report will be sent to the printer instead of being spooled.

It is suggested that initially you enter 500 for the spool file block size.

- After you have entered all the Company file information and have no more changes, you will automatically be transferred to the MCBA System Functions menu. Select #3, Message Maintenance.
- You will now use selections 5 and 6 on the submenu displayed. It does not matter which order you do these in: number 5 will be described first.
- 10. Select #5 from the Message Maintenance menu. An array of all logicals used by the MCSA packages will be displayed, along with a numbered array going from 1 to 27. Note that the number of system-wide logicals is only 16, but you can make up to 27 different assignments. This allows you to add additional non-MCSA (or future MCSA) packages in the same environment as the MCSA packages run under.

Notice, also, that "UT" is in the list of logicals. You may, if you wish, assign "UT" at this point, rather than putting it in your RT-11 or TSX start-up file. You <u>must</u> assign each package logical at this point for every MCSA package you will be using, except for UT.

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Now assign "physical" devices to the package logical devices corresponding to the MCBA packages you will be using by answering the "FIELD # TO CHANGE" question with the number of a blank entry on the screen (they will all be blank initially). Enter the logical first, and then the physical device.

(NOTE: The "physical" device may itself be a togical device which can be later assigned using the .ASS statement.)

11. Now select #6 from the Message Maintenance menu. You will now be able to indicate the terminal types of all of your other terminals. If all your terminals are the same type, which was the type that you entered when you ran INITMS at step 2, then you should skip this step.

Otherwise, simply enter the terminal number, and then the terminal type. You must, of course, know in advance how your terminals are numbered. The console terminal should always be terminal 0.

NOTE ON TSX: A virtual line, under TSX, is assigned a different terminal number from the terminal that invoked this line.

12. You are ready to perform the set-up steps for your first MCBA package.

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Svstem: A/P

Release: 6

The first part of these instructions gives the details for setting up your computerized Accounts Payable system, assuming that you are currently using a manual system (or some other non-MCBA computerized system).

The second part of these instructions details the steps necessary to convert the Release 5 version of the Accounts Payable system to this current Release 6 version.

Both parts assume that you have successfully built the A/P system programs in accordance with the preceding installation Instructions.

PART 1: CONVERTING FROM & MANUAL SYSTEM

Pre-Set Up

Prior to the system becoming functional, certain management decisions must be made, accounting structure must be decided on and a data base must be formed.

Emplayee and management training should be started before the system actually goes into operation. A complete review of system capabilities should be made. All personnal involved with the new A/P system should be aware of how the system will affect their current position. Each employee must understand the data needed for input, operation of the system and use of the output data.

Necessary forms (primarily continuous check forms, 1099 forms and load sheets) must be created or obtained.

The information necessary for the initial data base must be gathered and sorted in the format necessary for entry into the system.

File initialization

- It is assumed that you have carried out all the steps in the Installation Instructions section entitled Setting Up the MCBA Environment, and specified the devices where you wish your A/P files to reside and that the physical disks that are to contain these files are mounted and ready.
- From RT-11 or TSX, run the INITAP program. This creates all the major files for the A/P system. This is a stand alone program and is not run under the Security control of the Master Menu program.

You are first requested to enter the Company code for the files you wish to create. It must exactly match one of the Company codes you have set up via the Security System. (See the separate Operator Instructions for the initialize Accounts Pavable Files application for more details.)

You will then be requested to indicate which other MCBA systems are to interface to the A/P system. The interface will be activated from the

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moment that you answer "Y" to any of the indicated systems, so be sure that the systems specified are actually in operation before you answer "Y" to the interface for these systems. (You may change an answer of "N" to """ at any later time, when it becomes appropriate.)

Next, enter the maximum number of records you wish each of your files to contain. You should not expect your files to exceed these maximum limits for a fairly substantial amount of time, say 6 months to a year. However, due to the 1/0 characteristics of the DIBOL-11 language, there is a definite minumum number of records that must be in each file to ensure that your programs will run properly.

Vendor Master	43
A/P Valid G/L Accounts	14
New Payable Transactions	3
A/P Distributions	14
A/P Open Item	5
Partial Payments	8
A/P Check Transactions	6
Check Reconciliation	8
Non-G/L Interface File	6

If you are already using Check Reconciliation in your MCBA Payroll system, do not recreate the Check Reconciliation file. Otherwise, you will lose all check information already stored by the Payroll system.

- 3. Now enter the G/L account numbers you wish to use in the A/P system using the A/P Valid G/L Account File Maintenance application. This should include all of the debit and credit accounts you use to record payables, expense, discounts taken and cash disbursed. If you are using the MCBA General Ledger system, a program has been provided which transfers all posting accounts from the G/L Chart of Account file into the A/P Valid G/L Account file. You may use this program (selection #5 on the A/P Valid G/L Account file Maintenance menu) to save the time required to rementer all these accounts and their descriptions. Just make sure that you created the A/P Valid G/L Account file large enough to hold all of the posting accounts in the General Ledger.
- 4. Next, enter the voucher number you wish to start numbering new payables from (see the Operator Instructions for the Set Starting Voucher Number application). If you do not enter a specific number, the system will automatically start numbering vouchers with #1.
- Enter all your vendors via the Vendor Master File Maintenance application. See the Operator instructions for this application and use the corresponding File Load Sheet.

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6. Building the A/P Open Item File

This phase of the conversion effort is to set up all transactions that are currently outstanding for each vendor as of a particular cut-off date. This may be a somewhat time consuming action but it is necessary and affords substantial benefits. For example, while proper A/P figures are entered, personnel may use this time to become familiar with the data input function, the system may be checked for proper operation, and the system will become fully functional sconer if this data base is set up.

Determine the cut-off date to be used. The cut-off date is defined as the last day which will be included in the initial Payable Open Item file.

Example: If a cut-off date of 3/31 is chosen, all open items dated 3/31 or earlier are entered. New items dated 4/1 or later are not entered until the entire file is built and updated up to 3/31.

Once the cut-off date is determined, information must be gathered. All open items as of the cut-off date must be coded for entry.

Obtaining data for all open items usually comes from two sources, a file of open items for each vendor, or an open item statement from the vendor.

Using open items is advisable as it is easier to code distribution and there may be discrepancies between your files and the vendor's statement. Also, you may not be able to obtain a statement as of the cut-off date.

NOTE:

There may be a lag of a few days in obtaining invoices from vendors for the last few days before the cut-off date.

It is recommended that a load sheet (samples are included with the Operator Instructions for the New Payables Entry and Editing application) be used for each open transaction. This will take some time to complete but will be very helpful and will substantially reduce data input time.

Each open item must be entered as a new voucher. The system will automatically assign a voucher number for each transaction entered.

It will probably be most beneficial if all items are entered according to vendor. In this manner, once a vendor's open items are entered, they can be verified immediately.

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When entering new vouchers initially, distribution for each voucher must be made. There is a choice of methods. Proper distribution may be made for each voucher as it is normally, or all distribution may be entered to a suspense account.

If proper distribution is made for each voucher, it will be somewhat time consuming. However, this will allow the operators to become familiar with this part of the input process. It is important that operators understand the distribution process. Time is needed to familiarize operators with account numbers, procedure, etc. Also, distribution reports may be obtained and verified. If you plan to interface the A/P system to MCBA's General Ledger system, it is advisable to temporarily deactivate this interface while the A/P Open Item file is being built. Presumably, you have already entered all these payable transactions into the General Ledger system, and if the G/L interface is active while you are entering these payables into A/P, they will be posted a second time to G/L when the interface program is run. To deactivate the interface, run the INITAP program, specify that the General Ledger interface is not active, and then enter zero for the number of records for every file. Be sure to reactivate the interface as soon as you are no longer entering payables transactions manually into your General Ledger.

Using a suspense account will cut input time. All distributions are made to the suspense account. The suspense account must exist in the A/P Valid G/L Account file. When using the suspense account method, the Distribution Report cannot be verified. Also, operators may not become fully avare of the distribution function.

Once all data is input and posted, obtain print-outs from all programs. Verify the data in the system against your previous system. Be certain all data is correct. Once everything is completely verified, purge the Distribution file using the Print A/P Distribution to G/L Report application.

You can see the importance of retaining your previous A/P system while converting. New A/P activity does not cease while you are setting up the new A/P system advor firm must continue a working A/P system during this conversion period. Payments must be made and new invoices recorded and processed. A time lag develops when setting up the new system which must be covered.

At this point, only the data base is in the A/P system. While this was being built, payments were probably made against some of these items. These must be recorded. When a payment is made to an item dated on or before the cut-off date, it should be entered as a manual payment using the New Payables Entry and Editing application.

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System: A/P

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Doing this will change the invoice status to manually paid and will keep the A/P balance correct. This should be done only for payments made on or before the cut-off date and should not be entered until the Payable Open Item file is completely set up.

Entry of new payables (those dated after the cut-off date) may now be done. Careful records of all new A/P activity should be kept. There may be a significant lag between the cut-off date and the time the Payable file is completed. Each new transaction, including payments, must be recorded to update the payable base.

Continue to enter new payables until the A/P system is current with your previous system. At this time it is advisable to completely verify the figures of both systems from the cut-off date through the date both systems are current. Closely check distribution, new vouchers and payments to verify that both systems contain the same data.

7. Run Parallel to Existing A/P System:

Continue running parallel to your previous A/P system. Begin to use the new A/P system for payments. Initially, it may be beneficial to continue writing checks manually. However, begin to use the check printing programs. Print checks on regular computer paper for the same items on the manually written checks.

This serves a variety of functions. It allows operators to become familiar with the check printing procedure and to assure the system is functioning properly. The system automatically updates and this process does not cause a time lag.

8. Convert to New A/P System:

When you are satisfied that the system is functioning properly, that personnel have a good understanding of the system, and that all data in the system is correct, then the previous A/P system may be totally phased out and full use of the A/P system begun.

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Release: 6

PART 11: CONVERTING FROM THE MCBA RELEASE 5 VERSION

Two programs have been provided with Release 6 of the A/P system for converting your data files from a running Release 5 version.

Overview

The files in the Release 6 system are significantly different from the Release 5 system. The Vendor file has several additional fields, including more cumulative, historical data for each vendor; the new system allows for an unlimited number of payables, cash and discount accounts, and three account numbers are stored along with invoice information in each A/P Open Item record; the G/L Distribution file (was GLDIST, now APDIST) keeps all distributions to payables, cash and discount accounts as well as expense accounts (and consequently grows in size at a much more rapid rate).

The conversion procedure will involve collecting data manually, running two programs, and then entering the data collected manually. The idea is to accomplish the conversion with as little interruption to your normal flow of Accounts Pavable activity as possible.

There are three possible conversion situations, one of which will apply to your installation. (1) You have the Release 5 A/P system and are not interfacing to the MCBA General Ledger system. (2) You have both the MCBA Release 5 A/P and G/L systems, and you have been interfacing them. (3) You already have the MCBA Release 6 General Ledger system, which you have been running on a disk which is separate from your Release 5 A/P system, and you plan to interface A/P Release 6 to G/L Release 6.

The first situation is the simplest, and will be described first. The procedure for the other two situations will be based on the procedure for the first.

CONVERTING A STAND-ALONE A/P SYSTEM

 It is recommended that you establish the beginning of a new month as a cut-off date for your conversion procedure. In this way, you can start using the Release 6 system with the vendor Month-to-Date fields set to zero.

For each vendor, fill out a Vendor Master File Load Sheet, entering only the following data (see the Operator Instructions for Vendor Master File Maintenance for more details) if applicable:

> Zip Code (if expanded) Phone Number Federal 1D Number and Type Type of 1099

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Number of Due Days Number of Discount Days Discount Percent \$ Paid Year-to-Date (as of the cut-off date)

- Make sure that there are no unposted new payables transactions, no unposted partial payment transactions, no purge zero totals payables in progress, and no incomplete check printing run in progress.
- Enter all the payables, cash and discount accounts that you are currently using, or plan to use, into the A/P Valid Account file if they are not already there.
- Print the G/L Distribution Cross Reference Report, using a cut-off date such as 12/31/99, so that everything on file is printed on the report, then answer "Y" to the "PURGE FILE THR REPORT DATE ?" question.
- 5. Print the A/P Aged Trial Balance (still in Release 5) showing detail, using an arbitrarily large aging date, such as 12/31/99, so that any future-dated vouchers will be included. (This is to be used for checking purposes, comparing it to the A/P Aging Report in Release 6 after the conversion is done).
- 6. You have now completed all the actions necessary within Release 5. Now replace all Release 5 A/P programs with the Release 6 A/P programs. On the running Release 6 disk you must also have the following data files: SECURE.DDF, COMPNY.DDF, and SPLDIR.DDF, as well as the new, Release 6 version of DEVICE.DDF (which replaces the Release 5 version).
- 7. After replacing the DEVICE.DDF file, to assign the desired devices for all A/P files in the new Release 6 system (see Technical Notes section for a list of these files), follow the procedure outlined in the Installation Instructions section entitled Setting Up the MCBA Environment, which includes running the SECSYS program (see Operator Instructions for the Security System). These need not be on the same devices as the corresponding Release 5 files. Verify that there is enough room on these devices to hold all new files in addition to the files already there. This is necessary for the conversion programs to run, since these programs create the new files at the same number of records as the old files, while the old files are still in existence.
- You may delete the following files before you begin the file conversion: NEWAP.DDF, NEWGLO.DDF, GLDIST.ODF, PRTIAL.DDF. Also, if any of the following files exist, they may be deleted: TVNIDX.DDF, PURGAP.DDF, APTOG.DDF.
- Now, run the NEWVEN program. This converts the Vendor Master file to the Release 6 format and then rebuilds the Vendor Index file and initiates a full sort of this file.

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You will be requested to enter the device of the Release 5 file, the devices of the Release 6 files, and the Company code for the new file.

- 10. Next, either rename the EXPACT.DDF file to EXPACT.ccc where ccc is your new Company code; or, if you have specified a different device for your Release 6 A/P Valid G/L Account file from the Release 5 Expense Account file, use COPY or PIP to copy EXPACT.DDF to EXPACT.ccc on the new device.
- 11. Next, run the NEWAPO program. This converts the Release 5 A/P Open Item file to the Release 6 format. You will be requested to enter the device of the old and new APOPEN files, and the Company code for the new file, and three General Ledger account numbers:

Payables account number Cash account number Discount account number

The Payables account number will be written into every A/P Open Item record that represents an unpaid voucher or unpaid partial payment; the Cash and Discount account numbers will be written into every record that represents a prepaid check or a paid partial payment.

- 12. Now, create the remainder of your Release 6 A/P files by running the INITAP program (see Operator Instructions for the Initialize Accounts Payable Files application). Make sure not to create the Vendor Master file and A/P Open Item file.
- 13. Print the A/P Aging Report in your new Release 6 system, and compare it to the Release 5 Aged Trial Balance printed at step 5 above. The Release 5 report ages by invoice date.
- 14. When you are satisfied that the conversion has gone okay, enter the vendor data collected at step 1 using the new Vendor Master File Maintenance application.
- 15. You are now ready to begin using your MCBA Release 6 Accounts Payable package. Make sure you assign the logical AP to the physical device containing the Accounts Payable programs, by using the Message Maintenance application on the System Functions menu, and the logical SRT to the physical device to be used for sort work files the device which has the most free space on it). It is highly recommended that you put this last device assignment into your RT-11 and/or TSX start-up file.

Version: DIBOL-11 Disk System: A/P

Release: 6

CONVERTING BOTH RELEASE 5 A/P AND G/L SIMULTANEOUSLY TO RELEASE 6

- If you are close to your fiscal year end, it is best to wait until you have completed <u>all</u> year-ending activity in both the A/P and G/L systems before converting.
- 2. General Ledger should be converted first. In preparation for this, within the Release 5 A/P system, print the G/L Distribution Cross-Reference Report using 12/31/99 as the cut-off date (it is assumed that you have not entered any invoices into the A/P system that are dated later than the end of the current fiscal year). Then answer "Y" to the "PURGE FILE THRU REPORT DATE ?" question.

Then, in the Release 5 G/L system, run the Automatic Interface application to pull in all oustanding General Ledger transactions that were generated by the A/P system. Post these to the G/L Year-to-Date file and then convert the G/L system.

- It is advisable to convert the G/L and A/P systems separately, on separate disks, and then when each conversion has been successfully accomplished, consolidate the two Release 6 systems on one disk by insuring that there is only one valid copy of the DEVICE.DDF, COMPNY.DDF, SECURE.DDF, SPLDIR.DDF and CONAME.ccc files (where ccc is your Company code extension).
- 4. After the G/L system is converted, convert the A/P system according to steps 1-16 "Converting a Stand-Alone A/P System". Do not begin entering any new payables transactions until the Release 6 A/P and G/L systems are consolidated (i.e. are sharing the same .DDF files and CONAME.ccc file), nor print computer checks.

CONVERTING RELEASE 5 A/P TO RELEASE 6 AND IMMEDIATELY INTERFACING TO RELEASE 6 G/L, WHICH IS ALREADY OPERATIONAL

- Convert A/P as described in the "Converting a Stand-Alone A/P System" section, on a disk completely separate from the Release 6 G/L system. Do not yet enter any new payables transactions or print computer checks in the Release 6 system.
- Enter all A/P Distribution activity that has already occurred, manually into the Release 6 G/L system.
- Make sure the G/L interface is activated, using the Initialize Accounts Payable Files application.
- Consolidate the .DDF files and CONAME.ccc file onto the same running disk, from the A/P and G/L Release 6 systems.

Version: DIBOL-11 Disk System: A/P Release: 6

- Relace the GLFACE program you received with your G/L system with the updated GLFACE program provided with this A/P system.
- 6. You are now ready to start using the Release 6 Accounts Payable system.

ACCOUNTING CONSIDERATIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

HANDLING UNCOMMON CONDITIONS

This section describes the procedures to use within the Accounts Payable system to handle several of the more uncommon accounting situations that may arise during the normal use of the A/P system. These situations are not extraordinary and all of them are likely to happen at one time or another. If operators never made mistakes and computers never went down, then none of these would be likely to happen.

Paying a Voucher With a Manually Written Check

Situation:

This is the most common kind of "uncommon" condition you are likely to encounter. A voucher is on file and you have been forced to write a check by hand for partial or full payment, rather than waiting for the next computer check run.

Handling:

Make sure there are no unpaid partial payments on file for this voucher. If there are, then delete them. Then, in New Payables Entry and Editing, enter a new voucher with the same vendor and invoice number as the voucher that the manual payment was made on. The original voucher will be displayed and you will be aked "MANUAL PYT?". Answer "Y". Then enter for the "MAOUNT" the amount that the original invoice was reduced by, due to the manual payment. This includes any discount taken. Enter the discount taken separately. Enter the check number and the check date (in the "DUE DATE" field). Make sure that you enter the cash account number and discount account number to credit for this payment.

Adjusting an Incorrectly Entered Expense Distribution

Situation:

A voucher was entered and posted, but the expense distributions were entered incorrectly (or the user wants to change them).

Handling:

Enter a new voucher for the same vendor with a zero invoice amount. For the expense distributions, first enter the negatives of the expense distributions for the original voucher; then enter the corrected distributions. Use the same voucher data as the original voucher.

ACCOUNTING CONSIDERATIONS

Version: DIBOL-11 Disk System: A/P

Release: 6

Showing a Void Check (Not Printed by the Computer)

Situation:

Because of the printer jamming, or wasted checks used during check alignment before check printing, some checks were used which do not show on any Check Register or Check Reconciliation Report.

Handling:

Enter a new voucher for a dummy vendor with a zero amount. Enter the check number of the void check. Do not enter any expense distributions. The void check, after posting, will show on the next Check Register and be placed in the Reconciliation file. (Use the same cash account number as you usually use for checks in this series.)

Backing Out an Incorrectly Posted Regular Voucher

Situation:

A regular voucher was posted to the wrong vendor's account and is still on file. No payments have been made against it.

Handling:

Enter a new regular voucher for the same vendor, but with all amounts being the negatives of what they were on the first voucher. Make sure all of the original expense distributions are exactly reversed, and that the same A/Paccount number is used for the original voucher. Post the new voucher. Then, using the Purge Zero Total Payables application, purge the original and the new voucher together. Use the same voucher date as the original voucher.

Backing Out an Incorrectly Posted Prepaid Voucher

Situation:

A prepaid voucher was posted to the wrong vendor's account.

Handling:

Similar to the last situation, except the matching prepaids can only be purged from the A/P Open Item file by doing a regular check run. They will both show up on the next register, but they will never be seen by the vendor.

ACCOUNTING CONSIDERATIONS

Version: DIBOL-11 Disk Sy

System: A/P

Release: 6

Reversing an Incorrect Full Payment

Situation:

A voucher was paid in full, by a computer check, which should not have been paid, either because it was in the wrong vendor's account or it was not appropriate for it to be paid, or the check paying it bounced and had to be redone.

Handling:

As far as the A/P system is concerned, the payment has been fully processed. Enter first a new negative prepaid woucher with the exact negative of the original check amount and original discount amount. Use the same cash account and discount account that was credited when the check was printed. Set the voucher date to the original <u>check</u> date. Distribute the entire negative invoice amount to a supense expense account which has been expressly set up for this purpose (say 9999-999). Next, re-enter the original invoice using the check date as the voucher date and the original Accounts Payable account. Distribute the full expense amount to the same supense account.

Reversing an Incorrect Partial Payment

Situation:

A partial payment was made by a computer check which should not have been made.

Handling:

Enter a manual partial payment via New Payables Entry and Editing for the exact negative of the amount paid and the exact negative of the discount taken. Use the same cash and discount accounts as were used in printing the erroneous check. Use the check date as the voucher date.

Version: DIBOL-11 Disk

System: ALL SYSTEMS

Release: 6

GENERAL MCBA SYSTEMS APPROACH

MCBA accounting and manufacturing packages are completely interactive, operator oriented, with stress on ease of operator use, full audit trails and completeness of the accounting and manufacturing functions. Each application package is driven (that is, accessible) by a main application menu (e.g. the A/R menu, or BOMP menu, etc.) which is arrived at via the Manufacturing System Master meny (MSMENU). The Master meny lists all application packages and selecting one will take the operator to that application's main menu. This main menu lists all the basic functions of the application package that would be used in normal everyday processing. It is a separate program which makes the functions of the particular application accessible to the user. All of the application functions appear on this menu except for a few isolated special programs which are not part of the usual running of the system. Examples of such programs would be initialization programs which are only used once when the application package is being brought up for the first time, or year-end programs, which are only run at the end of the year to close out the books and prepare for the new year.

Each package is modular in design. That is, each separate function of the system is done by a separate program (rather than having one large program doing everything, which is not really possible).

The typical flow would be:

The operator starts up the Master menu by running the menu program, i.e., RUN MSMENU. Once in the Master menu, he selects the application he wishes to perform. The Master menu program then chains to (stops to, transfers control to) the applications main menu that drives that particular application's functions that perform. Very otten, the main program which drives (controls) a particular function selected is another menu program, which displays a submenu for that function, such as ADD, CHANGE, DELETE, PRINT-OUT. The user then chooses which sub-function of the main function he wishes to perform and the submenu program chains to another program which performs this sub-function. This is basically what is meant by the modular approach.

There is another technique that is used extensively in MCBA packages and this is the Transaction file approach. A typical system usually has one (possibly two) main file which holds the most important data of the system. In A/R this is the A/R Open Item file (containing the accounts of all customers); in G/L it is the Year-to-Date General Ledger file, showing all account activity for the current year. Rather than allowing the user to make changes to these most sensitive files directly, any new data to be recorded in them must be done via a temporary Transaction file. The data is entered, via the CRT screen, into the temporary file, within which it can be added to, changed or deleted at will. None of this affects the permanent file yet. The data in the Transaction file can be printed out in the form of an Edit List as many times as desired, and thoroughly inspected for correctness and completeness. When the data in the temporary Transaction file is determined to be complete and

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correct, the user then <u>posts</u> this data to (updates) the permanent main file (by selecting the POST selection on the submenu for this application). The data is then transferred from the temporary file to the permanent file. A Transaction Register or Journal is printed (e.g. Sales Journal) which is the final hard-copy audit trail document; and finally, the temporary file is completely cleared out.

Version: D1BOL-11 Disk

System: A/P

Release: 6

NORMAL MODE OF OPERATION OF THE A /P PACKAGE

Once the A/P package is built and all programs are operational (see the Installation Instructions section for details), the usual mode of operation of the system would be as follows.

 Start-Up - The two major files of the system, the Vendor Master file and the A/P Open Item file, have to be set up to contain the complete record of your Accounts Payable as of a chosen cut-off date (see section on Suggested Conversion Procedure).

To set up the Vendor Master file, you will use the Vendor Master File Maintenance application. To set up the A/P Open item file you will use the New Payables Entry and Editing application.

- On a daily or weekly basis you will be using the New Payables Entry and Editing application to enter new invoices as you receive them from your vendors and enter manual payments made against existing invoices.
- 3. On a weekly basis (normally), you will be doing all the steps necessary to produce computer checks to pay outstanding invoices. This involves printing the Cash Requirements Report, running the Payment Preparation application, including printing of the Pre-Check-Writing Report, and going back and forth between these three functions until you know that you have accurately selected everything you want to pay on the next check printing run.

Possibly less frequently, but always as an integral part of the above sequence, you will use the Specify Partial Payments application to enter and post partial payments to be made on the next check printing run. This should be done before Payment Preparation.

A possible sequence for the above would be:

- a. Print Cash Requirements Report
- b. Special Partial Payments
- c. Payment Preparation
- d. Print Pre-Check-Writing Report

Then you will run the Check Printing application to produce the A/P checks. Finally, you will use the New Payables Entry and Editing - application to enter any void checks that were wasted during the check printing run.

On a monthly basis, possibly in the sequence given below at the end of the month: Date: MAY-81

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SYSTEM NOTES

Version: DIBOL-11 Disk

System: A/P

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- a. Print the A/P Distribution to G/L Report.
- b. interface A/P distributions into G/L (from the MCBA General Ledger system).
- c. Purge the A/P Distribution file.
- d. Do Check Reconciliation (when you receive your bank statement).
- e. Print the Vendor Analysis Report.
- f. Run the Month-End Processing application.
- 5. On an on-request basis, any time you wish, you will:
 - Inquire into a vendor's account, using the Vendor Account inquiry application.
 - b. Print an Aging Report, in summary or in detail, for all or selected vendors, using the Print A/P Aging Report application.
 - c. Use the Change A/P Open Item Data application to correct or change due date and discount information for invoices that have been posted.
 - d. Use the Purge Zero Total Payables application to remove totally inactive vouchers from the A/P Open Item file.
- 6. At year-end, you will do the following:
 - a. Do all the steps for the end of the month to close out the last month of the year.
 - b. Print Federal 1099 forms, if you have been using the A/P package to pay subcontractors.
 - c. Run the Year-End Processing application to close out the year.

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Release: 6

NOTE ON PRINTER ALIGNMENT

When using the MCBA packages the left-hand paper guide should never have to be adjusted more than half a space, even on special forms such as checks, statements and invoices, if the left-hand guide is set so that the first physical print position is 7/10" from the left-hand side of the paper.



Version: DIBOL-11 Disk

System: ALL SYSTEMS

Release: 6

Compilation

Nearly all programs throughout the MCBA Accounting and Manufacturing packages are compiled as follows:

1. For CTS-300:

.RUN DICOMP *pgmnam.TMP=pgmnam.ext/0

-.TMP is used as a temporary extension for the object programs so that all -.TMP's can be deleted without inadvertently deleting -.OBJ programs that the user wishes to keep.

-.ext is the package specifier (e.g., AR, COP, AP, etc.).

2. For DBL:

.RUN DBL *pgmnam.TMP=pgmnam.ext/R:DBG

The /O and /R:DBG options above give compiled object without debug information included, thus making the resulting programs smaller.

Linkage

Nearly all programs are linked as follows:

1. For CTS-300:

.RUN LINK *pgmnam.TSD=pgmnam.TMP,UT!L,TD:BOL/B:100000 .RUN REDUCE *pgmnam.TSD/N

(See Note about "UT!L" below.)

2. For single-job DIBOL under RT-11:

.RUN LINK *pgmnam=pgmnam.TMP,UT11,DIB01,

3. For DBL:

.RUN LINK *pgmnam=pgmnam.TMP,UT!L,DL!B

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The specific compilation and linkage instructions for any given program can be found in the "Build Batches" for the package being used. See the installation instructions for the particular package to get the names of these build batches.

Sort Programs

Sort programs within the MCBA pacakges are built in a slightly different way. Under CTS-3 \emptyset , the sequence is as follows:

- a. .RUN GSORT INFILE = srtnam.ext OUTFILE = srtnam.DBL
- b. .RUN DICOMP *srtnam.TMP=srtnam,SORT.MAN/0
- c. .RUN LINK *srtnam=srtnam.TMP.UTIL.TDIBOL/8:100000

Under the single job DiBOL and DBL the process is parallel to that for non-sort programs.

"UTIL" - The External Subroutine Library

"UTIL" is the External Subroutine Library that contains the compiled object of the following MCBA utility subroutines:

ANYCN, DSPLY, ENVRN, FFILE, FILES, FRMAT, GETAC, INPUT, INPT3, IO, IOS, LPOFF, LPON, LPOUT, MESAG, MMENU, MOUNT, NSMNU, OFILE, OUTPT, PGCHN, PGMND, RDATE, SERCH, SRCH4, SNMSG, STENO, TERID, TMENU, and WAIT.

(NOTE: ENVRN should be amitted from UTIL if DBL is being used, since ENVRN is already contained in DLIB.)

These subroutines are entered into the UTIL library using the RT-11 "LIBR" program.

"DEVICE" - The Physical Device Assignment Table

"DEVICE.DDF" is an integral part of the Security System and is used by any program that accesses a data file to determine the file's physical location as well as its current usage status. It is structured as follows:

There are 216 records of 102 characters each. (Only if the first 199 are used for file names.) Every file used in any of the MCBA Accounting and Manufacturing packages has a single entry in this file. A program accessing a particular file will guery the record in the DEVICE.DDF file corresponding to

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it, by using the relative record number of the entry in DEVICE.DDF for this file. For example, the A/R Open item file in the Accounts Receivable system is called AROPEN.ext. The entry in DEVICE.DDF for AROPEN is record #3. See the Technical Notes section of the documentation for each specific package for a list of files and their relative record numbers in DEVICE for that package.

The record layout for DEVICE is:

RECORD DEVICE FILNAM ,A6 DEVNAM ,8A3 COMNAM ,16A3 STATUS ,8D1 FILACS ,16A1

"FILNAM" is the name of the file, such as AROPEN.

"DEVNAM" is an array of physical devices, corresponding to the Company code extensions stored in the COMPNY.DDF file, which is part of the Security System. Since a maximum of 8 separate companies can be accessed by the system at any one time, there can be 8 separate devices, one for each company's file.

"COMNAM" is an array of 16 Company code extensions. The system allows for a maximum of 16 terminals. Each terminal has a position in the COMNAM array, and the value of the entry in this array is the current Company code extension being used at that terminal.

"STATUS" shows the usage status of the file. There is a status field for that file for each of the 8 companies that can be on the system.

"FILACS" is an array of 16 file access codes. These codes are blank, "i" or "U" (see the Security System Operator Instructions for more details). A particular entry in this array gives the access privileges of the user currently at the corresponding terminal, for this file.

The DEVICE.ODF file is accessed only via the FILES subroutine and MSMENU program, which do all the security checking necessary to ensure that the file in question is being accessed within the user's file access privileges.

"FILES" - The File Protection Subroutine

Throughout the MCBA accounting and manufacturing system packages, all files are OPENed, CLDSEd and protected via the external subroutine "FILES".

Exact use of the routine is detailed on the source listing (of the "FILES" subroutine). Also refer to the use of "XCALL FILES" throughout the source code of almost all programs for many examples.

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Briefly, here's how "FILES" works:

"FILES" accesses the disk resident device assignment table called "DEVICE.DDF". (See the above notes about the "DEVICE" table.)

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Depending on the option specified by the programmer, "FILES" attempts to either (1) open, (2) open and protect, (3) protect (with no open or close), (4) close and unprotect, (5) open without changing the status, or (7) close and delete (option 6 is not currently used).

Depending on the status of the file being processed and the current user's access privileges, "FILES" is either successful or unsuccessful at executing the option it attempts to perform, and returns a parameter indicating whether or not it has been successful.

If "FILES" is successful, the program simply proceeds. If "FILES" is not successful, certain messages are displayed on the CRT and the User has several options, depending on the specific application.

"FILES" can get confused if the User aborts a program (with CTRL/C) or if a program aborts because of a tatal error. Basically what happens in such a case is that the status of certain files is left "in use" or "protected" and never gets reset automatically as it would have had the program continued to its natural completion. The solution for this is to run the Clear File Status Flags application on the System Functions menu.

"DELETED RECORDS MUST BE PURGED" message

No special attention is required. Press the CR key and the deleted records will be physically removed from the file. This is an automatic reorganization function which is the only way a file gets reorganized and deleted records drouped.

REPORT SEQUENCE NUMBERS

All printed reports are numbered sequentially from 1 to 999. The report sequence number appears in the top line of each page of the report as: SC0# nn (or SQ nnn for 80 column reports). When number 999 is reached, the next printed report will have sequence number 1. The last sequence number used is stored in the second record of the COVAME file. This number is just an aid to the user to verify the sequence of his printed reports. In the General Ledger system, the sequence number of the General Journal is actually stored in the Year-to-Date Transaction record for all the transactions that appeared on that journal.

Version: DIBOL-11 Disk

System: A/P

Release: 6

AFLAG PROCESSING

The AFLAG field of the APOPEN record controls all processing done on Vendor Account records throughout the entire A/P system. The possible values of AFLAG are:

- Ø Regular voucher, selected for payment.
- 1 Regular voucher, deferred.
- 2 Pre-paid voucher.
- 3 Computer paid voucher (but not yet completely processed within the check printing run).
- 4 The vendor has a zero total for all of his vouchers in the current check run.
- 5 The vendor has a credit total for all of his vouchers in the current check run.
- 6 Unpaid partial payment, selected for payment.
- 7 Paid partial, temporary (not yet completiey processed within the check printing run).
- 8 Paid partial, permanent.
- 9 Deferred paid partial (AFLAG is temporarily changed from 8 to 9 so that this record will be skipped during certain processing steps).
- -1 Deferred unpaid partial.
- -2 Void check.
- -3 Manually paid voucher.
- -4 Partiai manual payment.
- -9 Fully processed voucher.

New Payables Entry and Editing

a. Three different types of new payables records can be entered by the New Payables Entry and Editing application (VCHENØ): regular vouchers, pre-paid vouchers, and void check vouchers.

When a regular voucher is posted, AFLAG is set to Ø. Thus all new regular vouchers are automatically flagged as selected for payment.

When a pre-paid voucher is posted, AFLAG is set to 2, and is set to -2 for a void check voucher.

b. Youchers that have already been posted may be marked as manually paid via the New Pavables Entry and Editing application.

If the tull invoice net is paid off, then AFLAG is changed to -3 during the voucher posting run. If only a partial manual payment is made, then the value of AFLAG on the original voucher is left unchanged, but a new APOPEN record is créated during voucher posting with AFLAG = -4.

MCBA Licensed Material

Version: DIBOL-11 Disk

System: A/P

Release: 6

Only posted vouchers with AFLAG = \emptyset , 1, 4 or 5 may have manual payments entered against them during voucher entry.

Specify Partial Payments

New partial payments are always posted to the APOPEN file with AFLAG = 6. The only vouchers that may have partials entered against them are AFLAG = \emptyset , 1, 4 or 5.

When partials are posted, they are posted so that the partial always comes after any other records already on the APOPEN file that have the same vendor-voucher key. The AFLAG value of all other such records is changed as follows:

> 8 to 9 Ø to 1 4 to 1 5 to 1 -1 to 6

Thus, the original voucher is deferred, and paid partials are also marked as deferred. A deferred unpaid partial gets set back to non-deferred.

Removing Posted Partials

Only <u>unpaid</u> partials may be removed, via the DELPTL program. These have AFLAG = -1, 6 or 7. For these, AINVNO is set = "]]]DEL".

Print Payables Checks

The check printing run goes through several passes on the APOPEN file.

a. <u>Pass 1</u>: A test is made for Ø or CR total vendors, who will not have checks printed on this run.

During this test, only records with the following values of AFLAG are considered in arriving at the vendor's total due:

All other values of AFLAG are ignored.

The total due on <u>all</u> unpaid partials is obtained (for AFLAG = -1, 6 and 7). This is PRITOT. The discount entered will <u>always</u> be taken on partials. The full total due on <u>all</u> vouchers, including partials, is also obtained. This is CHKTOT.

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TECHNICAL NOTES

Version: DIBOL-11 Disk System: A/P

Release: 6

Then if CHKTOT is less than or equal to \emptyset the following changes to AFLAG occur:

If PRITOT is more than Ø:

Ø, 3, 4 to 5 6, 7 to -1 (deferred unpaid partial) 8 to 9 (deferred paid partial)

If CHKTOT is less than Ø and PRITOT is equal to Ø:

Ø, 3, 4 to 5 -1, 7 to 6 (unpaid partial) 8 to 9 (deferred paid partial)

If CHKTOT is equal to \emptyset and PRTTOT is equal to \emptyset :

Ø, 3, 5 to 4 -1, 7 to 6 (unpaid partial) 8 to 9 (deferred paid partial)

NOTE: There never can be -1, 6, and 7 records for a vendor if PRITOT is equal to \emptyset , since a partial payment can never be negative.

b. Pass 2: Now, the checks are actually printed. All records with a negative AFLAG are skipped. Deferred and prepaid vouchers are skipped (AFLAG = 1 or 2); Ø and CR total flagged vouchers are skipped (AFLAG = 4 or 5), paid partials (AFLAG = 8 or 9) are skipped.

Only records with AFLAG = Ø, 3, 6, 7 are considered. Each of these is shown on the check stub and the net APOPEN amount is added to the check total: (AINVAM - APAID) - (ADSCAM - ADSTKN). The discount is always taken on types 6 and 7. On types Ø and 3 the discount date is checked to see if the discount is lost.

Then, AFLAG is changed as follows:

6	to	7
ø	to	3

The check number, cash and discount accounts are written into all chosen records.

c. Pass 3: A third pass is made in the CHKPRP program only if the user says that the checks just printed are okay (which is the usual case). What occurs is that the actual discount taken is inserted into ADSCAM for type 3 records, and the check date is inserted into the ADUEDT field for the now type 3 and 7 records. (The original due date is thus retained until the user says that the checks are okay.)

Version: DIBOL-11 Disk

System: A/P

Release: 6

Check Posting

- a. The Check Posting Preparation program (CHKPRP) creates G/L Distribution Transaction records for records with AFLAG = 3 and 7 and updates the Vendor records.
- b. APCHEK records are then created for <u>every</u> manual, prepaid and void check voucher that has not yet appeared on a Check Register. This is one record per <u>voucher</u>, which can be more than one voucher per check. This is done for <u>AFLAG</u> = -4, -3, -2 and 2. An APCHEK record is also created for every computer paid voucher from the current check run. i.e. <u>AFLAG</u> = 3 and 7.
- c. The FLGPDS program does the following:

Closes out voids and prepaids:

AFLAG = -2 and 2 are changed to -9.

Marks partial manual payments and partial computer payments as paid:

AFLAG = -4 and 7 are changed to 8.

Undefers unpaid partials:

AFLAG = -1 is changed to 6.

Closes out computer paids and fully manually paids:

AFLAG = 3 and -3 are changed to -9,

along with all partials associated with them

AFLAG = 8 and 9 are changed to -9.

It then checks to see what previously deferred vouchers can now be undeferred. It looks at $A^{E}AB = 1$, 4 and 5 and if these vouchers have no unpaid partials, it changes $A^{E}AB$ to 0. Otherwise $A^{E}AB$ is set to 1.

Similarly, paid partials for these vouchers are either set to 8 if the voucher is undeferred, or to 9 if the voucher remains deferred.

Payment Preparation

Payment preparation involves marking vouchers as either selected or as deferred. Unpaid partial payments are left unaffected by payment preparation, since the fact of having entered a partial payment indicates that the user wants to pay it on the next check printing run. All unpaid partials for a voucher are automatically set to AFLAG = 6 when they are encountered. Any voucher with unpaid partials has AFLAG automatically set to 1.

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Version: DIBOL-11 Disk Sys

System: A/P

Release: 6

There are two main methods of payment preparation: by Selection and by Deferral.

When a voucher is selected for payment, AFLAG is handled as follows:

-1,7 to 6 1,4,5 to Ø 9 to 8

All other AFLAG values are unchanged.

When a voucher is deferred from payment, AFLAG is handled as follows:

-1,7 to 6 Ø,4,5 to 1 8 to 9

Note that -1 and 7 always get reset to 6 since an unpaid partial is <u>always</u> selected.

All other AFLAG values are unchanged.

The only slight complication involved in payment preparation is when the user is deterring all vouchers after a specified cut-off date. In this case, all paid partials (AFLAG = 8) for the vouchers to be deterred are also marked as deterred (AFLAG = 9).

Version: DIBOL-11 Disk

System: A/P

Release: 6

PRINT-OUT OPTIONS

There are several options the user has when running a report program. He may display the report on his terminal, print the report on a selected printer, or spool the report to a disk file. (SPOOL is an acronym: "S"ave "P"rinter "O"utput "O"ff "L"ine.)

Display a Report

If the user's terminal is a VT-100 then the user is given the option to display the requested report on the screen. Just answer "Y" to "DISPLAY THIS REPORT ?".

This option is only given if the same report may be printed over and over. It is not given if the report is a one-time audit trail report, such as the Accounts Payable Check Register. It is not given for forms printing, such as for printing Accounts Payable Checks.

If the user's terminal is not a VT-100, then this option is never given.

Printing a Report

If you neither display a report, nor spool a report, the report will be sent immediately to a printer. When running the SECSYS program from a terminal, the operator is asked for the number of the default printer for that terminal. The MCBA systems will handle up to 4 different printers, as well as a remote printer attached directly to the terminal. The device codes are assigned as follows:

Printer	Number	Device	Code	
2		101		
3		LR:		
4		LS:		
5		Remote	Printer	(TT:)

If you have specified a number from 1 to 5 inclusive when running SECSYS from your current terminal, then this will be the printer that the report will be sent to automatically. If you specified printer number "0" for your current terminal, then before printing begins, you will be prompted with:

"ENTER NUMBER OF PRINTER TO USE"

This must be a number between 1 and 5 inclusive, and the device handler for the corresponding printer must be sysgenned into your version of RT-11 or TSX.

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After the program determines which printer to use, it attempts to open this printer. If it is successful, printing will begin as soon as the program has requested any other descriptive data that it needs. If the printer cannot be opened, the message

"PRINTER NOT AVAILABLE - WILL YOU WAIT ?"

is displayed. Answer "Y" or "N" depending on whether or not you wish to wait.

The TSX and TSX+ operating systems will automatically queue up print-outs depending on the way TSX or TSX+ was sysgenned. If the printer was set up to allow spooling under TSX, then the "PRINTER NOT AVAILABLE" message will be displayed only if the spooler queue is entirely filled up. Otherwise, the report will be put in the TSX spooler queue automatically, even if the printer is busy printing another report.

The MCBA spooler and the TSX spooler are completely independent and can operate separately or simultaneously.

Spooling a Report

All reports that are allowed to be displayed are also allowed to be spooled via the MCBA spooler. All audit trail reports are spooled automatically, without giving the user any option.

Setting up spooler operation during installation:

Before beginning system operation, the SPOOLF file must be assigned to a device via the SECSYS program. (SPOOLF is at record 199 in the DEVICE.DDF file.) You should assign this to a device that you know will contain enough continguous disk space to hold the largest report that you plan to spool. You may change this device assignment at any time by running the SECSYS program.

If you are spooling a long report and suddenly run out of disk space on the spool device, the print program will abort, the Spooled Report file will not be closed, and all of the report processed before the abort will be essertially unavailable to you. The SPOQL utility program (source is SPOQL MU2) always opens the disk file for the report at 500 blocks. There is no simple way a report program can tell in advance how big the report will be so 500 blocks is assigned arbitrarily tor every spooled report. If the report takes less than 500 blocks, the unused disk space is not wasted. If the report takes more than 500 blocks, however, the report will be report takes. To accomdate larger reports, you must change the value of 500 in the SPOQL-MU2 source code to a larger value, and then rebuild your print programs.

If 500 blocks (or whatever you have changed this value to) is not available when you request to spool a report, you will get an error message "CAN'T OPEN SPOL FILE", and the report will automatically be sent to the printer.

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The SPLDIR.DDF file is the MDBA spooler directory. It must reside on the DK device, and is shared by all MCBA packages and all Company codes. It can hold a maximum of 200 entries. This means that you can not have more than 200 reports saved on disk at one time for your entire intaliation. If you have 200 reports already spooled and you attempt to spool another one, the message "SPOOLER DIRECTORY FULL" will be displayed, and the report will be sent to a printer for immediate printing. (See the section above entitled Printing a Report.)

See the Operator Instructions for the Print Spooled Reports application for details on how to retrieve a spooled report.

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TECHNICAL NOTES

Version: DIBOL-11 Disk

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DEVICE TABLE ASSIGNMENTS FOR ACCOUNTS PAYABLE

Record #	File Name	File Description
11	VENMAS	Vendor Master File
12	VENIDX	Vendor Index File
13	EXPACT	A/P Valid G/L Account File
14	NEWAPØ	New A/P Transaction File
15	NEWAPD	New A/P Distribution File
16	APDIST	A/P Distribution File
17	APOPEN	A/P Open Item File
18	TVNIDX	Alphabetical Vendor List Index
19	PTLPAY	Partial Payments Transaction File
20	APCHEK	A/P Check Transaction File
78	RECONC	Check Reconciliation File
87	APGLIX	A/P Distribution by Vendor Index
95	PURGAP	Purge Payables Work File
127	APINTR	A/P to JC-SPC-PO Interface File

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(Programs in parentheses are subroutines of the main program)

1. Initialize Accounts Payable Files

INITAP

2. Accounts Payable Menu

APMENU

- 3. Vendor Master File Maintenance
 - VENMNT VENPRT SRTVID VENCNT ORGVEN
- 4. Print Alphabetical Vendor List

VLIST STVNLS VENLST

5. Valid A/P Acct File Maintenance

APAMNT APALST SRTAPA APACNT ORGAPA GLTOAP

6. New Payables Entry and Editing

J/C-SPC-P/O Version

.....

VCHENT				VCHENT
VCHENO	(VCHEO,	VCHE1,	VCHE2)	VCHEN1 (OPNAP, CLSAP, AP3,
VCHREG				AP4, YOHIO, YOHII, YOHIZ,
SRTYCH				APSUZI
NAPPRP				VCHRG2
SRTAPD				SRTVCA '
APDSUM				NAPPR2
PSTAPD				SRTAPD
SRT VC2				APDSUM
PSTAPO				PSTAPD
CLRVCH				SRTVCB
				PSTAP2
				APTOJP
				STAPIN
				APICNT
				CLRVC2

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System: A/P

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7. Print Payables Aging Report

AGEDAP

8. Vendor Account Inquiry

VENINQ

9. Change A/P Open Item Data

DUEDIS

10. Print Cash Requirements Report

CSHREQ

11. Payment Preparation

DEFSEL PRECHK

12. Specify Partial Payments

PRTIAL SRTPTL PTLREG PSTPTL CLRPTL DELPTL

13. Print A/P Checks

ALAPCK CHECKS CHKPRP STAPCH CHKREG SRTAPD APDSUM PSTAPD FLGPDS PSTCHK SRTRCN RECCNT

14. Purge Zero Total Payables

PRGAPO PRGRPT Date: MAY-81

TECHNICAL NOTES

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15. Print A/P Distrib to G/L Report

APXREF BGLX1X SRTAGX APGLXV

16. Check Reconciliation

CHKREC CHKLST

17. Print Vendor Analysis Report

VENANL

18. Print Federal 1099 Forms

AL1099 PR1099

19. Other Special Functions

CLRMAP CLRYAP CLRYDS APOCTL SETVCH APSPOL APFILS APFACE (G/L Interface program)

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FILE USAGE MAP

Yersion: DIBOL-11 Disk

System: A/P

Release: 6

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LEGEND												,							
0 = Output U = Updated 1 = Input D = Delated P = Protected C = Use Count Set * Happens only under certain conditions	VENMAS	VENIDX	EXPACT	NEWAPØ	NEWAPD	APDIST	APOPEN	XUINVT	PTLPAY	APCHEK	RECONC	PURGAP	APINTR	APGLIX	GLAMAS	GLAIDX	GLWORK	,	
INITAP	0	0	0 U*	0 U*		ο υ *	0 U*		0	D	0		0						
APMENU																			
VENMINT	U	υc																	
VENPRT	1	10																	
ORGVEN	υ	UP																	
SRTVID	υ	Р																	
VENCNT	υ	UP																	
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SRTVLS								UP											
VENLST	ı	10						D	i –										
APAMNT			UС																
APALST			10																
ORGAPA			UP																
SRTAPA			UΡ																
APACNT			UP																
GLTOAP			UP												10				
VCHENT				υc															
VCHENØ	u	uс	10	uс			10												

z Version: DIBOL-11 Disk

System: A/P

Release: 6

ICBA L																			
.icense	LEGEND																		
d Material	0 = Output y = Updated = Input D = Deleted P = Protected C = Use Count Set * Happens only under certain conditions	VENNAS	VENIDX	EXPACT	NEWAPØ	NEWAPD	APDIST	APOPEN	TVNIDX	PTLPAY	APCHEK	RECONC	PURGAP	APINTR	APGLIX	GLAWAS	GLAIDX	PLACEX	
	SRTVCH				UP														
	VCHREG				1 C 1 P*	U P*													
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Date: JUN-61

FILE USAGE NAP

Version: D180L-11 Disk

System: A/P

Release: 6

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PSTPTL	1		-	-			UΡ		1 P									
CLRPTL									UΡ									
DELPTL							υc											
ALAPCK	1	10	1	1	Р	Р	ŲΡ			Р	Р							
CHECKS	F	1		1			UΡ											
CHKPRP	1	10		1	0 P	P	UΡ			UР								
STAPCH										ÜР								
CHKREG										1 P								
FLGPDS							U P											
PSTCHK										IР	UΡ							
SRTRCN											UΡ							
RECONT	1		1	1							UP		[
PRGAPO	1	I C		-	1		UP					ΟP						
PRGRPT	F	1		1	1							IР						_
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APGIXV	1	10	10			10	10							I P D				
				<u>.</u>		*		4										

Date: JUN-81

FILE USAGE NAP

Version: D1BOL-11 Disk

System: A/P

Release: 6

MCBA Licensed Materia

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LEGEND				1							1			· ·	1	1	I	
0 = Output U = Updated I = Input D = Deleted P = Protected C = Use Count Set • Happens only under certain conditions	VENNAS	VENIDX	EXPACT	NEWAPB	NEWAPD	APDI ST	APOPEN	TVNIDX	PTLPAY	APCHEK	RECONC	PURGAP	APINTR	APGLIX	SURVES	GLAIDX	GLWORK	
CHKREC	1*		I C								UС							
CHIKLST			1 C								1 C U P*							
VENANL	ł	+ C											I					
CLRMAP	U	UΡ	L			L	UΡ	I		L			<u> </u>	ļ	_	L		
CLRYAP	UΡ	UΡ		1					<u> </u>						L			
CLRPD5							UΡ	L		L	L	L		L	I			
APOCTL						ĺ	10			1	L			<u> </u>		ļ		
SETVCH				UΡ										L	L			
AL1Ø99																	<u> </u>	
PR 1099	1	10																
APSPDL																		
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APFACE	<u> </u>	1	1			UΡ									10	10	UΡ	
		\square	1													1		
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	1																	
			1			1	1											L

FILE USAGE MAP

Version: DiBOL-11 Disk

System: A/P

Release: 6

MCBA Licensed Material

LEGEND	1		i	r		1	1	ł	1	1	1	1	ŧ.	J	1	1	1	1	i.	1		
0 = Output U = Updated 1 = Input D = Deleted P = Protected C = Use Count Set * = Happens only under certain conditions	VENMAS	VENIDX	EXPACT	NEWAPS	NEWAPD	APDIST	APOPEN	TVNIDX	PTLPAY	APCHEK	RECONC	PURGAP	APINTR	APGLIX	Svandul.	XCIMEI	XQIBOL	JOBTBL	CSTIDX	CSTMAS	PORDHD	PORDLN
VCHENT	IJ	υc	IС	UС			10								+ C	10	10	1.0	I C	10	10	10
SRTVCA				UΡ																		
VCHRG2				1 C	U P#																	
NAPPR2	1	с		UP	ΟP	UР	UΡ						UΡ	1	1							
SRTYCB				UP																		
PSTAP2				1 P			UΡ					1									[
APTOJP				I P									UΡ									
STAPIN							-						UΡ								[]	<u> </u>
APICNT				1							<u> </u>		UΡ		<u> </u>							
CLRVC2				UP											<u> </u>							
		-																				
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GENERAL OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk System: ALL SYSTEMS Release: 6

A number of data entry procedures are the same for all application programs that make up the MCBA Accounting and Manufacturing packages. These General Operator Instructions will now be described.

- On data entry, the "cursor", a flashing underscore character, shows where the next character to be entered from the keyboard will be displayed on the screen. When data is to be entered in a field displayed on the screen, the cursor is located at the first position of the field.
- 2. Always end every entry by pressing the RETURN key.
- 3. Nearly all programs are accessed by means of a menu. The Master menu program is named MSMENU. The menu choices are displayed on the screen, each with a number at the left. To make a selection, enter the number of the desired item followed by a RETURN.

For example, consider the following fictitious menu:

Please Select Application -

1. Application A 2. Application B

3. Application C

To run Application B, you enter "2" then press the RETURN key.

When an application has been selected, a submenu is frequently displayed, providing a number of further choices concerning how the application is to be run, or what part of the application is to be run. For example, consider the following submenu:

Please Select Application -

- Add New Customer(s)
- Change/Inquire Customer(s)
- Delete Customer(s)
- 4. Print-Out Customer(s)

To select the "Delete Customer(s)" application you press the "3" key, followed by RETURN.

- In almost all programs, the DELETE key (DEL) will erase the last character entered on the screen.
- 5. To erase the contents of a complete field (before you have ended data entry by pressing the RETURN key) use the CTRL/U key combination. That is, you press the CTRL and U keys simultaneously. This erases whatever has been entered in the field so far and repositions the cursor at the beginning of the field.

GENERAL OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk System: ALL SYSTEMS Release: 6

6. To abort the entry or processing of a record at any point, press CTRL/W. A message will be displayed at the bottom of the screen, indicating that the record has not been processed, and the screen will be cleared so you can begin data entry again. CTRL/W is not effective for aborting a record while the "ANY CHANGE ?" question or "FIELD # TO CHANGE" question is displayed. Also, CTRL/W is not accepted while the system is waiting for a "Y/N" response.

If you wish to abort a record in either of these cases answer "Y" or select a field to change (not a "Y/N" field) and then press CTRL/W. If you wish to abort a record when the system is waiting for a "Y/N" response, enter an answer (Y or N) and then press CTRL/W.

- Optional fields (fields not required) may be skipped by pressing the RETURN key. This sets numeric fields to zero and alphanumeric fields to all blanks.
- A number of screen entry fields allow entry of data, but also default to a particular value if the RETURN key is pressed.

For example:

A date field will often default to the system date or the last date entered.

A default (RETURN) can often be used to answer a "Y" or "N" question. (The default value, usually "N", is displayed.)

The RETURN key may be pressed for the STARTING # when the starting and ending numbers are requested for certain print programs. (Pressing the RETURN key will cause "ALL" to be selected for the range.)

In all default fields the computer always displays the default value. A new value may be entered into the default field at any time - just as in a requiar field.

Default fields (except for "Y" or "N" question defaults) are always indicated in the Operator Instructions for the specific program you are running.

 Enter all DATES in the format MMDDYY (six digits, no slashes). The computer automatically redisplays the date entered in the display format: MM/DD/YY (that is, with the slashes). The computer also checks the validity of the month entered (1-12), as well as the day (1-31) and the year (0-99). GENERAL OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk System: ALL SYSTEMS Release: 6

The one exception to this format in data entry is when entering the date after pressing the START button to boot the system. In this case, the entry is in the format:

DA DD-MMM-YY

(where MMM is not numeric but the first three letters of the month).

10. All decimal points are supplied automatically by the system. You need not (and are not allowed to) enter a decimal point, comma, or dollar sign when entering numeric or dollar data.

When entering a dollar amount, you must always enter the digits to the right of the decimal point, even if those digits are zero, unless the Data Entry Specifications specify otherwise for that field. For example, to enter the amount ten dollars, type "1000". The system automatically redisplays it as "10.00".

- 11. In most cases, the BACKSPACE key can be pressed in the first field on the screen and processing will proceed to the next action or end, whichever is programmed to occur. The BACKSPACE key will be referred to as the END key in this manual.
- 12. Several types of error can be made while entering data. For example, alphabetic characters can be entered into a field that is defined as numeric. Or an attempt can be made to enter too many characters into a field. Or a negative value may be entered into a field that will accept only positive values. In these and other cases of data entry errors, the system diagnoses the type of error and displays an appropriate message at the bottom of the screen, advising you how to recover easily. If the error made is not immediately apparent, refer to the Data Entry Specifications for the field for which an attempted data entry caused an error message.
- 13. Occasionally, the TAB key or CTRL/U key combination will serve a special purpose. If this is the case, it will be clearly indicated in the Operator Instructions for the program(s) concerned.
- 14. HOW TO READ DATA ENTRY SPECIFICATIONS

The Operator Instructions for each program include (if appropriate) Data Entry Specifications in the form of a table. The explanations of the column headings for the table are as follows:

- ITEM # The number assigned to the field on the screen.
- DESCRIPTION The name of the field. (The name displayed on the screen is often more abbreviated.)

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GENERAL OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk System: ALL SYSTEMS Release: 6

- REQ? When this column has an "X" in it you must enter some value into this field. When this column has a "d" in it, the field is a default field and the particular default instructions will be described beside the item. If the "Required" column is blank, you may skip over it by pressing the RETURN key.
- TYPE "O" means only decimal characters can be entered here. "D-" means decimal characters and a minus sign (optional) may be entered. (The minus sign may be entered immediately before or after the numbers.) "O" applies to Number fields, Dollar fields and Date fields. "A" means that any characters (numbers, letters, or special characters) may be entered into the field. "A" applies to names, addresses, and other alphanumeric information.
- MIN The minimum number of characters that may be entered into the field.
- MAX The maximum number of characters that may be entered into the field.
- DEC PLACES Means "Decimal Places": The number of digits to the right of the assumed decimal point that <u>must</u> be entered. When entering data, you do not enter the decimal point; the system "knows" how many decimals a given field is supposed to have.
- COMMENTS Useful information concerning data entry or defaults. Comments often refers to a particular remark in the "Remarks" section that usually follows the Data Entry Specifications.
- 15. When data entry is complete on a screen, a message is typically displayed asking "ANY CHANGE ?". If you enter an "N" (No) response, the data on the screen is accepted as correct and the program moves on to the next action. Pressing the RETURN key defaults to an "N" response at this point. If you answer "Y" (Yes), the question "WHAT NUMBER ?" is displayed. You then enter the number of the item (field you want to change. The data in that field is then deleted and the cursor is positioned at the beginning of the field for entry of the changed data. After the new data has been entered, you are again asked "ANY CHANGE ?". Only when you respond "N", or press the RETURN key to default to "N", does the program accept the data on the screen and move on to the next action.

GENERAL OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: ALL SYSTEMS

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16. For those applications that present a menu from which an application mode is to be selected (for example, "add data" or "change data"), the application may be ended by pressing the END key for the menu selection.

Version: DIBOL-11 Disk

System: ALL SYSTEMS

Release: 6

Application: SECURITY SYSTEM MAINTENANCE

Paper Requirements: STANDARD

This application is handled by a single large program, which performs all functions related to passwords, security of files, and the allocation of files to particular devices.

Run Instructions

- Select #7 from the Systems Function menu or, while under TSD, TSX or RT-11 (depending on your operating system environment), type "RU SECSYS".
- Enter the system password. As received from MCBA, the system password is 2132479050 (which is MCBA's telephone number). This, however, may be changed according to step #4.
- Select the desired function from the Security System menu (see Operation Notes for more details).
- 4. To change the password, once you have entered the current password successfully, press the TAB key for the application. You will then be prompted to enter a new password. Press the CTL/W key combination to return to the Security System menu without entering a new password. Enter 10 blanks to revert to the original password stated at step 2.

Once you have changed the password, any subsequent access to this application will require the correct entry of the <u>new</u> password. The old password will no longer work.

To end the entire application, press the BACKSPACE key for the menu selection.

Operation Notes

1. Add New Password:

Select #1 from the Security System menu. Enter a full nine-character password. This must be exactly nine characters long.

Enter the Company code for this password. This must be a company that was already entered using selection 10 from this application.

The files for all MCBA packages will be displayed one at a time. Enter the Access code desired for each file as it appears.

Version: DIBOL-11 Disk 👋 System: ALL SYSTEMS Release: 6

Application: SECURITY SYSTEM MAINTENANCE

Blank	=	No access
	=	Inquiry access only
"U"	=	Unlimited access

"I" access will restrict the user from nearly all programs that use this file, except print-out programs.

Press the TAB key to default to the same Access code as for the file just previous.

To end this function, press the BACKSPACE key for the password.

To interrupt entering Access codes and return to the entry of the password, press the CTL/W key combination for the Access code. The current password will not be recorded. The Access codes for <u>all</u> files must be entered before the password is recorded permanently.

2. Change Password File Access:

Select #2 from the Security System menu.

Enter the password, Company code, and file name for the file whose Access code you wish to change. The current Access code will be displayed, and you will be allowed to change it.

To end this function, press the BACKSPACE key for the password.

Delete Password:

Select #3 from the Security System menu. Enter the password and Company code for the password you wish to delete. If this is a valid combination, you will be asked "ARE YOU SURE ?". Answer "Y" or "N".

To end this application, press the BACKSPACE key for the password.

4. Print Passwords:

Select #4 from the Security System menu. Printing is automatic. If you have the default printer set to 0 (see the Operator Instructions for the Company File Maintenance application) you will be asked to enter the printer number to use.

5. Reorganize Passwords:

The Password file allows 200 entries. If you have deleted several passwords and are no longer able to enter new passwords, this application

Version: DIBOL-11 Disk System

System: ALL SYSTEMS

Release: 6

Application: SECURITY SYSTEM MAINTENANCE

will physically remove the deleted passwords from the file and return the space in the Password file to you, to be used for new passwords. You will never be able to have more than 200 active passwords at any one time, however.

Select #5 from the Security System menu. All processing is automatic.

Add Filename To Device File:

If you have made modifications to MCBA programs, or you wish to add an entirely new system to your MCBA environment, use this application to enter the new files into the Device Table (DEVICE DDF).

Select #6 from the Security System menu. Enter the file number of the new file. If this number is already in use, a message to this effect will be displayed and you will not be able to enter this file number.

Enter the name of the file you wish to add (up to 6 characters). If this name already exists on the DEVICE.DDF file, a message will be displayed and you will not be allowed to enter this name.

You will then be requested to enter the devices for this file, for each Company code. You may press RETURN to skip entering a device for any one of the Company codes.

To end this function, press the BACKSPACE key for the file number.

7. Change Filename Device Assignment:

Select #7 from the Security System menu. Enter the filename for the file. The device assignments for this file will be displayed, for all Company codes. You may change these as you wish.

To end this function, press the BACKSPACE key for the file name.

8. Delete Filename From Device File:

Select #8 from the Security Sytem menu. Enter the file name of the file to be deleted. If this file is found, you will be asked "ARE YOU SURE ?". Answer "Y" or "N".

If you delete a file from the DEVICE.DDF file, you may then use the Add Filename to Device File function and either use the name of the file just deleted, or the number of the file just deleted, for any new file you wish to add.

Version: DIBOL-11 Disk System: ALL SYSTEMS Release: 6

Application: SECURITY SYSTEM MAINTENANCE

To end this function, press the BACKSPACE key for the filename.

Print Device File Assignments:

Select #9 from the Security System menu. If your default printer is set to "0" you will be asked to enter the number of the printer to use. Otherwise, all processing is automatic.

The print-out shows all files currently listed in the DEVICE.DDF file, along with their file numbers.

10. Add/Change/Delete Company Codes:

This is the first step in adding a new company to your system.

Select #10 from the Security System menu.

All current Company codes will be displayed. "XXX" represents an unassigned Company code (i.e. no Company code).

Make any changes you wish. To delete a Company code, simply replace it with "XXX". The only restrictions on entering a new Company code are that the last character cannot be a number, and the first two characters cannot match the first two characters of another Company code (except for "XX").

To end this function, press RETURN for "FIELD # TO CHANGE".

11. Enter Device Assignments For New Company:

Select #11 from the Security System menu. Enter the Company code for the new company. All the files listed in the DEVICE.DDF file will be displayed one after the other. Enter the Device code for each file.

Pressing the TAB key for the Device code will default to the Device code for the just previous file. You must enter the Device code for <u>all</u> files once you start.

To end this function, press the BACKSPACE key for the Company code.

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk System: ALL SYSTEMS Release: 6

Module Name: SECURITY SYSTEM MAINTENANCE

Module Function: Allows the user to set up, change and inquire into various aspects of the security files.

Input: KBD Files Updated: COMPNY Output: Password Print-Out DEVICE Device Assignment SECURE Print-Out

Also See Related: Operator Instructions Video Terminal Format(s)

Enter Module From: Monitor or DPMENU When Done Return To: DPMENU

Programs in Module: SECSYS, SRTSEC, SECCTL, PRTPAS, PRTDEV

Program Functions and Notes;

SECSYS

This is the main security system program and the one which displays the menu.

The data entry, change and inquire functions are all very straightforward. Only the more complicated and unusual processing points will be described below.

- The user-defined password (if any) is retrieved from its secret place. If it is non-blank, then it is used instead of the password hard-coded into this program.
- 2. When a new password is entered, or when the user is entering a password in order to perform some other function connected with it, the password is first scrambled according to a fairly complicated algorithm before being inserted in the SECURE.DDF file, or matched against an already existing password in the SECURE.DDF file.
- 3. When a Company code is entered, it is checked against the COMPNY.ODF file to see that it exists and to get the position (between 1 and 8) in the Company code array in this file. (COMPNY is a one-record file.) This position is used when adding or changing devices in the DEVICE.DDF file. to index the eight field array. DEVNAM, in DEVICE.DDF.
- 4. When a password/Company code combination is deleted, the entire record in the SECURE.DDF file is changed to right-bracket characters. There is no special delete flag. Initially, the entire SECURE.DDF file is pre-extended with dummy bracket records (except for the Control

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk

System: ALL SYSTEMS

Release: 6

Module Name: SECURITY SYSTEM MAINTENANCE

record). When the SECURE.DDF file is reorganized, a sort is done without the PAD:] statement (which is usually in every MCBA sort Control file), and all right-bracket records are moved to the end of the file.

5. When a new Company code is added (replacing "XXX" which is the initial dummy value), the first two characters are checked to insure that they do not match the first two characters of another Company code and the last character is checked to see that it is not numeric. This is done so that the names of the permanent data files for a company, and the names of the work files created by the sort program never match. (If they were allowed to match, the results would be disastrous.)

SRTSEC

This sorts the SECURE.DDF file by Company code within password. It also sorts the dummy bracket records, which should always end up at the end of the file (unless you have used some extremely wierd passwords and Company codes).

SECCTL

This updates the Record Count field in the Control record of the SECURE_DDF file after the SRTSEC program has been run. It reads sequentially down the SECURE file from the beginning and stops when it encounters "______"" in the first six characters of the Password field. (Therefore, you should never have a password that is made up of right brackets.)

PRTPAS

This is an extremely simple print-out program. It reads the SECURE.DDF file sequentially from the beginning, unscrambles each password (using the reverse algorithm that was used to scramble it in SECSYS) and then prints the password and Company code. It stops only when its gets to the end of the file.

PRTDEV

This, also, is a very simple print program. It reads through the DEVICE.DDF tile starting from records 1, 51, 101, and 151 simultaneously, and prints the record number and tile name correspondences in four columns.

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VIDEO TERMÍNAL FORMAT

Version: DIBOL-11 Disk Release: 6 System: ALL SYSTEMS Program: SECSYS

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Remarks: (1) ONLY DISPLAYED IF USER PRESSES TAB KEY IN RESPONSE TO "PLEASE SELECT APPLICATION".

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk Release: 6 System: ALL SYSTEMS Program: SECSYS



Remarks: ***** ALL FILES FOR ALL MCBA SYSTEMS SHOW UP SERIALLY.

MCBA Licensed Material

4.2.8

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VIDEO FORMAT TERMINAL

Version: DIBOL-11 Disk Release: 6 System: ALL SYSTEMS Program: SECSYS

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk

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Release: 6 System: ALL SYSTEMS Program: SECSYS

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Version: DIBOL-11 Disk

System: ALL SYSTEMS

Release: 6

Application: MASTER MENU

Paper Requirements: NONE

This is the master MCBA system menu, which controls access to all of the MCBA packages.

Run Instructions

- 1. From the operating system you are running under (TSD, TSX or from RT-11 directly). type "RU MSMENU".
- 2. If the password and Company code from a previous user of the system, at the current terminal, are still in effect, the master menu screen will be displayed automatically. Note carefully that in this case, all of the access privileges, and the Company code, for the previous user will <u>still</u> be in effect. The Company code will be displayed in the upper right-hand corner of the screen. If you wish to change the Company code or password access privileges, press the BACKSPACE key for the application. You will be asked "DO YOU WISH TO LOG OUT ?". Answer "N", and proceed to step 3.
- 3. Enter your password (as set up via the Security System application) and the Company code for which you wish to do processing. The password will be echoed on the screen as all asterisks. If the Company code/password combination is not valid, the message "PASSWORD/COMPANY COMBINATION INVALID" will be displayed, and you will be requested to enter the password again.
- Once the password is accepted, some processing will occur. Then the Master menu will be displayed. Select the package you wish to run.
- 5. To end off on the password/Company code combination you are running under, press the BACKSPACE key for the application. You will then be asked "DO YOU WiSH TO LOG OUT ?". If you want to end off all processing, answer "Y". Some processing will occur and control will be returned to the operating system.

If you wish to log in under a new password, answer "N" and then go back to step 3.

Operation Notes

 If your current password does not allow you "U" access to the DPSECU file, you will not be able to enter the System Functions application.

MCBA Licensed Material

Version: DIBOL-11 Disk System: ALL SYSTEMS Release: 6

Application: MASTER MENU

 If you have not assigned the program logical for a package you select, via the Message Maintenance application, you will get the message "APPLICATION NOT INSTALLED" when attempting to run this package. PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk System: ALL SYSTEMS Release: 6

Module Name: MASTER MENU

Module Function: Provides access to all of the MCBA Accounting and Manufacturing Packages.

input: KBD Files Updated: DEVICE Output: None COMPNY MESARA CONAME SECURE

Also See Related: Operator Instructions Video Terminal Format(s)

Enter Module From: Monitor

When Done Return To: Monitor

Programs in Module: MSMENU

Program Functions and Notes:

MSMENU

This program displays the Master menu and handles chaining to the requested MCBA package. But it also is the program that implements the security and password system as set up using the SECSYS program.

There are two main paths taken by this program:

- a. If the password/Company code combination has been previously entered, and the user is still logged on at the terminal, then this program is chained to automatically when the user ends off from any of the application menus. In this case, MSMENU knows that a password/Company code combination is already in effect, and simply displays the Master menu screen.
- b. When the user is entering MSMENU for the first time after having previously logged off (i.e., completely ended MCBA package processing from the terminal), MSMENU proceeds as follows:

The user's password is requested. INPT3 is used for entry of the password so that it is not displayed on the screen.

The entered password is "scrambled" so that it has the same arrangement of characters as used by SECSYS.

The Company code is requested, and this is validated against the password/Company code combinations stored in the SECURE.DDF file.

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk

System: ALL SYSTEMS

Release: 6

Module Name: MASTER MENU

The Company code is checked against the COMPNY.DDF file. Then, the DEVICE.DDF file is read sequentially from beginning to end and for each file in DEVICE, the Company code and the accesso privilege level for the file are inserted, respectively, into the COMNAM (TERMNO +1) and FILACS (TERMNO +1) fields of the DEVICE records. Here, TERMNO is the number of the current user's terminal.

Then, MSMENU checks to see that UT:CONAME.ccc exists (where ccc is the Company code). If it does not, it displays a message to this effect and immediately chains to the CONMNT program to create this file. If it is found to exist, it is opened and the second record is read (to be used below).

Now, finally, the Master menu screen is displayed and the user's selection is requested. When the user selects a package to run, MSMENU first checks for the existence of this program by program by doing XCALL PGCHN (..., 3). If the menu program is not found, the message "APPLICATION NOT INSTALLED" is displayed. If it is found, then the data concerning printer defaults and spooling from the second record in the MESARA file, all messages for the current terminal sr cleared, and MSMENU finally chains to the desired package menu program.

When the user presses the BACKSPACE key for the package selection, he is first asked "DO YOU WISH TO LOG OUT ?". If the answer is "N", then he is asked to enter a new password/Company code combination, as in (b) above.

If he answers "Y", then MSMENU makes another complete pass through DEVICE.DDF and this time removes the Company code and access privilege level from every file, for the user's current terminal. Then the program stops with a STOP statement.

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk Release: 6 System: ALL SYSTEMS Program: MSMENU



MCBA Licensed Material

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk Release: 6 System: ALL SYSTEMS Program: MSMENU

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk Release: 6 System: ALL SYSTEMS Program: MSMENU



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Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: INITIALIZE ACCOUNTS PAYABLE FILES

Paper Requirements: NDNE

This program may be run upon request to initialize the master, index, transaction and history type files in the A/P system. Normally, these files are initialized only when the system is installed or when a new company is added. This program (INITAP) is extensively discussed in the installation instructions.

Run Instructions

- Type: "RUN INITAP" while in RT-11 or TSX. (This program does not run under TSD.)
- You are first requested to enter the Company code for the files to be created. This must be a code that has been previously entered via the Security System.

If you are running this program for the first time, you will be requested to specify which other MOBA systems you wish to interface to A/P. If you have already created files for this company, you will be shown what interfaces are currently active, and you may change these if you wish.

If you do not wish to create any new files, but only want to change the interface specifications, you may do so. When the next screen appears, just press RETURN in all the fields.

- The next screen requests the maximum number of records to be specified for nine files. Enter the data as requested.
- Processing is automatic and may require several minutes, depending on the number of records you have specified for the files. (See the installation instructions for recommendations on how to properly size these files.)
- 5. When the files specified have been created, the program returns to step 2.

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACES	COMMENTS
	** FIRST SCREEN **					
1	ls General Ledger Interface to be Used ?	x	A	1	1	"Y"=Yes, "N"=No.
м	ICBA Licensed Material		4 4 1			

Data Entry Specifications

Version: D1BOL-11 Disk

System: A/P

Release: 6

Application: INITIALIZE ACCOUNTS PAYABLE FILES

I TEM	DESCRIPTION	REQ	TYPE	MIN	MAX DEC	COMMENTS
#		?			PLACES	
2	is Job Costing Interface to be Used ?	x	A	1	1	"Y"≖Yes, "N"=No.
3	is Standard Product Costi Interface to be Used ?	ng X	A	1	1	"Y"=Yes, "N"=No.
4	ls Purchase Order Interface to be Used ?	x	A	1	1	"Y"=Yes, "N"≖No.
	** SECOND SCREEN **					
	Maximum Number of Records	s in:				
1	Vendor Master File		D		5	
2	Valid A/P Account Number File		D		4	
3	New Payables Transaction File		D		4	
4	A/P to G/L Distribution File		D		5	
5	A/P Open Item File		D		5	
6	Partial Payments Transaction File		D		4	
7	Non-G/L Interface File		D		4	See Remark A.
8	A/P Check Transaction Fi	le	D		5	
9	Check Reconciliation File	e	D		5	See Remark B:

Remarks

A. This file contains data generated by A/P for use in the Job Costing, Standard Product Costing and Purchase Order systems. If you are not interfacing A/P to any of these systems, then leave this entry blank.

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: INITIALIZE ACCOUNTS PAYABLE FILES

8. The Check Reconciliation file is shared by both the Payroll and Accounts Payable systems. If you are already using Check Reconciliation in your MCBA Payroll system, then do not create this file here. Otherwise, you will lose all check reconciliation data already accumulated by the Payroll system.

Operation Notes

- The physical devices for the files being created are obtained from the DEVICE file. You must have already specified the physical devices for these files, via the Security System.
- The Company code entered is used as the extension for all files being created. (Make sure the CONAME file also exists with this Company code extension.)

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk System: A/P Release: 6

Module Name: INITIALIZE ACCOUNTS PAYABLE FILES

Module Function: The single program in this module is used to initialize all Accounts Payable files at system start up or when creating a new company (except for temporary index files that are created and deleted within a specific application module). It can also be used to create a single file at a later time or to activate the interface to a newly installed MGBA system.

Input: KBD Files Updated: VENNAS Output: None VENIDX EXPACT NEWAPØ APDIST APOPEN PTLPAY APINTR APCHEK BECONC

 Also See Related: Operator Instructions Video Terminal Format(s) File Definition(s)

Enter Module From: TSX or RT-11

When Done Return To: TSX or RT-11

Programs in Module: INITAP

Program Functions and Notes:

INITAP

The only files not created by this program are TVNIDX, used for printing the Alphabetical Vendor List, NEWAPD (new A/P distribution transactions) which is opened in "O" mode during new payables voucher posting, and PURGAP, which is used to produce the Purge Report in the Purge Zero Total Payables application.

The program first requests the Company code. The three-character Company code is used as the extension for the data files about to be created, instead of .DDF. This is how files for different companies are distinguished.

The next screen displayed requests the interfaces desired to other systems. If the NEWAPØ file already exists, the currently active interfaces are obtained from its Control record, and are automatically displayed.

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Module Name: INITIALIZE ACCOUNTS PAYABLE FILES

If the G/L interface is activated, a flag is also set at character position 17 of both the APDIST and APOPEN files.

A screen is then displayed requesting the user to enter the number of records to which he desires each particular file to be pre-extended. For each nonzero record count entered for a file, a file will be created, pre-extended to its full size with right-bracket records (records made up entirely of the "]" character).

A record count of zero may be entered for any file, in which case this file will be skipped. If a nonzero record count is entered for a file which already exists on the physical device specified for it, this file will be lost and will be replaced by a fresh file containing only right bracket records. Additionally, the files VENMAS and VENIDX are always created as a pair with the same number of records, since VENIDX is the permanent index to the VENMAS file.

For each file to be created, its size in blocks (of 512 bytes each) is calculated using the record size (see the various File Definitions) and desired number of records to be in the file. Two characters are added on to the record size for the end of record mark [LLF) (CR1], and two whole records are added to the record count entered: one for the Control record (first record of the file) and one to ensure that the file will always have a final bracket record.

For each file to be created, the Control record is first written out, with ORCNT = RECCNT = 1 and MAXCNT equal to 1 greater than the number of records specified for the file; and DELCNT = \emptyset (see the various File Definitions, as well as the description of the SERCH Utility. The rest of the file is than filled out with bracket records. If the user requested X records for the file, then the file will actually have (X +2) records. (The VENDX file does not have a Control record.)

if any of the Job Costing, Standard Product Costing or Purchase Order interfaces are active, the NEWAPØ file will be created with a record size of 894. Otherwise, it is created with a record size of 291. Date: MAY-81

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6

Program: INITAP



Date: MAY-81

Page 2 of 2

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: INITAP

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1 INI	TIALIZE A/P FILE	S	
2			
3			
		PLEASE ENTER COMPANY CODE	XXIX
•		<u>┨╶╴╴╴╴</u> ┶╍┶╆┟╎╴┦╴┥╴┨╶╴╸╸╸┩╶╎╴┩╶┤┱	
,	<u>┥┥┥┥┥</u>	PLEASE ENTER THE MAX # REC	
•	┼╂╂┊╂┾┇┲┦┟╋┢┾╋╉	TO ALLOW FOR FACH FILE BEL	OW :
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10		1. VENDOR MASTER	xxxxx
		2. VALID A/P ACCOUNTS	XXXXX
12		3. PAYABLE VOUCHERS	XXXXX
13		4. A/P DISTRIBUTIONS	XXXXXX
14		5. A/P OPEN ITEMS	XXXXX
15		6. PARTIAL PAYMENTS	XXXXX
14		7. J/C-P/O-SPC INTERFACE	XXXXXX
17		8. A/P CHECK TRX FILE	XXXXX
10		9. RECONCILIATION FILE	XXXXXX
13			
20			
21		(LEAVING A FIELD BLANK WIL	
22		SKIP CREATING THAT FILE.	
23			
24 F E	LD # TO CHANGE	XX	
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Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: ACCOUNTS PAYABLE MENU

Paper Requirements: NONE

This program displays both the Accounts Payable menu and the Special Functions menu for the Accounts Payable system. All A/P programs except the file initialization program (INITAP) are accessible through this menu.

Run Instructions

- Make sure that you have assigned the sort work device logical "SRT", and the programs device logical "BAP" before proceeding.
- 2. Select #11 from the Master Menu.
- 3. Select the desired application:
 - 1. Vendor Master File Maintenance
 - 2. Print Alphabetical Vendor List
 - 3. Valid A/P Account File Maintenance
 - 4. New Payables Entry and Editing
 - 5. Print Payables Aging Report
 - 6. Vendor Account Inquiry
 - 7. Change A/P Open Item Data
 - 8. Print Cash Requirements Report
 - 9. Payment Preparation
 - 10. Specify Partial Payments
 - 11. Print A/P Checks
 - 12. Purge Zero Total Payables
 - 13. Print A/P Distrib to G/L Report
 - 14. Check Reconciliation
 - 15. Print Vendor Analysis Report
 - 16. Special Functions
- 4. The special functions accessible through selection #16 above are:
 - 1. Month-End Processing
 - 2. Year-End Processing
 - 3. Print Federal 1099 Forms
 - 4. Display Total Value of Open Payables
 - 5. Set Starting Voucher #
 - 6. Print Spooled Reports
 - 7. Display A/P File Control Data

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: ACCOUNTS PAYABLE MENU

- When program execution is complete, control always returns to the Accounts Payable menu.
- To return to the Master Menu, press the BACKSPACE key as the menu selection.

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk

system: A/P

Release: 6

Module Name: ACCOUNTS PAYABLE MENU

Module Function: This is the menu for the selection of all applications in the Accounts Payable system.

Input: KBD Files Updated: Output: None

Also See Related: Operator Instructions Video Terminal Format(s) File Definition(s)

Enter Module From: Master Menu

When Done Return To: Master Menu

Programs in Module: APMENU

Program Functions and Notes:

APMENU

This program displays all major functions of the Accounts Payable system, accepts the user's selection in the form of a number and then chains to the appropriate program to perform the selected function. It will also accept the BACKSPACE key to end off and return to the Master Menu.

If Special Functions is selected (#15), the program displays a separate menu. If Print A/P Distribution to G/L Report is selected (#13), the program displays a submenu of the two types of reports that may be printed (see the separate section on this application). If Check Reconciliation is selected (#14), AMENU first sends its name to the CHKREC program, so that CHKREC will return to the correct program when it is done (since the Pavroll system also shares this application.)

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Date: MAY-81

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: APMENU

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PLEASE SELECT APPLICATION AA	
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III VENDOR MASTER FILE MAINTE	NANCE 9. PAYMENT PREPARATION
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2. PRINT ALPHABETICAL VENDOR	LIST 10. SPECIFY PARTIAL PAYMENTS
	ENANCE 11 DDINT A/D CHECKS
14 4. NEW PATABLES ENTRY AND ED	TTING TZ. PURGE ZERO TOTAL PATABLES
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Date: MAY-81

VIDEO TERMINAL FORMAT

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MCBA Licensed Material
Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: VENDOR MASTER FILE MAINTENANCE

Paper Requirements: STANDARD

This application allows the user to add, change/inquire or delete vendors, and print out all or part of the vendors on file. It is also used to make a temporary vendor, entered in New Payables Entry and Editing into a permanent vendor.

Run Instructions

- 1. Select #1 from the Accounts Payable menu.
- Select the desired application from the Vendor Master File Maintenance menu.
- For add, change/inquire and delete modes, enter the data requested on the screen.
- To terminate add, change/inquire or delete modes, press the BACKSPACE key in the Vendor field.
- 5. If Print Out Vendors is selected, enter the starting and ending vendor numbers you wish to print. Pressing RETURN for the starting vendor will give a print-out of "ALL" vendors. Pressing RETURN for the ending vendor will default the ending vendor to the same as the starting vendor. Pressing the BACKSPACE key for the starting vendor will return you to the Vendor Master File Maintenance menu.
- To terminate the entire application, press the BACKSPACE key in response to "PLEASE SELECT APPLICATION".

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACES	COMMENTS
1	Vendor Number	x	A	1	4	See Remark A.
2	Vendor Name		A		30	
3	Address Line 1		A		25	
4	Address Line 2		A		25	

Data Entry Specifications

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: VENDOR MASTER FILE MAINTENANCE

ÎTEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS	
5	City		A		15			
6	State		A		10		See Remark	в.
7	Zip		A		10		See Remark	с.
8	Telephone Number		A		12		See Remark	D.
9	Federal ID Number		D		9		See Remark	E.
	ID Type		A		1		See Remark	Ε.
10	Type of 1099		A		1		See Remark	F.
11	Number of Due Days		D		2		See Remark	G.
12	Number of Discount Days		D		2		See Remark	н.
13	Discount Percent		D		3	1	See Remark	1.
14	Amount Billed Month-to-Da	te	D		8	2		
15	Number of Vouchers Month-to-Date		D		3			
15	Amount Billed Year-to-Dat	e	D		9	2		
17	Number of Vouchers Year-to-Date		D		4			
18	Amount Paid Month-to-Date	,	D		8	2	See Remark	J.
19	Amount Paid Year-to-Date		D		9	2	See Remark	J.

Remarks

A. If the vendor number is purely numeric, it may be entered left justified and it will automatically be converted into a right justified number. So if you enter 10, 20, 100, the numerical order will be retained. There is no need to enter leading zeros or blanks.

Page 3 of 4

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: VENDOR MASTER FILE MAINTENANCE

- B. Ten characters are allowed for the state. However, on the 1099 forms, only the first 5 will be printed.
- C. You are allowed 10 characters for the zip code, in any format you wish.
- D. You are allowed 12 characters for the telephone number, in any format you wish.
- E. This is the Federal Identification Number that will print on the 1099 form. Any one character Type code is allowed. However, if the type is "S", then the number is formatted as the Social Security Number (i.e. XXX-XXXX); and if the type is "F", it is formatted as "XX-XXXXXXX" (as Federal Employer's identification Number).
- F. This is an arbitrarily assigned code. It is used so that you may group classes of vendors together for printing 1099 forms. If a vendor is not a subcontractor and does not get a 1099 form at the end of the year, leave this field blank. If the vendor does get a 1099 form, then be sure to enter some value for this field.
- G. This is the usual number of days after the invoice date by which the vendor expects payment. This and the following two fields are used for default purposes by the New Payables Entry and Editing application.
- H. This is the usual number of days allowed by the vendor after the date of the invoice for the discount to remain valid.
- 1. This is the usual discount percent given by the vendor.
- J. This is the actual cash paid to the vendor and does <u>not</u> include discounts taken.

Operation Notes

- If a vendor was entered as a temporary vendor during the New Payables Entry and Editing application, and you wish to make him permanent, call the vendor up in change mode and enter any missing data for the vendor. The vendor will automatically be made permanent. If this is not done, the vendor will be automatically deleted during Month-End Processing as long as the vendor has no open items remaining in his account, either paid or uppaid.
- 2. If you select the print-out function, you will be asked "SORT BEFORE PRINTING ?". If you have added new vendors since the last time you ran a print-out, answer "?" to this question. Otherwise, the newly entered vendors will appear at the end of the print-out, regardless of their vendor numbers.

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: VENDOR MASTER FILE MAINTENANCE

3. When you end the entire application, if 10 or more new vendors have been added since the last time the Vendor file was sorted, the Vendor file will be automatically resorted.

If 50 or more vendors have been deleted since the last time deleted vendors were purged, the Vendor file will be automatically reorganized (that is, vendors marked as deleted will be physically removed from the file).

VENDOR MASTER FILE MAINTENANCE LOAD SHEET

1)	Vendor Number	
2)	Name	
3)	Address 1	
4)	Address 2	
5)	City	
6)	State	
7)	Zip Code	
8)	Telephone Number	
9)	Federal 1D Number OR	Type: S = Social Security F = Federal ID
10)	Type of 1099	-
11)	Due Days	
12)	Discount Days	
13)	Discount Percent	·-
14)	\$ Billed MTD	s,
15)	No Vouchers MTD	
16)	\$ Billed YTD	^{\$} _,,
17)	No Vouchers YTD	
18)	\$ Paid MTD	\$' ·
19)	\$ Paid YTD	\$ <u></u>

Date entered ______by _____Date verified ______by _____

DIBOL-11 Disk, ACCOUNTS PAYABLE, RELEASE 6, MAY, 1981

Version: DIBOL-11 Disk system: A/P

Release: 6

Module Name: VENDOR MASTER FILE MAINTENANCE

Module Function: Performs standard maintenance on the Vendor Master file and its index.

Input: KBD Files Updated: VENMAS Outpu VENIDX

Output: Vendor File Print-Out

Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: VENMNT, VENPRT, ORGVEN, SRTVID, VENCNT

Program functions and Notes:

This is a Standard Master File Maintenance module. See the Program Specifications for the Standard Master File Maintenance module for a detailed general description. This section will just include points specific to this particular maintenance module.

VENMNT

The key for the VENMAS and VENIDX files is the vendor number (an A4 variable). Deleted records in the VENMAS file are flagged with "]]]DEL" in the first six characters of the Vendor Name fileld (NAME). Deleted records in the VENIDX file are flagged with five zeros (00000) in the Record Pointer field (RECNO).

Deleted records are automatically purged if DELENT.GE.50.

The index file is automatically sorted if (RECCNT - ORGCNT).GE.10.

If the Type of ID field is entered as an "S" or an "F", the Federal Identification Number is redisplayed in either Social Security Number format or Federal Identification Number format. Otherwise, it is not redisplayed.

In change mode, if the Vendor Type field is 1, then this vendor was entered via New Payables Entry and Editing as a temporary vendor. In this case, VTYPE is changed to \emptyset and the message "TEMPORARY VENDOR WILL BE MADE PERMANENT" is displayed, before any changes are allowed.

Version: DIBOL-11 Disk

system: A/P

Release: 6

Module Name: VENDOR MASTER FILE MAINTENANCE

VENPRT

This is a completely standard print-out program of the Vendor Master file.

ORGVEN

This is a standard master file reorganization program, which physically purges all logically deleted records from the VENMAS and VENIDX files.

SRTVID

This is a standard MCBA sort on the VENIDX file. The major key is the vendor number; the minor key is the record pointer, so that deleted records are sorted before valid records.

VENCNT

This is a standard update-counter program. It updates the Control record of the VENMAS file after a sort of the VENIDX file.

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: VENMNT

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VIDÉO TERMÍNAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: VENMNT

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Remarks: (1) THE FEDERAL ID NUMBER IS REFORMATTED DEPENDING ON THE TYPE.

Date: NAY-81 Version: DIBOL-11 Disk System: A/P

REPORT FORMAT

Release: 6

Page 1 of 1

Program: VENPRT Report: VENDOR FILE PRINT-OUT

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Page 1 of 1

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: PRINT ALPHABETICAL VENDOR LIST

Paper Requirements: STANDARD

This program prints a list of vendors in order by vendor name.

Run Instructions

- 1. Select #2 from the Accounts Payable menu.
- 2. You will be asked:

"ARE YOU SURE YOU WANT TO RUN THIS PROGRAM ?"

This gives you the opportunity to end off in case you have selected this application by mistake. You may end off by answering "N" to this guestion.

 If you answer "Y", some processing will occur and then you will be given the option to spool, display (if you have a VT-100) or print the report.

Version: DIBOL-11 Disk System: A/P Release: 6

Module Name: PRINT ALPHABETICAL VENDOR LIST

Module Function: Builds a temporary Index file to the Vendor file whose key is the Vendor Name; sorts this Index file into alphabetical order on the Vendor Name, and then prints the Alphabetical Vendor List.

Input: VENMAS Files Updated: TVNIDX Output: Alphabetical Vendor List

Also See Related: Operator Instructions Report Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: VLIST, SRTVLS, VENLST

Program Functions and Notes:

VLIST

This program creates a temporary index file (TWNIDX) to the Vendor Master file (VENMAS). After ensuring that the TWNIDX file is not in use by another terminal, it opens TWNIDX for output, opens the VENMAS and VENIDX files, reads the Control record of VENMAS and saves the value of RECONT (which will be sent to the sort - SRTW.S - at the end of the program).

The first record of TVNIDX is blank. The VENMAS file is read sequentially; deleted records are skipped, and for each non-deleted VENMAS record, a TVNIDX record is created containing the vendor name (TiVNAM) and a pointer to the VENMAS record (TIRCNO).

Then, the standard message is sent to SRTVLS (see the SORT Utility documentation) and the program chains to SRTVLS.

SRTVLS

This is a standard MCBA Sort, which sorts the TVNIDX file on the Vendor Name field, then chains to VENLST.

VENLST

This is a very straightforward print program which simply reads the sorted TVNIDX file sequentially, reads the VENMAS record corresponding to the

Version: DIBOL-11 Disk System: A/P Release: 6

Module Name: PRINT ALPHABETICAL VENDOR LIST

TVNIDX record, and in this way prints out the Vendor file in alphabetical order.

After the print-out is finished, the TVNIDX file is deleted.

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Version: DIBOL-11 Disk System: A/P

Release: 6

Application: VALID A/P ACCT FILE MAINTENANCE

Paper Requirements: STANDARD

This application is used to enter valid G/L account numbers to be used throughout the Accounts Payable system.

Run Instructions

- 1. Select #3 from the Accounts Payable menu.
- 2. Select the desired application.
- For add, change/inquire and delete modes, enter the data requested on the screen.
- To end add, change/inquire or delete modes, press the BACKSPACE key in the Expense Account Number field.
- 5. In print-out mode enter the starting and ending account numbers you wish to print. Starting number defaults to "ALL" if RETURN is pressed. Ending number defaults to the same as the starting number if RETURN is pressed. Press the BACKSPACE key for the starting number to return to the Valid A/P Account File Maintenance menu.
 - Press the BACKSPACE key in response to "PLEASE SELECT APPLICATION" to return to the Accounts Payable menu.

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACE	COMMENTS S	
1	General Ledger Account Number	×	D	3	7	XXXX-XXX. Remark A.	See
2	Account Description		A		30		

Data Entry Specifications

Remarks

A. The RETURN key must be pressed after the first four digits, if no subaccount, skip entry of the last three digits by pressing the RETURN key.

Version: DIBOL-11 Disk system: A/P Release: 6

Module Name: VALID A/P ACCT FILE MAINTENANCE

Module Function: This is a Standard Master File Maintenance module for a master file (EXPACT) without an index.

Input: KBD Files Updated: EXPACT Output: Valid A/P Account List GLAMAS

Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Definition(s)

Enter Module From: APMENU When Done Return To: APMENU

Programs in Module: APAMNT, APALST, APACNT, ORGAPA, SRTAPA, GLTOAP

Program Functions and Notes:

See the Program Specifications for the Standard Master File Maintenance module. One additional program has been added (GLTOAP) which automatically creates the EXPACT file from the G/L Chart of Accounts file (GLAVAS) if G/L is specified to interface to A/P.

APAMNT

Deleted records are automatically purged if DELCNT.GE.10.

The file is automatically sorted as soon as any new record is added to it.

APALST, APACNT, ORGAPA

These are completely standard programs from the Standard Master File Maintenance module.

SRTAPA

This is a standard MCBA sort on the EXPACT file. The major key is the account number, and the minor key is the delete field (last six characters of the description).

Version: DIBOL-11 Disk

system: A/P

Release: 6

Module Name: VALID A/P ACCT FILE MAINTENANCE

GLTOAP

This program reads through the GLAMAS file from beginning to end and creates one EXPACT record for every GLAMAS record with Financial Statement code of "VS" or "VP" in positions (5,6).

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: APAMNT



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Version: DIBOL-11 Disk System: A/P

Release: 6

Application: NEW PAYABLES ENTRY AND EDITING

Paper Requirements: STANDARD

The basic function of this application is to enable the user to enter new payables vouchers into the system. However, this application can also be used to accomplish the following (with a complete audit trail):

- 1. Mark vouchers as manually paid
- 2. Enter void checks
- Correct expense distributions

Details of these actions are discussed in the Operation Notes section below.

NOTE: This is an exceptionally large program and may have to be run when other terminals are not being used. This depends on the size of your available memory.

Run Instructions

1. Select #4 from the Accounts Payable menu.

- Select the application mode (add, change, delete, edit list, or post) from the submenu that is displayed.
- 3. Add Mode: A screen will appear requesting the A/P. Cash and Discount account defaults and the default vouchering date. If this is the first time you have entered this application, you will be requested to enter all fields. It you have run this application before, but you do not currently have any unposted new payables transactions on file, the master default values will be displayed automatically, and you will be requested to enter the default vouchering date. You will there are already unposted new payables transactions on file, the master default values will be is played automatically, and you will be requested to enter the default stor this entry session. If there are already unposted new payables transactions on file, all <u>current</u> default values will be displayed and you will have the chance to change any of them.

When you have no more changes to the defaults, you will be asked "UPDATE MASTER DEFAULTS ?". If you answer "Y", the master default values will be set equal to your current default values (this does not include the vouchering date). Otherwise, the current defaults will remain in effect until you post the new payables transactions, after which the defaults will revert back to the master defaults.

Any one of these detault values may be overridden in change mode if you wish to do so.

Page 2 of 9

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: NEW PAYABLES ENTRY AND EDITING

The next screen to appear is the main voucher entry screen. Press RETURN to obtain the next available voucher number. Then enter all data requested. (See Data Entry Specifications and Operation Notes for details.)

4. <u>Change Mode</u>: The account number default screen is not displayed in change mode. You may change any of the default values that were automatically inserted in add mode, it you wish.

Enter the voucher number. If the voucher is on the Transaction file, it will be found and displayed, and you will be able to change any field on the voucher except the voucher number.

- 5. Delete Mode: Enter the voucher number, and enter "Y" or "N" to the "OK TO DELETE TRX ?" question, which appears after the voucher is displayed.
- To terminate add, change or delete modes, press the BACKSPACE key in the Voucher Number field.
- If you select the edit.list function, you will be given the opportunity to display it on the screen, or spool it to a disk file, or print it directly. See the Technical Notes section for more information on report printing options.
- 8. If you select the posting function, you will be asked "ARE YOU SURE YOU WANT TO POST ?". If you answer "N", you will return to the submenu. If you answer "Y", the posting job stream will begin. The first program in this job stream checks to see if you have enough room in the main A/P files to post all new vouchers. If you do not, a screen will be displayed showing which files are too small, and how much extra room they need. You will have to end off and run the XPAND program to expand these files, then re-enter this application and reselect the posting function. No transactions will be posted unless there is room to post all transactions.

The actual names of the files to use with the XPAND program are:

APOPEN - A/P Open Item file APDIST - A/P Distribution file

If there is not enough room for the NEWAPD file, this is handled differently. You must assign this file to another disk that has more free space (using the SECSYS program in the Security System); or else make more free space available on the disk that this file is currently assigned to by deleting some unnecessary files or by compressing the disk. This should be done by someone who is experienced with the DEC operating system you are using. I TEM

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: NEW PAYABLES ENTRY AND EDITING

9. Once all transactions are posted, control returns to the Accounts Payable menu. At this point you should go into the Print Spooled Reports application and print the Youcher Register and Youcher Distribution Summary that now show on the list of spooled reports.

Data Entry Specifications DESCRIPTION RED TYPE MIN MAX DEC COMMENTS

#	DESCRIPTION	?		1911	PLACES	CO-MENTS
	** FIRST SCREEN **					
1	Multiple A/P Accounts ?	Χď	A	١	1	"Y"=Yes, "N"≖No. See Remark A.
2	Default A/P Account Number	X d	D		7	XXXX-XXX. See Remark B.
3	Multiple Cash Accounts ?	Xd	A	1	1	"Y"=Yes, "N"=No. See Remark A.
4	Default Cash Account Number	Xď	D		7	XXXX-XXX. See Remark B.
5	Multiple Discount Accounts ?	Xd	A	1	1	"Y"=Yes, "N"=No. See Remark A.
6	Default Discount Account Number	Xd	D		7	XXXX-XXX. See Remark B.
7	Vouchering Date	Хď	A	5	6	MMDDYY. See Remark C.
	** SECOND SCREEN **					
0	Voucher Number	Xd	D	1	6	See Remark D.
	Voucher Date	Хd	D	5	6	See Remark E.

Version: DIBOL-11 Disk System: A/P

Release: 6

Application: NEW PAYABLES ENTRY AND EDITING

TTEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS	
	A/P Account Number	d	D		7		See Remark	F.
	Cash Account Number	d	D		7		See Remark	F.
	Discount Account Number	d	D		7		See Remark	F.
1	Vendor Number	x	A		4			
	Name		A		30		See Remark	G.
	Address Line 1		A		25		See Remark	G.
	Address Line 2		A		25		See Remark	G.
	City		A		15		See Remark	G.
	State		A		10		See Remark	G.
	Zip Code		A		10		See Remark	G.
2	Invoice Number		A		8		See Remark	н.
	Purchase Order Number		A		8		See Remark	н.
3	Reference		Α		25			
4	Invoice Date	x	D	5	6			
5	Invoice Amount		D		8	2	See Remark	1.
	Non-Discount Amount		D		7	2	See Remark	J.
6	Discount Date	d	D	5	6		See Remark	к.
7	Discount Percent	đ	D		3	1	See Remark	L.
	Discount Amount		D		6	2	See Remark	L.
8	Due/Check Date	Хd	D	5	6		See Remark	м.
9	Check Number		D		6		See Remark	Ν.

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: NEW PAYABLES ENTRY AND EDITING

TTEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC	COMMENTS
10-18	Account Number		D		7		
	Distribution Amount		D		в	2	
	Accumulated Distribution		D		8	2	Automatic display See Remark O.

Remarks

- A. If the answer to the "MULTIPLE A/P ACCTS ?" question is "N", then on the second screen, in add mode, the user will not be prompted to enter the A/P account number when entering regular vouchers. It will be automatically set to the default A/P account. It may later be changed in change mode. Similarly, for prepaid checks and manual payments, if "MULTIPLE CASH ACCTS ?" is enswered with "N", the user will not be prompted for the cash account on the second screen, and likewise for the discount account.
- B. The default accounts are used as in Remark A if the user has answered "N" to any of the "Multiple" questions. If the user has answered "Y" to "MULTIPLE A/P ACCTS ?" then on the second screen the user will first be shown the corresponding default account number and be allowed to accept it or override it. Similarly for the cash and discount accounts. (See Operation Notes for more details.)
- C. This will default to the system date on pressing RETURN, on <u>initial</u> entry. If there are any transactions already on file, it will default to the last date entered.
- D. This number is controlled automatically by the system, for new vouchers. When adding vouchers, you may only press RETURN for this field to call up the next available voucher number. However, if you are making a manual payment, once you have answered "Y" to the "MANUAL PYT ?" question, the voucher number will automatically be changed to that of the original invoice.
- E. This defaults on RETURN to the default vouchering date on the first screen. It is used as the transaction date for <u>all</u> General Ledger distributions generated by this voucher.
- F. These three account numbers are handled in add mode as follows:

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- a. Regular Youcher If you have answered "N" to the "MULTIPLE A/P ACCTS ?" question on screen 1, then you are not prompted for the A/P account when entering the voucher. The default A/P account number is automatically used for the voucher. If you answered "Y" to the "MULTIPLE A/P ACCTS ?" question, then you will be prompted for the A/P account number. The default A/P account will display. Press RETURN to accept it, or press the CTL/U key combination to override it and enter a different account number. The description will display on screen line 2 for one second, after you have entered the account number, even if the automatic default was used.
- b. Prepaid Vouchers and Manual Payments The operation is similar to (a) above except it is the Cash and Discount accounts that are considered and not the A/P account.
- G. If the vendor number is on file, the vendor name will be automatically displayed and the cursor will move down to the next screen item. If the vendor number is not on file, the message

"VENDOR NOT ON FILE ADD AS A TEMPORARY VENDOR ?"

will be displayed. If you answer "Y" to this question, then you will be prompted to enter all of the new vendor's name and address information, and then the vendor's name will be displayed on the screen and the cursor will finally move down to the next field.

- H. The screen tag for the purchase order number is not displayed until after the invoice number has been entered. If you answer "2" to "FiELD # TO CHANGE", the cursor is positioned first to the left of the invoice number. Press RETURN to accept the current value, or press the CTL/U key combination to override it. Then the cursor is positioned to the left of the purchase order number. Again, press RETUR to accept the site and CTL/U to override. If you press the CTL/W key combination in the Purchase Order Number field, the cursor will move back to the invoice Number field.
- When making a manual payment, the amount entered is the total amount that the invoice net is reduced by (cash paid <u>plus</u> discount taken). You will not be allowed to enter an amount greater than the current invoice net.
- J. After you have entered the invoice amount, a left parenthesis will be displayed and you will be prompted to enter the non-discountable portion of the invoice amount. Press RETURN if there is no non-discountable amount. If you press the CTL/W key combination in this field, the cursor will move back to the invoice Amount field.

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It you are making a manual payment, you will \underline{not} be prompted for the non-discount amount.

- K. If the number of discount days is not zero on the vendor's record, then as soon as the non-discount amount is entered, the discount date will be automatically calculated and displayed using this vendor default. If the number of discount days is zero on the vendor's record, then you will be prompted for the discount date.
- L. If the discount percent on the vendor's record Is nonzero, this value will be automatically displayed. Otherwise, the screen tag will change to "7. AMT" and you will be prompted for the discount amount. If you press the TAB key, the screen tag will change back to "7. PCT"; press it again and it will change back to "7. AMT" etc.
- M. For a prepaid voucher or manual payment, you must enter the <u>check</u> date here, and not the due date. For a regular voucher, if the number of due days on the vendor's record is non-zero the due date will be automatically calculated and displayed. Otherwise, you will be prompted to enter it manually.
- N. Only enter a check number if this is a prepaid voucher or a manual payment, or a void check entry.
- You must distribute the entire invoice amount to expense accounts (debit accounts), so that the final value in the "TOTAL-DIST" column is zero.

Enter the expense account number. It should already be on the Valid G/L Account Number file. The account description will be displayed. Pressing RETURN in the Amount field will distribute the entire invoice amount remaining to that expense account. Pressing RETURN in the Account Number field will erase the current distribution displayed and cause the program to conto "FIELD # TO CHANGE".

Pressing the CTL/W key combination in the Subaccount field will return the cursor to the Main Account field.

Pressing CTL/W in the Amount field will return the cursor to the Main Account Number field. Pressing CTL/W in the Main Account field, in add mode, on any screen item other than 10, will erase all expense distributions and go back to screen item 10. Pressing CTL/W in the Main Account field at item 10 will abort the entire transaction.

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OPERATOR INSTRUCTIONS

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Operation Notes

- See the section of the Accounting Considerations entitled "How to Handle Uncommon Conditions" for a description of the variety of actions that can be done with this application.
- 2. Voucher Entry Defaults: When this application is entered for the very first time, you will be prompted for all values on the first screen. When you then answer "Y" to the "UPDATE MASTER DEFAULTS ?" question, the values you have entered will be placed in the first record of the Vendor Master file. These will now be the master defaults. The master defaults are displayed when you enter New Payables Entry and Editing and there are not yet any payables transactions on file.

The defaults for any one session of new voucher entry may be changed to any thing you wish. On re-entering add mode, if there are already some new payables transactions on file, then the defaults from the very last session of new payables entry will be displayed, which may be different from the master defaults.

- The voucher number of a manual payment will be the same as the voucher number of the original voucher (this will be done automatically by the program).
 - 4. When entering a manual payment, the sequence of events is as follows:
 - a. The original voucher is displayed. The invoice amount shown is the net <u>unpaid</u> invoice amount; the discount amount shown is the difference between the original discount amount and the discount already taken, if any.
 - b. You will then be prompted for the cash and discount accounts, as described in Remark F.
 - c. You will then be prompted for the check date and check number. You will then be allowed to change any field on the screen except for the vendor number, invoice number and voucher number. (You will not be allowed to enter expense distributions either.)

if you wish to change the cash and discount accounts, answer $"\emptyset"$ to "FIELD # TO CHANGE".

d. The invoice amount should be the total amount by which you are reducing the invoice net. including any discount taken.

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- e. You will not be allowed to change a manual payment voucher in change mode. To do this, you will have to delete it, and then re-enter it in add mode.
- f. If you pay a voucher fully with a manual payment, the original voucher (after posting) will be marked as fully manually paid. However, if you only partially pay a voucher with a manual payment, a new record will be added to the vendor's account file and the original voucher will remain open.

Thus you may change the reference for the voucher that you are manually paying. If it is full payment, the original voucher reference will not be changed. If it is a partial payment, the new Partial Payment record in the vendor's account will have the changed reference and the original reference will remain as is on the original voucher.

- To change the A/P, Cash or Discount accounts on <u>any</u> voucher, answer "Ø" to "FIELD # TO CHANGE".
- A void check is identified by a zero invoice amount, nonzero check number and no expense distributions. An expense adjustment voucher is identified by a zero invoice amount and some nonzero expense distributions.
- 7. You may change a new voucher while you are still in add mode. Enter the vendor number and invoice number of the voucher you want to change (while still in add mode). You will be esked "INVOICE ALREADY ENTERED CHANGE IT ?". Answer "Y" and the original voucher transaction will be displayed, and you may make any changes. (This is not true, however, for a manual payment voucher, which must be deleted and then reentered.)
- During the posting of new payables vouchers, the following sequence of events takes place:
 - a) The files which need to be updated are checked to insure that they have enough room available for posting to proceed to completion.
 - b) The new payables transactions are sorted and then the Voucher Register is automatically spooled to disk.
 - c) The new G/L distributions generated by the new payables vouchers are sorted and posted to the main A/P Distribution file, and a Voucher Distribution Summary is automatically spooled to disk.
 - d) The new vouchers are posted to the A/P Open Item file, and the accumulation fields on the Vendor Master records are updated.

Same

	Dat Pag	e filled out e 1 of 2	by		ADD CO	CHANGE DELETE
×24		NEW	PAYABLES ENTRY AND	EDITING LOAD	SHEET	
	Cir	cle Voucher Type:	REGULAR PREPAI	D MANUAL	VOID	ADJUSTMENT
	0)	Voucher Number	(auto	matically ass	igned)	
		Vouchering Date	//			
	1)	Vendor Number				
	2)	Invoice Number				
		P.O. Number				
	3)	Reference				
	Tem	porary Vendor Data				
		Name				
		Address 1				
		Address 2				
		City				
		State		-		
		Zip Code		_		
	4)	Invoice Date	//			
	5).	Invoice Amount	\$, ·			
		Non-Discount Amount	\$			
	6)	Discount Date	//			
	7)	Discount Percent	·-			
		Amount	s_,·			
	8)	Due Date	//	(Check date	for Prepa	ids and Manuals)
	9)	Check Number		(Prepaids, Ma	anuals an	d Voids)

Date filled out _____ by ____

NEW PAYABLES ENTRY AND EDITING LOAD SHEET

Circle Voucher Type: REGULAR PREPAID MANUAL VOID ADJUSTMENT

DISTRIBUTION ACCOUNTS

A/P Account Number	Use Default ?	·۲	N	
Cash Account Number	Use Default ?	Y	N	
Discount Account Number	Use Default ?	Y	N	

(NOTE: Cash and Discount Accounts used only for Prepaids and Manuals)

EXPENSE DISTRIBUTIONS

	Account Number	Amount
10)		\$'`
11)		\$ · · ·
12)		s
13)		s · · ·
14)		\$
15)		\$, ·
16)		\$
17)		\$ ' ·
18)		s

122222000000000			
Date entered _	by	Date verified	by
DIBOL-11 Disk.	ACCOUNTS PAYABLE, RE	LEASE 6, MAY, 1981	

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PROGRAM SPECIFICATIONS

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Module Name: NEW PAYABLES ENTRY AND EDITING

Module Function: Provides for entry and editing of new payables vouchers, manual payments made against existing vouchers, entry of void checks and expense distribution adjustments.

Input:	KBD	Files	Updated:	NEWAPØ	Output:	New Payables Voucher
	VENMAS			VENMAS		Edit List
	VENIDX			VENIDX		New Payables Voucher
	EXPACT					Register
	APOPEN					Voucher Distribution
						Summary

Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: VCHENT, VCHENØ, VCHREG, NAPPRP, SRTVCH, VCHREG, SRTAPD, APDSUM, PSTAPD, SRTVC2, PSTAPO, CLRVCH

Program Functions and Notes:

There is an alternate version of this module containing the interfaces to the MCBA Job Costing, Standard Product Costing and Purchase Order systems.

This is a rather involved transaction entry and editing module based upon the Standard Transaction Entry and Editing module. See the Program Specifications for the Standard Transaction Entry and Editing module for a general outline of this application. The non-standard features, and the posting programs will be described below.

The sequence of programs in the New Payables posting job stream is as follows:

VCHENT -- NAPPRP -- SRTVCH -- VCHREG -- SRTAPD --APDSUM -- PSTAPD -- SRTVC2 -- PSTAPO -- CLRVCH

VCHENT

This is the driving program for the module. If add, change or delete mode is selected, it chains to VCHENØ or VCHENI depending on whether or not the intertace to MCBA's Job Costing, Standard Product Costing or Purchase Order package is activated. When none of these interfaces is active, VCHENI chains to VCHENØ for add, change and delete modes.

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If the edit list is selected, "E" is placed into REGFLG field of the Control record of the NEWAPØ file and the program chains to VCHREG. If posting is selected, "R" is placed into the REGFLG field and the program chains to NAPPRP.

VCHENØ

This program has 3 major subroutines, VCHEØ, VCHE1, VCHE2. The major functions involved in adding, changing and deleting new payables transactions are divided between these three subroutines and the main VCHENØ section.

The division of function is as follows:

- a) VCHENG opens all files, displays all screen tags for entry, accepts the voucher number and the vouchering date for specific vouchers (or defaults to the default values), checks the final transaction for validity before writing it out, writes out the final transaction in add, change or delete modes, and when an already posted voucher is being manually paid, transfers the data from the APOPEN record being paid to the NEWAPØ record.
- b) VCHEØ displays the default values for the payables, cash and discount accounts and accepts any changes; also accepts the default vouchering date. This subroutine is entered only at the beginning of add mode, and does not interact with VCHENØ, VCHE1, and VCHE2 as transactions are being entered.
- c) VCHE1 accepts the vendor number and all information for a temporary vendor being added and writes the new VENMAS and VENIDX records; accepts all information on the left side of the entry screen; checks the NEMAPØ file for an already existing transaction as soon as the involce number is entered; checks the APOPEN file for the vendorinvolce combination and determines whether or not the user wants to make a manual payment.
- d) VCHE2 does all entry and changing of GA account numbers for a voucher, and of all expense distributions; displays the voucher . information in change and delete modes, or in add mode when the voucher was found on the NEWAPØ file and the user wants to change it, or when the voucher was found on the APOPEN file and the user wants to make a manual payment.

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Additional details of these routines follow:

The WHATNO variable, in addition to specifying the number of a field to be changed, is also used between the root (VCHENØ) and the subroutines to indicate various functions to be performed. Most of these are indicated in comments on the source listing.

In add mode, only RETURN is accepted for the voucher number. The Control record of NEWAPØ is accessed to get the Next Voucher Number and the Next Voucher Number field (DVCHNO) is incremented by 1.

In add mode, the flow through these subroutines for a regular voucher is:

VCHENØ gets the voucher number and the voucher date, then calls VCHEI which accepts the vendor and involce data, verifies that the voucher is not already on the NEWAPØ or APOPEN files, accepts the remaining due date and discount information, doing any defaults indicated by data on the Vendor record, then returns to VCHENØ. VCHENØ then calls VCHE2, which accepts the payables account (or cash and discount accounts for a prepaid). If the multiple flag as set in VCHEØ is "N" for any of these accounts, then the account number is automatically defaulted to, without any interaction with the user. VCHE2 then accepts all expense distributions until the user presses RETURN for the expense account. At this point VCHE2 returns to VCHEN is called; if the responds with 0 or 10-18, VCHE2 is called; if the responds with RETURN, VCHENØ itselt writes out the new Youcher record.

in add mode, for a manual payment, the flow is modified as follows:

In VCHE1, when the voucher is found on the APOPEN file and the user answers "Y" to the "MANUAL PYT ?" question, VCHE1 returns to VCHENØ. VCHENØ transfers the data from the APOPEN record to the NEWAPØ record, then calls VCHE2 which displays this data, accepts the cash and discount accounts for the manual payment, then returns to VCHENØ (with WHATNO = 22). VCHENØ then immediately calls VCHE1 for entry of the payment amount, discount amount, check date and check number. VCHE1 returns to VCHENØ which then goes to "FIELD # TO CHANGE" as usual.

In add mode, when a voucher was already entered and has been found on the NEWAPØ file by VCHE1 and the user wants to change it, VCHE1 returns immediately to VCHENØ. VCHEWØ then calls VCHE2 to redisplay the already entered transaction, then returns to VCHENØ which goes to "FIELD # TO CHANGE" as usual.

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If a manual payment is being made, WNDISC (the Non-Discount Amount field) on the NEWAPØ record is set to -1. A manual payment voucher cannot be changed in change mode, but must be deleted and then reentered in full. This has been done for programming simplicity.

When a new voucher is entered, VCHENØ checks to see whether the voucher just entered was aborted, or was a manual payment or a change to an already existing voucher; and if so, a new voucher number is not assigned. Instead, the one Intended for the previous voucher is reused. This prevents gaps in the voucher number sequence. A gap can still occur in the voucher number sequence if the last voucher entered in any entry session is aborted, or is a manual payment or a change to an already existing voucher.

If voucher entry is too slow, it can be speeded up by eliminating the check for a duplicate invoice already on the NEWAPØ file, which is done in VCHE1.

Various validity checks are done for a manual payment to make sure that an overpayment does not occur. If an overpayment was actually made, it must be recorded as two separate new payables transactions: one fully paying the original invoice, and a negative new payable for the overpayment.

The due date and discount date are calculated based on the exact number of days in each month (with 28 for February).

If the check number is changed from blank to nonblank, or vice versa, the program goes immediately to the logic for changing the payables, cash and discount accounts, while the cash and discount accounts applies to nonprepaid vouchers, while the cash and discount accounts apply to prepaids (and manuals).

In VCHE2, the total amount distributed is fully recalculated every time a distribution is entered or changed, and the cumulative distribution subtotals are all redisplayed. This is relatively fast and avoids more complicated cross checking within the program.

VCHREG

This is a Standard Transaction Edit List and Register program. It prints both the New Payables Voucher Edit List and New Payables Voucher Register.

The type of voucher (which is printed as a literal beneath the voucher number) is determined by a hierarchy of tests:

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Prepaid - WCHICNO.GT.0 Manual - WNDISC.EQ.-1 Void - WINVAM.EQ.0 and no expense distributions Expense Adj - WINVAM = Ø and at least one nonzero expense distribution Regular - all the above tests are negative

NAPPRP

This program does all the "front end" preparation necessary to insure that the voucher posting run will go successfully to completion.

It protects all files that are updated during the posting run, except for VENIDX, for which it sets the use count up by 1.

it counts the number of new APOPEN records that will be generated by all NEWAPØ transactions on file. One new APOPEN will be created for each NEWAPØ record, except for a manual payment which completely pays off an existing voucher, or for an expense distribution adjustment.

It counts the number of new APDIST (and NEWAPD) records that will be generated by all NEWAPØ transactions on file. These are obtained as follows:

1 record for every expense distribution on any voucher

- + 1 record (for A/P added) for a regular voucher
- + 1 record (for cash disbursed) for a prepaid or manual check
- + 1 record (for discount taken) for a prepaid or manual check, if the discount is nonzero
- + 1 record (for A/P paid) for a manual check

Then the program checks to see if there is enough room in the APOPEN and APDIST files for the new records, and if the NEWAPD file can be opened in output mode with sufficient blocks to hold all new distributions.

If everything is okay thus far, the program then creates all NEWAPD records in the file just opened. It then inserts the program name PSTAPO in the Control record of the NEWAPD file so that the PSTAPD program knows which program to chain to when it is done.

(The programs SRTAPD, APDSUM, and PSTAPD are shared by the voucher posting and check posting job streams.)
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SRTVCH

This sorts the NEWAPØ in order by voucher number.

VCHREG

This is the same program described above. When it is run in the posting job stream, it automatically spools the New Payables Voucher Register to a disk file.

SRTAPD

This sorts the NEWAPD file on the key (major to minor): distribution type, account number, year of date, month-day of date, vendor number, and voucher number.

APDSUM

This program prints both the Voucher Distribution Summary and the Check Distribution Summary, depending on the program name stored in the Control record of NEWAPD (See NAPPRP above). It automatically spools either one of these reports.

PSTAPD

This program uses the Merge-X technique (see separate Program Specifications) to insert the NEWAPD records into the APDIST file. It reads the Control record of NEWAPD to determine which program to which it must chain.

SRTVC2

This program sorts the NEWAPØ file in order by voucher number within vendor number in preparation for the PSTAPO program.

PSTAPO

This program creates new APOPEN records from the NEWAPØ records and merges them into the APOPEN tile using the Merge-X technique (see separate Program Specifications). It does this for all new vouchers except full manual payments and expense distribution adjustments.

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It also updates the Month-to-Date and Year-to-Date fields of the Vendor records. For vouchers representing manual payments, if the manual payment fully pays off the corresponding voucher, then the AFLAG field of the original APOPEN record is set to -3, and the APAID and ADSTKN fields are updated with the payment amounts.

It it is a partial manual payment, the voucher is inserted as a new record on the APOPEN file with AFLAG = -4.

CLRVCH

This program clears the NEWAPØ file back to one Control record.

VIDEO TERMINAL FORMAT



Release: 6

Program: VCHENT



MCBA Licensed Materia

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VIDEO TERMINAL FORMAT

Version:	D1B0L-11	Disk	System
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em:A/P Release:6 Program:VCHENT

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,	T	Г		1	1	t	t	t	t				1	1	1	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	1	t	1	1	1	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	r	t	Г		1	1	1	1	1	1	1	1	1	1	1	1	1	1	+	t	t	t	t	t	П
-	T	Г	Π	T	T	t	t	t	t	Π		T	T	t	1	t	t	t	t	T	T	T	T	T	T	f	T	t	t	t	T	1	1	1	T	1	1	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	T	T			1	1	1	1	1	1	1	1	t	1	1	1	†	1	T	t	t	t	t	П	П
	T	T	Π	1	t	t	t	t	t	Π			1	1	1	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	T	1	1	1	t	1	1	t	t	T	t	t	t	t	t	t	t	t	t	t	t	t	t	T	Π		1	1	1	1	t	1	1	1	1	1	1	1	1	1	1	t	t	t	t	Ħ	П
	t	t	Π	1	t	t	t	t	N	F	w		p,	A.	Y,	Ā	4	F	1	t	F	k	ιħ	k	ł	t	ħ	Ē	F	İ,	đ	i	1	Ţ,	st	1	1	1	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	t	Π		1	1	1	1	t	1	1	1	t	1	1	t	1	†	1	t	t	t	t	Ħ	Ħ
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MCBA Licensed Materia

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P

Release: 6

Program: VCHENT

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Remarks: (1) THE TAG WITH THE QUESTION MARK IS DISPLAYED WHEN ENTERING A TEMPORARY VENDOR. (2) THIS IS THE NON-DISCOUNT AMOUNT. (3) IF TAB KEY IS PRESSED, THE TAG CHANGES TO "7. AMT". (4) "USE ACCT DEFAULTS ?" ALSO DISPLAYS ON THIS LINE, AS WELL AS REQUESTS FOR THE A/P, CASH AND DISCOUNT ACCOUNT NUMBERS. (5) THE ACCOUNT DESCRIPTION DISPLAYS HERE.

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Date: MAY-81

REPORT FORMAT

Page 1 of

Version: DIBOL-11 Disk	System: A/P	Release: 6	Program: YCHREG	Report: NEW PAY	ABLES YOUCHER REGISTER
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Remarks: (1) THIS IS A LITERAL EXPRESSION DESCRIBING THE TYPE OF VOUCHER.

REPORT FORMAT

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Page 1 of 1

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Remarks: (1) THIS IS A LITERAL EXPRESSION DESCRIBING THE TYPE OF ACCOUNT.

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: NEW PAYABLES ENTRY AND EDITING (Job Costing - Standard Product Costing - Purchase Order Version)

Paper Requirements: STANDARD

The basic function of this application is to enable the user to enter new payables vouchers into the system. However, this application can also be used to accomplish the following (with a complete audit trail):

- 1. Mark vouchers as manually paid
- Enter void checks
- Correct expense distributions

Details of these actions are discussed in the Operation Notes section below.

NOTE: This is an exceptionally large program. Depending on your memory size, it may not be possible for you to run this application when other terminals are active.

Run Instructions

- 1. Select #4 from the Accounts Payable menu.
- Select the application mode (add, change, delete, edit list, or post) from the submenu that is displayed.
- 3. Add Mode: A screen will appear requesting the A/P. Cash and Discount account defaults and the default vouchering date. If this is the first time you have entered this application, you will be requested to enter all fields. If you have run this application before, but you do not currently have any unposted new payables transactions on file, the master default values will be displayed automatically, and you will be requested to enter the defaults for this entry session. If there are already unposted new payables transactions on file, the master default be displayed automatically, and you will be requested to enter the defaults for this entry session. If there are already unposted new payables transactions on file, all <u>current</u> default values will be displayed and you will have the chance to change any of them.

When you have no more changes to the defaults, you will be asked "UPDATE MASTER DEFAULTS ?". If you answer "Y", the master default values will be set equal to your current default values (this does not include the vouchering date). Otherwise, the current defaults will remain in effect until you post the new payables transactions, after which the defaults will revert back to the master defaults.

Any one of these default values may be overridden in change mode if you wish to do so.

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OPERATO, R INSTRUCTIONS

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The next screen to appear is the main voucher information entry screen. Press RETURN to obtain the next available voucher number. Then enter all data requested. (See Data Entry Specifications and Operation Notes for details.)

The next screen is the distribution screen. You may enter up to nine distributions per voucher (see the Data Entry Specifications). Once you have entered all the distributions for the voucher, and have no more changes on this screen, you will be asked "DISPLAY SCREEN 1?". If you answer "Y", the main voucher information screen will be redisplayed, and you may make additional changes. When there are no more changes to this screen, you will be asked "DISPLAY SCREEN 2?". In this way, you may go back and forth between screens 1 and 2 as many times as you wish until you are satisfied that all information has been entered correctly.

4. <u>Change Mode:</u> The account number default screen is not displayed in change mode. You may change any of the default values that were automatically inserted in add mode. if you wish.

Enter the voucher number. If the voucher is on the Transaction file, it will be found and displayed, and you will be able to change any field on the voucher except the voucher number. You will be allowed to go back and forth between the main voucher information screen and the distribution screen as often as you wish.

- 5. Delete Mode: Enter the voucher number, and enter "Y" or "N" to the "OK TO DELETE TRX ?" question, which appears after the voucher is displayed.
- To terminate add, change or delete modes, press the BACKSPACE key in the Voucher Number field.
- If you select the edit list function, you will be given the opportunity to display it on the screen, or spool it to a disk file, or print it directly. See the Technical Notes section for more information on report printing options.
- 8. If you select the posting function, you will be asked "ARE YOU SURE YOU WANT TO POST ?". If you answer "W", you will return to the submenu. If you answer "W", the posting job stream will begin. The first program in this job stream checks to see if you have enough room in the main A/P files to post all new vouchers. If you do not, a screen will be displayed showing which files are too small, and how much extra room they need. You will have to end off and run the XPAND program to expand these files, then re-enter this application and reselect the posting function. No transactions will be posted unless there is room to post all transactions.

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Application: NEW PAYABLES ENTRY AND EDITING (Job Costing - Standard Product Costing - Purchase Order Version)

If there is not enough room for the NEWAPD file, this is handled differently. You must assign this file to another disk that has more free space (using the SECSYS program in the Security System); or else make more free space available on the disk that this file is currently assigned to by deleting some unnecessary files or by compressing the disk. This should be done by someone who is experienced with the DEC operating system you are using.

9. Once all transactions are posted, control returns to the Accounts Payable menu. At this point, you should to into the Print Spooled Reports application on the Special Functions menu and print out the Voucher Register and Voucher Distribution Summary that are now showing on the list of spooled reports. When these have been satisfactorlly printed, you may then delete them from this list (and from the disk).

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACES	COMMENTS
	** DEFAULT SCREEN **					
1	Multiple A/P Accounts ?	Xd	A	1	1	"Y"=Yes, "N"≖No See Remark A.
2	Default A/P Account Number	Xd	D		7	XXXX-XXX. See Remark B.
3	Multiple Cash Accounts ?	۲d	A	1	1	"Y"=Yes, "N"=No See Remark A.
4	Defau!t Cash Account Number	Xď	D		7	XXXX-XXX. See Remark B.
5	Multiple Discount Accounts ?	Xd	A	1	1	"Y"=Yes, "N"=No See Remark A.
6	Default Discount Account Number	Xď	D		7	XXXX-XXX. See Remark B.

Data Entry Specifications

Version: DIBOL-11 Disk System: A/P

Release: 6

Application: NEW PAYABLES ENTRY AND EDITING (Job Costing - Standard Product Costing - Purchase Order Version)

!TEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACE	C COMMENTS
7	Vouchering Date	۲đ	A	5	6	MMDDYY. See Remark C.
	** FIRST SCREEN **					
0	Voucher Number	Хđ	D	1	6	See Remark D.
1	Voucher Date	Хd	D	5	6	See Remark E.
2	Vendor Number	x	A	1	4	
	Name		A		30	See Remark F.
	Address Line 1		A	'	25	See Remark F.
	Address Line 2		A		25	See Remark F.
	City	-	A		15	See Remark F.
	State		A		10	See Remark F.
	Zip Code		A		10	See Remark F.
3	Invoice Number		A	1	8	
4	Invoice Date	x	D	5	6	
5	Invoice Amount		D		8 2	See Remark G.
6	Non-Discount Amount		D		7 2	See Remark H.
7	Discount Date	đ	D	5	6	See Remark I.
8	Discount Percent	d	D		3 1	See Remark J.
9	Discount Amount	d	D		62	See Remark J.
10	Due/Check Date	Xd	D	5	6	See Remark K.
11	Check Number		D		6	See Remark L.

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Application: NEW PAYABLES ENTRY AND EDITING (Job Costing - Standard Product Costing - Purchase Order Version)

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COI	MENTS	
12	A/P Account Number	đ	D		7		See	Remark	м.
13	Cash Account Number	d	D		7		See	Remark	м.
14	Oiscount Account Number	d	D		7		See	Remark	м.
15	Reference		A		25				
	** SECOND SCREEN **								
1-9	Distribution Account Num	nber	D		7				
	Distribution Amount		D		8	2			
	it em Number		A		15		See	Remark	Ν.
	Quantity		D.		6		See	Remark	0.
	Unit of Measure	d	A		2		See	Remark	Ρ.
	Job Number		A		6		See	Remark	Q.
	Purchase Order Number	đ	D		8		See	Remark	R.
	P.O. Line Number	đ	Ð		3		See	Remark	۶.
	Variance Account Number		Ð		7		See	Remark	т.
	Variance Amount		D		8	2	See	Remark	т.
	Cost Type		A		2		See	Remark	U.

Remarks

A. If the answer to the "MULTIPLE A/P ACCTS ?" question is "N", then on the first screen, in <u>add</u> mode, the user will not be prompted to enter the A/P account number when entering regular vouchers. It will be automatically set to the default A/P account and displayed. Similarly, for prepaid checks and manual payments, if "MULTIPLE CASH ACCTS ?" is answered with "N", the user will not be prompted for the cash account on the main voucher entry screen, and likewise for the discount account.

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Application: NEW PAYABLES ENTRY AND EDITING (Job Costing - Standard Product Costing - Purchase Order Version)

- B. The default accounts are used as in Remark A if the user has answered "N" to any of the "Multiple" questions. If the user has answered "V" to "MULTIPLE A/P ACCTS ?" then on the voucher entry screen the user will first be shown the corresponding default account number and be allowed to accept if or override it. Similarly for the cash and discount accounts. (See Operation Notes for more details.)
- C. This will default to the system date on pressing RETURN, on <u>initial</u> entry. If there are any transactions already on file, it will default to the last date entered.
- D. This number is controlled automatically by the system, for new vouchers. When adding vouchers, you may only press RETURN for this field to call up the next available voucher number. Nowever, if you are making a manual payment, once you have answered "Y" to the "MANUAL PYT ?" question, the voucher number will automatically be changed to that of the original invoice.
- E. This defaults on RETURN to the default vouchering date on the first screen. It is used as the transaction date for <u>all</u> General Ledger distributions generated by this voucher.
- F. If the vendor number is on file, the vendor name will be automatically displayed and the cursor will move down to the next screen item. If the vendor number is not on file, the message

"VENDOR NOT ON FILE ADD AS A TEMPORARY VENDOR ?"

will be displayed. If you answer "Y" to this question, then you will be prompted to enter all of the new vendor's name and address information, and then the vendor's name will be displayed on the screen and the cursor will finally move down to the next field.

- G. When making a manual payment, the amount entered is the total amount that the invoice net is reduced by (cash paid <u>plus</u> discount taken). You will not be allowed to enter an amount greater than the current invoice net.
- H. If you are making a manual payment, you will <u>not</u> be prompted for the non-discount amount.
- If the number of discount days is not zero on the vendor's record, then as soon as the non-discount amount is entered, the discount date will be automatically calculated and displayed using this vendor default. If the number of discount days is zero on the vendor's record, then you will be prompted for the discount date.

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- J. If the discount percent on the vendor's record is nonzero, this value will be automatically displayed. Otherwise, you will be prompted for entry. If you enter a nonzero value, the discount amount will be calculated and displayed automatically, and entry will proceed to the Due/Check Date field (in add mode). If you enter zero for the discount percent, you will then be prompted to enter the discount amount.
- K. For a prepaid voucher or manual payment, you must enter the check date here, and not the due date. For a regular voucher, if the number of due days on the vendor's record is nonzero the due date will be automatically calculated and displayed. Otherwise, you will be prompted to enter it manually.
- L. Only enter a check number if this is a prepaid voucher or a manual payment, or a void check entry.
- M. The handling of these General Ledger account numbers in add mode depends on the user's response to the "multiple accounts" questions on the default screen (see Remarks A and B above).

For a regular voucher, if "MULTIPLE A/P ACCTS ?" was answered "N", the default A/P account number will be automatically displayed. If the answer to the "MULTIPLE A/P ACCTS ?" question was "Y", then the default A/P account number is displayed, and the cursor is positioned immediately to the left of this number. Press RETURN to accept the default, or the CTL/U key combination to allow manual entry of another account number. The Cash and Discont account number sare skipped for a regular voucher, since they do not apply.

For a prepaid or menual payment voucher, the A/P account number is not requested (the A/P account number is <u>displayed</u>, however, for a manual payment). The same procedure is followed for the Cash and Discount accounts as described in the preceding paragraph for the A/P account.

The account description is automatically displayed for any of these accounts (on screen line 10) if the user enters one of them manually. Any default account number may be changed via "FIELD # TO CHANGE".

- N. The item number may be left blank. If a non-blank value is entered and the item is on the item Master file, its description is automatically displayed on screen line 1. If it is not on the Item Master file, it is considered to be a non-stocked item.
- If the Item Number field is blank, this field is skipped. Otherwise, a nonzero value must be entered. The value can be negative.

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P. If the Item Number field is blank, this field is skipped. If the item is non-stocked, then pressing RETURN defaults to "EA" for "Each". Otherwise, pressing RETURN defaults to the selling unit-of-measure on the Item Master record. For a stocked item, the unit-of-measure can be either the selling unit-of-measure or the purchased unit-of-measure (on the item Master record). Any other value is invalid.

At this point, for a stocked item, using the purchased unit-of-measure, the Purchased-To-Selling a UOM Ratio field on the Item Master record is checked, and if it is not zero, the quantity in the previous field is multiplied by this ratio and redisplayed. Then, the purchased unit-ofmeasure is replaced by the selling unit-of-measure and redisplayed. Thus, the unit-of-measure always ends up as the selling unit-of-measure.

- Q. If the Accounts Payable system does not interface to WCBA's lob Costing system, this field is skipped. It is also skipped if the item previously entered is a <u>stocked</u> item. The job number is only requested for nonstocked items. If no item number at all was entered, this field is skipped. The job number must exist on the Job Cost Master file.
- R. The purchase order number is in the format XXXXX-XX, where the last two digits represent the <u>release</u> against the purchase order (if any). See the MCBA Purchase Order system documentation for more details.

Pressing the TAB key in this field defaults to the last purchase order number entered.

- S. If the A/P system does not interface to the MCBA Purchase Order system, this field is skipped.
- T. If the A/P system does not interface to the MCBA Standard Product Costing system, the Variance Account and Amount fields are skipped. See the MCBA Standard Product Costing documentation for more information on these two, and the following fields.
- U. If the A/P system does not interface to the MCBA Standard Product Costing system, this field is skipped. (The Standard Product Costing fields are not implemented at this time.)

Operation Notes

 See the section of the Accounting Considerations entitled "How to Handle Uncommon Conditions" for a description of the variety of actions that can be done with this application.

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2. Voucher Entry Defaults: When this application is entered for the very first time, you will be prompted for all values on the first screen. When you then answer "Y" to the "UPDATE MASTER DEFAULTS ?" question, the values you have entered will be placed in the first record of the Vendor Moster file. These will now be the master defaults. The master defaults are displayed when you enter New Payables Entry and Editing and there are not yet any payables transactions on file.

The defaults for any one session of new voucher entry may be changed to any thing you wish. On re-entering add mode, if there are already some new payables transactions on file, then the defaults from the very last session of new payables entry will be displayed, which may be different from the master defaults.

- The voucher number of a manual payment will be the same as the voucher number of the original voucher (this will be done automatically by the program).
- 4. When entering a manual payment, the sequence of events is as follows:
 - a. Enter the vendor number and invoice number so that they match the invoice you wish to mark as manually paid.
 - b. The original voucher is displayed. The invoice amount shown is the net <u>unpaid</u> invoice amount; the discount amount shown is the difference between the original discount amount and the discount already taken, if any.
 - c. You will then be prompted for the check date and check number.
 - d. You will then be prompted for the cash and discount accounts, as described in Remark M. You will then be allowed to change any field on the screen except for the vendor number, invoice number and voucher number.
 - e. The invoice amount should be the total amount by which you are reducing the invoice net, including any discount taken.
 - f. You will not be allowed to change a manual payment voucher in change mode. To do this, you will have to delete it, and then re-enter it in add mode.
 - g. If you pay a voucher fully with a manual payment, the original voucher (after posting) will be marked as fully manually paid. However, if you only partially pay a voucher with a manual payment, a new record will be added to the vendor's Account file and the original voucher will remain open.

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Thus you may change the reference for the voucher that you are manually paying. If it is full payment, the original voucher reference will not be changed. If it is a partial payment, the new Partial Payment record in the vendor's account will have the changed reference and the original reference will remain as is on the original voucher.

- 5. A void check is identified by a zero invoice amount, nonzero check number and no expense distributions. An expense adjustment voucher is identified by a zero invoice amount and <u>some</u> nonzero expense distributions, and the absence of a check number.
- 6. You may change a new voucher while you are still in add mode. Enter the vendor number and invoice number of the voucher you want to change (while still in add mode). You will be asked "INVOICE ALREADY ENTERED CHANGE IT ?". Answer "Y" and the original voucher transaction will be displayed, and you may make any changes. (This is not true, however, for a manual payment voucher, which must be deleted and then reentered.)
- 7. In add and change modes, you are allowed to go back and forth between screens one and two (the voucher data screen and the distribution screen) as many times as you wish before finally completing entry or change of a voucher.
- 8. When changing a distribution (on screen two), the value originally entered is first displayed and the cursor is positioned immediately to the left. Press RETURN to accept the original value or the CTL/U key combination to permit manual entry of a new value.
- 9. When entering distributions for a new voucher, pressing the CTL/W key combination for any field other than the first field of the distribution will restart entry of that distribution. Pressing the CTL/W key combination for the first field of the distribution, for distributions 2-9, will restart entry of all distributions for that youcher. Pressing the CTL/W key combination in the first field of the first distribution will restart entry of all distributions for that youcher. Pressing the CTL/W key combination in the first field of the first distribution will restart the entire voucher over again.

In change mode, pressing the CTL/W key combination in the first field for any distribution will delete <u>only</u> that distribution from the voucher. If you are changing the distributions for a voucher, in either add or change mode, and decide to restart entry of the entire voucher, go back to screen one, request to change the invoice number, and <u>then</u> press the CTL/W key combination.

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- 10. During posting, the following sequence of events takes place:
 - a. The files which need to be updated are checked to insure that they have enough room for posting to proceed to completion.
 - b. The new payables vouchers are sorted and the Voucher Register is automatically spooled to disk.
 - c. The new G/L distributions generated by the new payables vouchers are sorted and posted to the A/P Distribution file and the Voucher Distribution Summary is automatically spooled to disk.
 - d. The new vouchers are added to the A/P Open Item file, and the accumulation fields of the Vendor Master records are updated.
 - e. All data from the new vouchers relevant to the Job Costing, Purchase Order and Standard Product Costing sytems (whichever are interfaced to A/P) is put into the "Non-G/L interface file" (APINTR)), and then the interface file is sorted.
 - f. Finally the new payables vouchers are cleared from the New Payables Voucher Transaction file.

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Date filled out _____ by ADD CHANGE DELETE Page 1 of 4 NEW PAYABLES ENTRY AND EDITING LOAD SHEET (Job Costing - Standard Product Costing - Purchase Order Version) Circle Voucher Type: REGULAR PREPAID MANUAL V010 ADJUSTMENT _____(automatically assigned in add mode) Voucher Number 1) Voucher Date __/__/__ Vendor Number _ _ _ _ Temporary Vendor Data Name _____ Address 1 _____ Address 2 _____ City ______ State _____ Zip Code _____ Invoice Number _____ __/__!__ Invoice Date 5) Invoice Amount \$____. Non-Discount \$____ Amount __/__/__ 7) Discount Date B) Discount Percent _ - · -Discount Amount s_,__. 10) Due Date __/__/ (check date for Prepaids and Manuals)

Date filled out _____ by _____ Page 2 of 4

NEW PAYABLES ENTRY AND EDITING LOAD SHEET (Job Costing - Standard Product Costing - Purchase Order Version)

11) Check Number	
12) A/P Account Number	[•]
13) Cash Account Number	
14) Oiscount Account Number	
15) Reference	

		Expense Distribut	ions (1-9)	
1)	Expense Account		Amount \$	· ·
	ltem Number			
	Quantity	'	Unit-of-Measure	
	Job Number	P.O. Number _		P.O. Line
	Variance Account -	⁻ ^{Amount}	\$,	Cost Type

2)	Expense Account		Amount	\$	· ·
	ltem Number		_		
	Quantity	'	Unit-of-M	easure	
	Job Number	P.O. Number			P.O. Line
	Variance Account _	Amount	s,	·	Cost Type
3)	Expense Account		Amount	\$,

ltem Number			
Quantity	/	Unit-of-Measure	
Job Number	P.O. Number		P.O. Line
Variance Account _	- Amount	• \$,	Cost Type

Date	filled	out	 bу	
Page	3 of 4			

NEW PAYABLES ENTRY AND EDITING LOAD SHEET (Job Costing - Standard Product Costing - Purchase Order Version)

4)	Expense Account		Amount	\$'
	ltem Number			
	Quantity	/	Unit-of-M	easure
	Job Number	P.O. Number _		P.O. Line
	Variance Account	Amount	\$,	· Cost Type
5)	Expense Account		Amount	\$,
	ltem Number			
	Quantity	/	Unit-of-M	easure
	Job Number	P.O. Number		P.O. Line
	Variance Account	Amount	\$,	· Cost Type
6)	Expense Account		Amount	\$, ·
	item Number			
	Quantity	/	Unit-of-M	easure
	Job Number	P.O. Number		P.0. Line
	Variance Account	Amount	\$,	Cost Type
7)	Expense Account	⁻	Amount	\$, ·
	ltem Number			
	Quantity	'	Unit-of-M	easure
	Job Number	P.O. Number		P.0. Line
	Variance Account	Amount	\$,	Cost Type

Date	filled	out	by	ADD	CHANGE	DELETE
Page	4 of 4					

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NEW PAYABLES ENTRY AND EDITING LOAD SHEET (Job Costing - Standard Product Costing - Purchase Order Version)

0)	Expense Account		Amount	s,
	Item Number			
	Quantity	'	Unit-of-M	easure
	Job Number	P.O. Number _		P.O. Line
	Variance Account _	Amount	\$,	Cost Type
9)	Expense Account		Amount	\$,
	ltem Number			
	Quantity	/	Unit-of-M	easure
	Job Number	P.O. Number		P.O. Line
	Variance Account	Amount	s,	Cost Type

è.	***********************			
	Date entered	by	Date verified	by
	DIBOL-11 Disk, ACCOUNTS	PAYABLE, RELEASE	E 6, MAY, 1981	
	MCBA Licensed Material			

Version: DIBOL-11 Disk

system: A/P

Release: 6

Module Name: NEW PAYABLES ENTRY AND EDITING (Job Costing - Standard Product Costing - Purchase Order Version)

Module Function: Provides for entry and editing of new payables vouchers, manual payments made against existing vouchers, entry of void checks and expense distribution adjustments.

Input:	KBD	Files	Updated:	NEWAPØ	Output:	New Payables Voucher
	VENMAS			VENMAS		Edit List
	VENIDX			VENIDX		New Payables Voucher
	EXPACT			APINTR		Register
	APOPEN			APOPEN		Voucher Distribution
	I TM I DX			NEWAPD		Summary
	TMMAS			APDIST		
	JOB IDX					
	JOBTBL					
	CSTIDX					
	CSTMAS					
	PORDHD					
	PORDLN					

Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Definition(s)

Enter Module From: APMENU When Done Return To: APMENU Programs in Module: VCHENT, VCHENT, VCHEG2, NAPPR2, SRTVCA, SRTAPD, APDSUM, PSTAPD, SRTVCB, PSTAP2, APTOJP, STAPIN, APICNT, CLRVC2

Program Functions and Notes:

This is a rather involved transaction entry and editing module based upon the Standard Transaction Entry and Editing module. See the Program Specifications for the Standard Transaction Entry and Editing module for a general outline of this application. The non-standard features, and the posting programs will be described below.

The sequence of programs in the New Payables posting job stream is as follows:

VCHENT -- NAPPR2 -- SRTVCA -- VCHRG2 -- SRTAPD --APDSUM -- PSTAPD -- SRTVCB -- PSTAP2 -- APTOJP --STAPIN -- APICNT -- CLRVC2

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Release: 6

Module Name: NEW PAYABLES ENTRY AND EDITING (Job Costing - Standard Product Costing - Purchase Order Version)

VCHENT

This is the driving program for the module. If add, change or delete mode is selected, it chains to VCHENØ or VCHENI depending on whether or not the interface to MCBA's Job Costing, Standard Product Costing or Purchase Order package is activated. When none of these interfaces is active, VCHENT chains to VCHENØ for add, change and delete modes.

If the edit list is selected, "E" is placed into REGFLG field of the Control record of the NEWAPØ file and the program chains to VCNR62. If posting is selected, "R" is placed into the REGFLG field and the program chains to NAPPR2.

VCHEN1

This program has 4 major subroutines, VCH10, VCH11, VCH12, and APSC2. The major functions involved in adding, changing and deleting new payables transactions are divided between these four subroutines and the main VCHENI section.

The division of function is as follows:

- a) VCHENI calls the subroutine OPNAP to open all needed files (depending on which of the Job Costing, Standard Product Costing, and Purchase Order systems are interfaced to Accounts Payable); calls the CLSAP subroutine to close all files at the end of the application; calls AP3 and AP4 to display the screen tags for the main voucher information screen and distribution screen, respectively; accepts or assigns the voucher number; checks the final transaction for validity before writing it out; writes out the final transaction in add, change, or delete modes; and when an already posted voucher is being manually paid, transfers the data from the APOPEN record being paid to the NEWAPG record.
- b) VCH10^f displays the default values for the payables, cash and discount accounts and accepts any changes; also accepts the default vouchering date. This subroutine is entered only at the beginning of add mode, and does not interact with VCHEN1, VCH11, VCH12 and APSC2 as transactions are being entered.
- c) VCH11 accepts the vendor number and all information for a temporary vendor being added and writes the new VENMAS and VENIDX records; accepts all the first screen voucher information; checks the NEWAPØ file for an already existing transaction as soon as the invoice number is entered; checks the APOPEN file for the vendor-invoice combination and determines whether or not the user wants to make a manual payment.

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d) VCH12 - displays the voucher information in change and delete modes when going from screen to screen, or in add mode when the voucher was found on the NEWAPØ file and the user wants to change it, or when the voucher was found on the APOPEN file and the user wants to make a manual payment.

Additional details of these routines follow:

The WHATNO variable, in addition to specifying the number of a field to be changed, is also used between the root (VCHENI) and the subroutines to indicate various functions to be performed. Most of these are indicated in comments on the source listing.

In add mode, only RETURN is accepted for the voucher number. The Control record of NEWAPØ is accessed to get the Next Voucher Number and the Next Voucher Number field (DVCHNO) is incremented by 1.

In add mode, the flow through these subroutines for a regular voucher is:

VCHEN1 gets the voucher number, then calls VCH11 which accepts the vendor and invoice data, verifies that the voucher is not already on the NEWAPG or APOPEN files, accepts the remaining screen one information, doing any defaults indicated by data on the Vendor record, then returns to VCHEN1. VCHEN1 then calls APSC2, which accepts all expense distributions until the user presses the BACKSPACE key for the expense account. At this point APSC2 returns to VCHEN1, which asks for "FIELD # TO CHANGE".

In add mode, for a manual payment, the flow is modified as follows:

In VCH11, when the voucher is found on the APOPCN file and the user answers "Y" to the "MANUAL PYT ?" question, VCH11 returns to VCHEN1. VCHEN1 transfers the data from the APOPEN record to the NEWAPØ record, then calls VCH12 which displays this data, then returns to VCHEN1 (with WHATNO = 22). VCHEN1 then immediately coils VCH11 for entry of the payment amount, discount amount, check date, check number, and cash and discount accounts. VCH11 returns to VCHEN1 which then goes to "FIELD # TO CHANGE" as usual.

In add mode, when a voucher was already entered and has been found on the NEWAPØ file by VCH11 and the user wants to change it, VCH11 returns immediately to VCHEN1. VCHEN1 then calls VCH2 to redisplay the already entered transaction, then returns to VCHEN1 which goes to "FIELD # TO CHANGE" as usual.

If a manual payment is being made, WNDISC (the Non-Discount Amount field) on the NEWAPØ record is set to -1. A manual payment voucher cannot be

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changed in change mode, but must be deleted and then reentered in full. This has been done for programming simplicity.

When a new voucher is entered, VCHENI checks to see whether the voucher just entered was aborted, or was a manual payment or a change to an already existing voucher; and if so, a new voucher number is not assigned. Instead, the one intended for the previous voucher is reused. This prevents gaps in the voucher number sequence. A gap can still occur in the voucher number sequence if the last voucher entered in any entry session is aborted, or is a manual payment or a change to an already existing voucher.

If voucher entry is too slow, it can be speeded up by eliminating the check for a duplicate invoice already on the NEWAPØ file, which is done in VCH11.

Various validity checks are done for a manual payment to make sure that an overpayment does not occur. If an overpayment was actually made, it must be recorded as two separate new payables transactions: one fully paying the original invoice, and a negative new payable for the overpayment.

The due date and discount date are calculated based on the exact number of days in each month (with 28 for February).

If the check number is changed from blank to nonblank, or vice versa, the program goes immediately to the logic for changing the payables, cash and discount accounts, since the payables account applies to nonprepaid vouchers, while the cash and discount accounts apply to prepaids (and manuals).

In APSC2, the total amount distributed is fully recalculated every time a distribution is entered or changed, and the cumulative distribution subtotals are all redisplayed. This is relatively fast and avoids more complicated cross checking within the program.

VCHRG2

This is a Standard Transaction Edit List and Register program. It prints both the New Payables Youcher Edit List and New Payables Youcher Register.

The type of voucher (which is printed as a literal beneath the voucher number) is determined by a hierarchy of tests:

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Prepaid - WCHKNO.GT.0 Manual - WNDISC.EQ.-1 Void - WINVAM.EQ.0 and no expense distributions Expense Adj - WINVAM = Ø and at least one nonzero expense distribution Regular - all the above tests are negative

NAPPR2

This program does all the "front end" preparation necessary to insure that the voucher posting run will go successfully to completion.

It protects all files that are updated during the posting run, except for VENIDX, for which it sets the use count up by 1.

It counts the number of new APOPEN records that will be generated by all NEWAPØ transactions on file. One new APOPEN will be created for each NEWAPØ record, except for a manual payment which completely pays off an existing voucher, or for an expense distribution adjustment.

It counts the number of new APDIST (and NEWAPD) records that will be generated by all NEWAP0 transactions on file. These are obtained as follows:

1 record for every expense distribution on any voucher

I record for every expense variance distribution on any voucher

- + 1 record (for A/P added) for a regular voucher
- + 1 record (for cash disbursed) for a prepaid or manual check
- + 1 record (for discount taken) for a prepaid or manual check, if the discount is nonzero
- + 1 record (for A/P paid) for a manual check

Then the program checks to see if there is enough room in the APOPEN and APDIST files for the new records, and if the NEWAPD file can be opened in output mode with sufficient blocks to hold all new distributions.

It counts the number of new APINTR records that will be generated by expense distributions with non-blank item number or job number.

If everything is okay thus far, the program then creates all NEWAPD records in the file just opened. It then inserts the program name PSTAP2 in the Control record of the NEWAPD file so that the PSTAPD program knows which program to chain to when it is done.

' (The programs SRTAPD, APDSUM, and PSTAPD are shared by the voucher posting and check posting job streams.)

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Module Name: NEW PAYABLES ENTRY AND EDITING (Job Costing - Standard Product Costing - Purchase Order Version)

SRTVCA

This sorts the NEWAPØ in order by voucher number.

VCHRG2

This is the same program described above. When it is run in the posting job stream, it automatically spools the New Payables Voucher Register to a disk tile.

SRTAPD

This sorts the NEWAPD tile on the key (major to minor): distribution type, account number, year of date, month-day of date, vendor number, and voucher number.

APDSUM

This program prints both the Voucher Distribution Summary and the Check Distribution Summary, depending on the program name stored in the Control record of NEWAPD (See NAPPR2 above). It automatically spools either one of these reports.

PSTAPD

This program uses the Merge-X technique (see separate Program Specifications) to insert the NEWAPD records into the APDIST file. It reads the Control record of NEWAPD to determine which program to which it must chain.

SRTVCB

This program sorts the NEWAPØ file in order by voucher number within vendor number in preparation for the PSTAP2 program.

PSTAP2

This program creates new APOPEN records from the NEWAPØ records and merges them into the APOPEN file using the Merge-X technique (see separate Program Specifications). It does this for all new vouchers except full manual payments and expense distribution adjustments.

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It also updates the Month-to-Date and Year-to-Date fields of the Vendor records. For vouchers representing manual payments, if the manual payment fully pays off the corresponding voucher, then the AFLAG field of the original APOPEN record is set to -3, and the APAID and ADSTKN fields are updated with the payment amounts.

If it is a partial manual payment, the voucher is inserted as a new record on the APOPEN file with AFLAG = -4.

APTOJP

This program simply inserts new Job Costing/Standard Product Costing/Purchase Order interface records into the APINTR file, at the end of the file. An APINTR record is created for every expense distribution with either a non-blank item number or non-blank job number. The APINTR record has three flags at the end, indicating whether or not this record has been posted to the i)Job Costing, ii)Standard Product Costing, iii)Purchase Order systems. If any one of these systems does not interface to A/P. then the corresponding flag is set to 1.

STAPIN

This program sorts the APINTR file in order by item number and invoice date.

AP I CNT

This program updates the sorted record count of the APINTR file.

CLRVC2

This program clears the NEWAPØ file back to one Control record.

C. Date: MAY-81

1.

VIDEO TERMINAL FORMAT

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H.	┝	H	4	+	-	+	-	-	-	-	-		-	┝	┢	÷	+	-+	+	-			-	┢	ŀ	┝	╀	⊹	╉	+	+	-		-	ł	+	-	-	Н	-	ł	ł	+	+	4	₽	ł	+	+	-	-	-	-	ŀ	ł	+	+	+	-+	-	-	ŀ	ł	ł	ł	+	-	-	-	4	Ļ	┝	ł	∔	+	+	+	4	Н	ł	╀	Ŧ	+	-	Н	μ	ŀ	ŀ	₽	ł
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Remarks: (1) THE TAG WITH THE QUESTION MARK IS DISPLAYED WHEN ENTERING A TEMPORARY VENDOR. (2) THE ACCOUNT DESCRIPTION DISPLAYS HERE.

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REPORT FORMAT

Page 1 of 1

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Remarks: (1) THIS IS A LITERAL EXPRESSION DESCRIBING THE TYPE OF VOUCHER.

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REPORT FORMAT

Page 1 of 1

Version: DIBOL-11 Disk	System: A/P	Release: 6	Program: APDSUM (J/C-SPC-P/O_VERSION)	Report: VOUCHER Di	STRIBUTION SUMMAR
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Remarks: (1) THIS IS A LITERAL EXPRESSION DESCRIBING THE TYPE OF ACCOUNT.

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: PRINT PAYABLES AGING REPORT

Paper Requirements: STANDARD

This program shows the status of open payables owed to vendors, in detail or in summary, as of a given aging date.

Run Instructions

- 1. Select #5 from the Accounts Payable menu.
- 2. Enter the data requested on the screen.
- You will then be requested to enter the starting and ending vendor number for this report. Press RETURN for starting vendor to print "ALL" vendors; press RETURN for ending vendor to default ending vendor to same as starting vendor.
- 4. Press the BACKSPACE key for starting vendor to end the application.
- Unless you are spooling this report, you may print multiple ranges of vendors.

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACES	COMMENTS
	Aging Date	x	D	5	6	Defaults to system date.
	Show Open Item Detail ?	x	A	1	1	"Y"=Yes, "N"=No.
	Age by Invoice or Due Date ?	x		1	1	" "= nvoice,

Data Entry Specifications

Operation Notes

 The formats of the reports are different depending on whether or not detail is shown.
OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: PRINT PAYABLES AGING REPORT

- Invoices that test out later than the aging date (using the invoice date or due date) are not printed.
- Only the invoice and discount <u>net</u> amounts are shown for partially paid invoices, not the original amounts.

Page 1 of 1

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk system: A/P Release: 6 Module Name: PRINT PAYABLES AGING REPORT Module Function: Prints the Accounts Payable Aging Report in detail or in summary form. Input: KBD Files Updated: None Output: Accounts Pavable Aging APOPEN Report VENIDX Accounts Pavable Aging VENMAS Report Summary Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Definition(s) Enter Module From: APMENU When Done Return To: APMENU Programs in Module: AGEDAP Program Functions and Notes:

AGEDAP

This program prints the report in two different formats, depending on whether or not open item detail is requested. This is a fairly standard print program, with the following additional features:

Only A/P Open Item records with AFLAG = \emptyset , 1, 3, 4 and 5 are shown. All details of partial payments, whether poid or unpoid, are not shown. (See Technical Notes on AFLAG for more details).

Aging is done based on 30 day months. The exact number of days in calendar months is not used.

The amount due on the voucher is obtained by subtracting APAID from AINVAM. Similarly, the remaining discount is ADSCAM-ADSTKN.

VIDEO TERMINAL FORMAT





MCBA Licensed Materia

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Page 1 of 1

Version; DIBOL-11 Disk Syst	em:A/P Re	elease: 6	Program: AGEDAP	Report: ACCOUNTS	PAYABLE AGING REPORT
NUM DATE: XX-XXX-XXX TIME: XX:XX	••••••••••••••••••••••••••••••••••••••		RINTS HERE		SED #XXX PAGE XXX
AS OF XX/XX/XX, AGED BY XXX DATE.	(9)	- 92 R J			
	VOUCHER111101 	CE DATE	RENT 131-60 DAYS 6	AMQUNT 1-90 DAYS DVER-90 DAYS	DIISCOUNT DUE
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	xx/xx/xx xx/xx/xx xx/xx/xx xx/xx/xx xx/xx/	(X, (X) - X(X), X(X), XX - X (X, (X) - X(X), X(X), XX - X (X, (X) - X(X), X(X), XX - X (X, (X) - X(X), X(X), XX - X	XX XXX XX XX XXX XXX XX, XXX XX XX XXX X	
VENDOR TOTAL: XXXX, XXX.XX	XXXXXX XXXXXXX VENDOR SUE	xx/xx/xx xxx,x0	0x.xxxxx,xxx,xxx 0x.xxxxxx,xxx.xxxx	xx, xxx.xx- xxx, xxx.xx- xx, xxx.xx- xxxx, xxx.xx-	x, xxx, xx- xx/xx/xx xx, xxx, xx-
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Remarks: (1) THIS WILL EITHER BE "INV" OR "DUE".

REPORT FORMAT

Date: MAY-81		REPORT	FORMAT		Page 1 of 1
Version: DIBOL-11 Dis	System: A/P	Release: 6	Program: AGEDAP	Report: ACCOUNTS	5 PAYABLE AGING REPORT
RUN DATE: XX-XXX-XX	11ME: XX:XX XX	COMPANY NAME	e - e - e - e - e - e - e - e - e - e -	TERM WXX	SEQ #XXX PAGE XXX
ACCOUNTSPA	YABAE AGING F	EPORT SUM	MARY		
• AS OF XX/XX/XX, AGED	ay xxix daye:				
• NO MAME	CURRENT	31-60 DAYS 61-9	O DAYS DVER-90 DAYS	TOTAL DISCOUNT	STOTAL
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REPORT FORM

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P.

Version: DiBOL-11 Disk

System: A/P

Release: 6

Application: VENDOR ACCOUNT INQUIRY

Paper Requirements: STANDARD

This program prints a report showing all invoice and payment records on the selected vendors' accounts. Every open item transaction that has not been purged from the vendor's account (via Month-End Processing) is shown, whether it has been paid or not.

Run Instructions

- 1. Select #6 from the Accounts Payable menu.
- Enter the starting and ending vendor numbers to print. RETURN defaults to "ALL" for the starting vendor number; RETURN defaults the ending vendor number to the same as the starting vendor number.
- To end the application press the BACKSPACE key in the Starting Vendor Number field.

Operation Notes

 The invoice amounts shown are always the original invoice amounts. The discounts shown on paid items or payments made are the discounts entered. The discounts shown on unpaid items are the original discounts entered. PROGRAM SPECIFICATIONS

Version: 01B0L-11 Disk system: A/P Release: 6

Module Name: VENDOR ACCOUNT INQUIRY

Module Function: Prints a report showing all A/P Open Item records on file for a vendor whether open or closed, or paid or unpaid partials.

Input: KBD Files Updated: None APOPEN VENMAS VENIDX Output: Vendor Account Inquiry

Also See Related: Operator Instructions Report Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: VENINO

Program Functions and Notes:

VEN1NQ

This program dumps out all information existing on the A/P Open Item file for the requested vendor of vendors. It is a simple standard print program.

If AFLAG is Ø, 1, 3, 4, 5, 6 or 7, the ADUEDT field is used as the due date. Otherwise, it is used as the check date. See the Technical Notes section on AFLAG for more details on these values.

REPORT FORMAT

Page 1 of 1

Version: DIBOL-11 Disk

System: A/P

Release: 6

Program: VENINQ

Report: VENDOR ACCOUNT INQUIRY

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Remorks: (1) IF NO PAYMENT HAS YET REEN MADE AGAINST A VOUCHER, NEITHER OF THESE FIELDS WILL SHOW. THEY WILL ONLY SHOW FOR A REGUALR VOUCHER THAT HAS HAD SOME PAYMENT AGAINST IT.

6

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: CHANGE A/P OPEN ITEM DATA

Paper Requirements: NONE

This application allows you to change the data on already posted A/P open items, subject to restrictions described below.

Run Instructions

- 1. Select #7 from the Accounts Payable menu.
- Enter the vendor number and voucher number of the voucher you wish to change.
- The matching voucher will be found and displayed and you will be asked "RIGHT VOUCHER ?". Answer "N" if this is not the right voucher.
- 4. Otherwise, answer "Y" and make the changes you desire.
- 5. To end the application, press the BACKSPACE key in the Vendor Number field.

1TEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACE	COMMENTS S
	Vendor Number	x	A	1	4	
	Voucher Number	x	D	1	6	
1	Invoice Number		A		8	See Remark A.
2	Invoice Date		D	5	6	See Remark 4.
3	Invoice Amount		D			This may not be changed.
	Amount Remaining					Automatic display.
4	Due Date		D	5	6	
5	Discount Date		D	5	6	

Data Entry Specifications

Version: DiBOL-11 Disk

System: A/P

Release: 6

Application: CHANGE A/P OPEN ITEM DATA

ITEM #	DESCRIPTION	REQ TYPE ?	MIN	MAX DEC PLACE	COMMENTS S
6	Discount Amount	D		82	See Remark B.
	Discount Taken				Automatic display.

Remarks

A. Both the invoice number and invoice date may be changed. Make sure that you are only doing this to correct an incorrect previous entry.

B. The new discount entered may not exceed the amount remaining on the invoice, nor may it be less than the discount already taken.

Operation Notes

1. You may only change the data for regular vouchers that are on file with a "Flag" value of \emptyset , 1, 3, 4 or 5. See the legends on the Vendor Account Inquiry Report for a list of flags.

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk system: A/P

Release: 6

Module Name: CHANGE A/P OPEN ITEM DATA

Module Function: This program allows the user to change directly certain pieces of data on already posted APOPEN records. It does not allow changes to data that affect the General Ledger.

Input: KBD Files Updated: APOPEN Output: None

Also See Related: Operator Instructions Video Terminal Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: DUEDIS

Program Functions and Notes:

DUEDIS

After the user enters the vendor and voucher numbers of the item he wishes to change, the APOPEN file is searched for a match on this key. If there is a match, the program backs up in the APOPEN file to find the <u>first</u> match (this is because there may be paid or unpaid partials on file with the same vendor-voucher combination).

After accepting the changes to the open item data, the new discount amount is checked in the following ways:

- a. If the original invoice amount is greater than zero, the new discount cannot be less than zero and also cannot be greater than the unpaid balance on the invoice.
- b. The new discount cannot be less than the discount already taken if the discount already taken is positive.
- c. If the original invoice amount is less than zero, the new discount cannot be greater than zero and also cannot be less than the original invoice amount.

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FORMAT VIDEO TERMINAL

Version: DIBOL-11 Disk System: A/P Release: 6 Program: DUEDIS

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Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: PRINT CASH REQUIREMENTS REPORT

Paper Requirements: STANDARD

This report shows the amount of cash needed to be disbursed, based on a specified cut-off date and intended payment date.

Run Instructions

- 1. Select #8 from the Accounts Payable menu.
- 2. Enter the data requested on the screen.
- The report will be printed, displayed or spooled, depending on what you have chosen (see Technical Notes on Spooler Operation), and control will automatically return to the Accounts Payable menu.

item #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACES	COMMENTS
	Due and Discount Date Cut-Off	x	D	5	6	MMDDYY. See Remark A.
	Intended Payment Date	x	D	5	6	MMDDYY. See Remark A.
	Accounts Payable Account Number	x	D		7	XXXX-XXX. See Remark B.

Data Entry Specifications

Remarks

- A. If the RETURN key is pressed, the date defaults to the system date.
- B. If the RETURN key is pressed, the Accounts Payable account number defaults to "ALL" A/P accounts; press the TAB key to default to the master default A/P account.

Version: D180L-11 Disk

System: A/P

Release: 6

Application: PRINT CASH REQUIREMENTS REPORT

Operation Notes

- All vouchers whose due dates or discount dates are on or before the cut-off date will be printed.
- The discount date will be compared to the intended payment date to determine whether or not the discount specified for the voucher will remain valid or will be lost.
- 3. Deferred vouchers are not shown on this report.

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk

system: A/P

Release: 6

When Done Return To: APMENU

Module Name: PRINT CASH REQUIREMENTS REPORT

Module Function: Prints the Cash Requirements Report

Input: KBD Files Updated: None Output: Cash Requirements Report APOPEN EXPACT VENMAS VENIDX Also See Related: Operator Instructions

Video Terminal Format(s) Report Format(s) File Definition(s)

Enter Module From: APMENU

Programs in Module: CSHREQ

Program Functions and Notes:

CSHREQ

The Accounts Payable account number is validated against the EXPACT file and entry is denied if the account number is not found.

The APOPEN file is read through from beginning to end. If only one Accounts Payable account was selected, then open vouchers for all other Accounts Payable accounts are bypassed.

Vouchers with AFLAG = 1 (deferred) or AFLAG = 2, 8 or 9 are skipped (see the Technical Notes section for more details on AFLAG).

Youchers with AFLAG less than ~1 are skipped.

Unpaid partials (AFLAG = -1, 6 or 7) are always considered to be selected for payment and are always printed on the report. Also, the full amount of the partial and the full amount of any discount on the partial are always taken.

Otherwise, ADISDT is compared to the intended payment date to determine whether or not the discount remaining on the voucher is valid or will be lost.

Aside from the above, this is a standard print program.

Page 1 of 1

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: CSHREQ

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Date: MAY-81

Version: D1801-11 Disk

System: A/P

Release: 6

REPORT

T FORMAT Program: CSHREQ

Report: CASH REQUIREMENTS REPORT

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Version: DIBOL-11 Disk System: A/P

Release: 6

Application: PAYMENT PREPARATION

Paper Requirements: STANDARD

This application is normally run as the first step in the Accounts Payable check printing process. It is used to mark vouchers as selected for payment on the very next check printing run, and to defer vouchers from being paid on the next check printing run.

Run Instructions

- 1. Select #9 from the Accounts Payable menu.
- Select the desired application from the first menu displayed (see the Operation Notes for more information on the Selection and Deferral payment methods).
- 3. Payment by Selection
 - a) You are first asked to enter the A/P account number for the vouchers you wish to select for payment. Press RETURN for "ALL" A/P accounts or TAB for the master default A/P account.
 - b) You are asked "CLEAR ALL SELECTION FLAGS ?". If you answer yes, all previously selected vouchers will be deferred (unselected). (However, unpaid partials will not be unselected.)
 - c) You will then be allowed to select specific items or cancel selection of specific items (which is equivalent to deferral). In either case you will be asked to enter the vendor number and voucher number for the item. Press RETURN to default to the last vendor entered; press RETURN to default to "ALL" vouchers for the vendor.
- 4. Payment by Deferral
 - a) You are first asked to enter the A/P account number. Enter the A/P account number for the vouchers you want to perform the deferral process on, press RETURN for "ALL" A/P accounts, or press the TAB key to default to the master default A/P account number.
 - b) You will be asked "CLEAR ALL DEFERRAL FLAGS ?". If you want to start the deferral process totally fresh, answer "Y". All vouchers will be put into an undeferred (i.e. selected) status (except for vouchers with outstanding unpaid partials).
 - c) If you have previously done payment preparation by deferral and have not since cleared all deferral flags or printed A/P checks, the

Version: DIBOL-11 Disk Svs

System: A/P

Release: 6

Application: PAYMENT PREPARATION

current value of the due date cut-off will be displayed and you will be asked if you want to change it. Otherwise, you will be asked to enter the due date cut-off newly.

This is actually the due date and discount date cut-off. All vouchers with both the due date and discount after this cut-off date will be automatically deferred. If either the due date or the discount date is on or before this cut-off date, the voucher will not be deferred.

 d) You will then be allowed to defer specific items or cancel deferral of specific items (cancellation deferral is equivalent to selection).

In either case you will be asked to enter the vendor number and voucher number for the item. Press RETURN to default to the last vendor entered; press RETURN to default to "ALL" vouchers for that vendor.

NOTE: Unpaid partial payments are always considered selected and cannot be deferred. If you do not wish to pay an unpaid partial previously entered, you must use the Remove Posted Partials function of the Specify Partial Payments application to delete this partial.

5. Pre-Check-Writing Report

This report shows all vouchers that are currently selected to be paid on the next check printing run.

You are first asked to enter the intended payment date. This is used to determine whether a discount is valid on a voucher, or whether it will be lost because payment will be too late. Press RETURN to default to the system date.

You are then asked to enter the A/P account number. Press RETURN to default to "ALL" A/P accounts, or TAB to default to the master default A/P account number.

Press the BACKSPACE key as usual to end any part or all of this application.

Operation Notes

1. Methods of Payment Preparation

Payment preparation can be done by selection or by deferral, or by a combination of both.

Version: D1B0L-11 Disk System: A/P

Release: 6

Application: PAYMENT PREPARATION

NOTE: If you attempt to select or defer a voucher that is not a regular voucher (for example, a prepaid), the message "SELECTED" or "DEFERRED" will appear on the screen. However, such vouchers are never actually selected. Selection and deferral only has meaning for regular vouchers.

By Selection

- a) An individual voucher for a vendor may be selected.
- b) All vouchers for a vendor may be selected.
- c) The selection of a particular voucher for a vendor may be cancelled.
- d) The selection of all vouchers for a vendor may be cancelled.

By Deferral

- A due date cut-off is entered and all vouchers after the due date are deferred. The selection status of vouchers due before this date are left unchanged.
- b) An individual voucher for a vendor may be deferred.
- c) All vouchers for a vendor may be deferred.
- d) The deferral of a particular voucher for a vendor may be cancelled.
- e) The deferral of all vouchers for a vendor may be cancelled.
- 2. Practical Operation

The initial choice for payment preparation by deferral is the only method that gues through all vendors on file. It is recommended that this be done first.

Then individual selections or deferrals may be made for specific vouchers or for all vouchers for a vendor.

Selecting a voucher, and cancelling deferral of a voucher are equivalent.

Deferring a youcher, and cancelling selection of a youcher are equivalent.

Deferring all vouchers after an artificially early date (such as 01/01/01) is equivalent to clearing all selection flags.

Version: DIBOL-11 Disk System: A/P

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Application: PAYMENT PREPARATION

Deferring all vouchers after an arbitrarily late date (such as 12/31/99) is equivalent to clearing all deferral flags, which is equivalent to selecting all outstanding payables for payment.

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PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk System: A/P

Release: 6

Module Name: PAYMENT PREPARATION

Module Function: This program allows the user to specify exactly which vouchers will be paid on the next check printing run and which will be deferred.

Input: KBD Files Updated: APOPEN Output: Accounts Payable VENMAS Pre-Check-Writing Report VENDX

Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: DEFSEL, PRECHK

Program Functions and Notes:

How Voucher Payment Works

 There is usually only one record on the APOPEN file for any open voucher, and this is either marked with AFLAG = Ø (selected for payment) or AFLAG 1 (deferred from payment). In some cases, AFLAG will be 4 or 5, meaning that the vendor currently has Ø or CR total; also, AFLAG = 3 means that a check has been printed for the voucher, but the user has not said that it was okav.

AFLAG = 3, 4, 5 are intermediate states, between the beginning of a check printing run and the completion of that same check printing run. At the successful completion of a check printing run, AFLAG = 4 and 5 get set back to AFLAG = ϕ , and AFLAG = 3 gets set to AFLAG = -9.

 When there is more than one APOPEN record with the same voucher number, the records after the first are always Partial Payment records. When the first partial is entered for a voucher it has AFLAG = 6, which denotes an unpaid partial payment.

The intention upon entering a partial payment against a voucher is that on the next check printing run only the partial amount will be paid, while the rest of the voucher will be deferred automatically. Whatever discout was specified along with the partial payment will always be taken in full, no matter what the allowable discount is on the original voucher, or whether payment will be made after the discount date. Also, the user is not allowed to fully pay off a voucher with a partial payment.

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PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Module Name: PAYMENT PREPARATION

An unpaid partial can never be deferred at the option of the user. If the simplest case of payment by check applies, all partials will initially have AFLAG = 6; then when checks are first printed AFLAG will be set to 7; then, when the user says that the checks are okay, AFLAG will be set to 8 and the amount fields (AINVAM and ADSCAM) on the Partial Payment record will have their signs reversed for use in later calculations. At this point also, the original voucher is no longer deferred necessarily.

The only way an unpaid partial may be deterred is if the Check Printing program (CHECKS) finds that the total due to a vendor is \emptyset or negative, and there are unpaid partials due to be paid to the vendor.

In this case, AFLAG = 6 and 7 get put to -1 and AFLAG = 8 gets set to 9. At the successful completion of the check printing run, all AFLAG = -1 get set back to 6 and AFLAG = 9 becomes AFLAG = 8.

NOTES:

By entering and paying partial payments, the amount remaining to be paid on the original voucher can never go to zero or become negative.

If a manual overpayment is made, a new, prepaid voucher must be entered for the amount of the overpayment, with the same check number as the manual check.

DEFSEL

Payment By Selection:

If the user answers "Y" to "CLEAR ALL SELECTION FLAGS ?", the program goes sequentially through the entire APOPEN file from beginning to end and defers all vouchers according to the scheme shown in detail in the Technical Notes section on AFLAG. Unpaid partials are not deferred. If only one Accounts Payable account was specified for the selection process, only vouchers in this account are deferred.

Then the individual selection menu is displayed. For each voucher selected by the user, the AFLAG value is changed in accordance with the scheme discussed in the Technical Notes section mentioned above.

The program checks for the existence of unpaid partials for the voucher selected, and if it finds any, it displays an error message.

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Module Name: PAYMENT PREPARATION

All selecting and deferring of individual vouchers is controlled within the program by two paragraphs, labelled READIV and READIV. The READIV logic searches the APOPEN file for the indicated voucher and positions the record pointer to the beginning of all APOPEN records having the specified vendor-voucher key.

The READIV logic is used both to check if there are unpaid partials for the voucher found in READVV, and also to defer or undefer (select) the voucher.

Payment By Deferral:

If the user answers "Y" to "CLEAR ALL DEFERRAL FLAGS ?", the program goes through the entire APOPEN file from beginning to end and <u>selects</u> all vouchers that are found not to have unpaid partial payments on file for them. The program uses the same READIV logic mentioned above to do this check, and also to select the voucher. It also <u>defers</u> all vouchers that have unpaid partials (even though the user has requested to <u>select</u> all vouchers). This just gives an added assurance that all vouchers with unpaid partials a deferred status.

Next, the program requests the due date cut-off. When this is entered, the program makes another complete pass through the APOPEN file and defers all items with both due date and discount date after the cut-off date. All unpaid partials are selected; all paid partials of deferred vouchers (AFLAG = 1) have AFLAG set to 9 (which indicates deferred, paid partial).

The program now allows the user to defer individual vouchers. The logic is exactly parallel to the logic for selecting vouchers described above.

PRECHK

This program prints the Pre-Check-Writing Report, which shows the result of the selection and deferral activity that has previously taken place in the DEFSEL program.

It is a fairly standard print program. The user specifies the Accounts Payable account number to report on, and all vouchers for other Accounts Payable accounts are bypassed.

The intended payment date is compared to the discount date to determine whether or not the discount will be valid.

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: DEFSEL

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: DEFSEL

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Version: DIBOL-11 Disk System: A/P Release: 6

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Version: DIBOL-11 Disk System: A/P Release: 6 Program: DEFSEL

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PAYMENT PREPARATION		DUE DATE CUT-OFF: XX/XX/XX
BY DEFERRAL - FOR A	ACCT# XXXX-XXX	
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•		
10	CHANGE THE DUE DATE CUT-OFF ?	X
12	PLEASE ENTER DUE DATE CUTOFF XX/	
13		
	(ALL ITEMS WITH DUE & DISCOUNT DA	ATES AFTER
18		
16	THIS DATE MILL BE AUTOMATICALLY	DEFERRED.)
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10	<u></u>	<u>+</u> +
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21	╶┨┾┼┼╏╎╿╞┲╞┽╃╻╞╎╼┼┽┥┝┽┥┥┥┥╎╎╎╎┥┥╸	╷╾╋┅╏╾┽╺╡╸╡╴╡╴╡╴╡╴┇╴╞╸╋╍╋╼╋╼╋╼╋╼╋╼╋╼╋╼╋╌╋╼┨╸┨╶┨
		<u>, </u>
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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: DEFSEL



4.15.13

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VIDEO TERMINAL FD RMAT

Version: DIBOL-11 Disk System: A/P Release: 6

Program: DEFSEL

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6

Program: PRECHK



Version: DIBOL-11 Disk	System: A/P	Release: 6	Program: PRCHK	Report: ACCOUNT	S PAYABLE PRE-CHEC	K-WRITING
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REPORT FORMAT

Page 1 of 1

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: SPECIFY PARTIAL PAYMENTS

Paper Requirements: STANDARD

This application allows the user to specify the partial payment of vouchers, and to remove any unpaid partial payments that have previously been posted.

Run Instructions

- 1. Select #10 from the Accounts Payable menu.
- 2. Select the application per the menu displayed.
- 3. Enter: Enter the vendor number and voucher number as requested. If the voucher is on file, it will be displayed and you will be asked "RIGHT VOUCHER ?". Answer "Y" or "N". If it is the right voucher, the amount remaining to be paid, and the discount already taken will be displayed.
- Enter the amount of the partial payment you wish to make, and then what part of this is attributable to a discount. The partial payment amount is the full amount by which you want to reduce the ourstanding involce amount. The discount entered will be subtracted from this amount to determine the amount of cash to pay on the involce.

Press the CTL/W key combination to abort the transaction without entering a partial payment.

- 4. <u>Change</u>: Enter the vendor and voucher number. If a partial payment has already been entered for this voucher, it will be displayed and you will be allowed to change the partial payment amount and the discount.
- 5. Delete: Enter the vendor and voucher number. If a partial is on file for this voucher, it will be displayed and you will be asked "RIGHT PARTIAL ?". If you answer "Y", you will be asked "OK TO DELETE ?". If you answer "Y", the partial will be removed from the Transaction file.
- If you select the Edit List function, you will be given the usual print-out options, and a list of all partial payments on the <u>Transaction</u> file will be shown.
- Post: If you select the Post function, all partial payment transactions will be posted to the main A/P Open Item file and a Partial Payments Transaction Register will be spooled automatically.

MCBA Licensed Material

Version: DIBOL-11 Disk System: A/P Release: 6

Application: SPECIFY PARTIAL PAYMENTS

- 8. <u>Semove Posted Partials</u>: This function allows you to remove unpaid partials from vendors' accounts after they have been posted (using the Post function). As long as a partial has not yet been paid, it may be removed. Enter the vendor and voucher number for the partial. If it is on file it will be displayed and you will be able to remove (delete) it.
- 9. To end enter, change, and delete modes, press the BACKSPACE key in the Vendor Number field. To skip entering a partial payment after answering "Y" to "RIGHT VOUCHER ?", press the CTL/W key combination in the Partial Payment Amount field.

Data Entry Specifications

FTEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
1	Partial Payment Amount	x	D	1	. 8	2	
2	Discount to be Taken		D		6	2	

Operation Notes

- You will not be allowed to enter a partial payment amount which is greater than or equal to the full amount remaining to be paid on the invoice. Also, the discount to be taken cannot exceed the amount of the partial payment. A partial payment cannot be entered if the invoice amount remaining is negative.
- 2. It is possible to enter more than one partial payment for the same voucher, but this should not be done. <u>Every</u> unpaid partial payment on file will be paid on the next check printing run, so there is no reason to enter more than one per voucher at any one time.
- 3. In order to see what partials are already on file, print a Cash Requirements Report or Pre-Check-Writing Report, or print a Wendor Inquiry Report for specific vendors and look for flag values of -1, 6 and 7 (these are explained on the legend for this report).
- All unpaid partials will be paid on the very next check printing run, unless the total due for the vendor is less than or equal to zero.

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk system: A/P Release: 6 Module Name: SPECIFY PARTIAL PAYMENTS

Module Function: Allows the user to enter partial payments to be made (i.e. unpaid partials) onto the APOPEN file, and also to remove already posted, but as yet unpaid, partials from the APOPEN file.

Input: KBD Files Updated: APOPEN Output: Partial Payments Edit List PTLPAY Partial Payments Register

Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Definition(s)

Enter Module From: APMENU When Done Return To: APMENU

Programs in Module: PRTIAL, SRTPTL, PTLREG, PSTPTL, CLRPTL, DELPTL

Program Functions and Notes:

This is a Standard Transaction Entry and Editing module, with the following special features.

PRTIAĻ

Add Mode:

The user first enters the voucher-vendor number combination for the voucher he wishes to enter a partial payment against, and this voucher is found and displayed. If the user says this is the right partial, then the program adds up the amounts of any other unpald partials that may already be on the APDEN file for the voucher. The user may not enter a partial for a voucher with an outstanding balance (including previously posted unpald partials) that is not greater than zero.

If all is okay, then the user enters the partial payment amount and discount to be taken when the partial is paid. A Partial Payment Transaction record is then created with information obtained from the original voucher, plus the partial payment information just entered.

Change Mode:

The amount remaining on the voucher, calculated in add mode, is stored in the Partial Payment Transaction record, so that in change mode the user is still not allowed to enter a partial payment that is greater than or equal to the amount remaining.
Version: DIBOL-11 Disk

system: A/P

Release: 6

Module Name: SPECIFY PARTIAL PAYMENTS

SRTPTL

This program sorts the PTLPAY file in order on the vendor number-voucher number key.

PTLREG

This is a standard edit list printing program. It prints both the Partial Payments Edit List and Partial Payments Register.

PSTPTL

This program uses the standard Merge-X technique (see separate Program Specifications) to post the PTLPAY records to the APOPEN file. In addition, it also defers the original voucher that the partial payment is being made on. It sets AFLAG to 1 for the original voucher, and sets AFLAG to 9 if AFLAG was equal to 8 (see the Technical Notes section on AFLAG).

CLRPTL

This program simply sets the PTLPAY file back to a single Control record.

DELPTL

This program is not part of the Standard Trensaction Entry and Editing module. Since <u>unpaid</u> partials have not yet affected the vendor's account or the General Ledger in any way, they may be removed from the APOPEN file without changing any account data. No audit trail is really needed, since removing an unpaid partial does not affect any current dollar amounts.

After the user enters the vendor number-voucher number combination for the partial he wishes to remove, the partial is found and displayed. The partial is marked as deleted by setting AINNO = "]]]DEL".

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6

Program: PRTIAL



VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: PRTIAL

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6

Program: PRTIAL



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Remorks: EDIT LIST HAS SAME FORMAT, EXCEPT THAT THE WORDS "EDIT LIST" REPLACE "REGISTER" IN THE REPORT TITLE.

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: PRINT A/P CHECKS

Paper Requirements: STANDARD AND CHECK FORMS

This program allows the user to print A/P checks for one or all A/P accounts and for any specified range of vendors. The Check Register that is automatically produced also shows prepaid, manual and void checks that have been entered since the last time this application was run.

Run Instructions

- 1. Select #11 from the Accounts Payable menu.
- 2. Mount the check forms on the printer.

Leave the left-hand paper guide fixed and move the right-hand guide in. Position the top of the stub exactly on the print line (or zero mark). Type "DONE" when this has been done.

- 3. If you wish to print an alignment form, answer "Y" to the "PRINT AN ALIGNMENT FORM ?" question. This question will be continually redisplayed until you answer "N". You will be able to print as many alignment forms as you wish (or none). Each pre-printed check used for alignment purposes should be entered as a void check during the next New Payables Entry and Editing session. in order to maintain a complete audit trail.
- Now enter the data for this check run on the screen displayed (see Data Entry Specifications below).
- When there are no more changes to this screen, the checks will be printed automatically. After the last check is printed, you will be asked:

"ARE ALL CHECKS OK ?"

If all checks are not akay, or gou wish to print checks for another range of vendors, or you wish to alter some of the selections made on the original payment preparation, answer "N" to this question. Control will return to the Accounts Payable menu. (See Operation Notes below on making changes before a check run is complete, and on reprinting checks.)

- If you answer the "ARE ALL CHECKS OK ?" question "Y", you will next be asked to mount standard paper on the printer. Type "DONE" when this is done.
- The checks just printed are now posted automatically to the main A/P files. The Check Register and Check Distribution Summary are automatically spooled. When posting is done, control returns to the Accounts Payable menu.

Version: DIBOL-11 Disk System: A/P

Release: 6

Application: PRINT A/P CHECKS

See the Operation Notes on details of error conditions that can possibly happen during check posting.

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACES	COMMENTS
1	Check Date	Xď	D	5	6	See Remark A.
2	Starting Check Number	x	D	1	6	See Remark B.
3	Cash Account Number	Xd	D		7	See Remark C.
4	Discount Account Number	Xd	D		7	See Remark D.
5	Starting Vendor Number	Xd	A	1	4	See Remark E.
6	Ending Vendor Number		A		4	
7	A/P Account Number	Xd	D		7	See Remark F.

Data Entry Specifications

Remarks

- A. Press RETURN to default to the system data. This date should be the same as the Intended Payment Date entered for the last Pre-Check-Writing Report that you printed. Otherwise, the checks just printed will not match this report. This date is used as the transaction date for all G/L distributions generated by the check printing run.
- B. This should match the pre-printed number on the check stub that is right now positioned at the print line area of your printer.
- C. Press RETURN to default to the master default cash account number.
- D. Press RETURN to default to the master default discount account number. Only one discount account is allowed for each series of checks printed. If you wish to use more than one discount account, for different sets of vendors within the same A/P account, refer to the Operation Notes below.
- E. Press RETURN to default to "ALL" vendors.
- F. Press RETURN to default to the master default A/P account number. Press TAB to default to "ALL" A/P accounts.

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OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: PRINT A/P CHECKS

Operation Notes

- 1. You do not have to use any check forms for alignment purposes. In the most usual case, two or three pre-printed checks will be wasted at the beginning of a check run. Since this will constitute a break in your normal check sequence when you print the Check Reconciliation Report, and since these wasted checks will not automatically show up on any report, it is recommended that you enter these wasted checks via New Payables Entry and Editing as soon as the check run is complete. Enter them as void checks, using a dummy vendor number and zero check amount.
- The check date entered is used to determine whether or not the discount available on vouchers being paid will be taken or will be lost. (This is exactly the same way that the intended payment date is used on the Pre-Check-Writing Report and Cash Requirements Report.)
- 3. If your vendors are divided into different A/P accounts and you wish to pay vendors from only one of these A/P accounts, enter this A/P account on the date entry screen. Vouchers for vendors in all other A/P accounts will be unchanged by the current check run. All deterrals and selections in effect for other A/P accounts will be unchanged.
- 4. <u>Multiple Ranges of Vendors:</u> If you wish to print checks for two or more distinct ranges of vendors in the same check run (but not <u>all</u> vendors), enter the first range and print the checks. Then answer "N" to the "RE ALL CHECKS OK ?" question. Control will return to the Accounts Payable menu. Select the Print A/P Checks application again. Keep the checks mounted on the printer and do not print an alignment form. Enter the <u>same</u> check date and cash account number. Enter the starting check number for the check that is now under the printer head. You may enter a different discount account if you wish. Enter the second range of vendors. Enter the same A/P account number. Then print the next range of checks. Continue to answer "N" to the "ARE ALL CHECKS OK ?" question until you have printed all checks you wish. Then answer "Y" and <u>all</u> the checks just printed will be obsed to the main A/P files.
- 5. The method described in 4 above is essentially the same method you must use to reprint checks that were misprinted because of a paper jam in the printer, or for any other reason that the checks just printed were not okay.
 - a. Reprinting Misprinted or Jammed Checks:

If the printer jams while checks are being printed, one of several possible situations may be in effect:

4.17.3

Version: DiBOL-11 Disk

System: A/P

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Application: PRINT A/P CHECKS

- You are running under TSD, the printer jams and you immediately get a printer off-line message.
- You are running under TSD, the printer jams but the print-out continues (the printer does not go off line, but continues to print on the crunched up paper.)
- You are running under TSX and the checks are being spooled as they are printed and the printer jams.

The handlings for these cases are as follows:

 If you can manage to line up the current check and get the printer started again so that the alingment is still good, then you will end up with only a couple of bad checks. Make a note of the vendors that these checks are for, answer "N" to "ARE ALL CHECKS OK ?" and then reprint the checks for these couple of vendors only, using the general method described in 4. above.

Remember that the preprinted check number must always be in synchronization with the computer printed check number.

If you cannot get the alignment corrected so that the print-out can simply be resumed, press the CTL/C key combination to abort the current program, run CLRFIL, then rerun the check printing application. This time, set the starting vendor number to the vendor with the first bad check, and set the starting check number as you would under normal circumstances. Make sure to enter all wasted checks as void checks the next time you run New Payables Entry and Editing.

- 2. In this case, neither the printer nor the program detected anything going wrong with the print-out. The "MRE ALL CHECKS OK ?" message will be displayed. Answer "N", then re-enter the Check Printing application, align your checks (after fixing the printer), put in the proper starting check number, and enter the vendor number for the first check that went bad, as the starting vendor number. Enter any wasted checks as voids as in example 1.
- 3. In this case, the check printing program will proceed to the "ARE ALL CHECKS 0K 2" message even though the printer has stopped. The checks are automatically spooled, and as soon as the printer comes back on line, they will resume printing. If you can get the alignment correct and continue printing without getting the preprinted check number out of synchronization with the computer check number, then proceed as in example 1.

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Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: PRINT A/P CHECKS

If you cannot do this, you will either kill the TSX spooler with the SPOOL LP,DEL command, or replace the check forms with standard paper and let the print-out complete (so that no extra check forms as wasted). Then proceed as in the previous cases.

b. Changing Selections and Deferrals and Then Reprinting Selected Checks

If before posting checks you notice that a vendor was paid who should not have been paid, or was paid too much or too little then answer "N" to the "ARE ALL CHECKS OK ?" question.

You may now go back into the Payment Preparation or Specify Partial Payments application and change the selections and deferrals for this vendor in any way you wish. Then re-enter the Check Printing application and print a single new check for this vendor.

Or you may even defer all vouchers for a vendor that has just had a check printed and this check will be ignored during check posting. Be sure to enter all incorrect checks or void checks via New Payables Entry and Editing.

The way to cancel a check that was just printed for a vendor but not yet posted is to defer all vouchers for that vendor, then start the check posting.

To start check posting after answering "N" to the "ARE ALL CHECKS OK ?" question, without printing any additional checks, re-enter the Check Printing application, and enter the data on the screen as you did originally; except for starting and ending vendor number, enter a vendor number you know is invalid. No checks will be printed but you will still be asked "ARE ALL CHECKS OK ?". Now answer "Y" and check posting will begin.

- 6. <u>Check Posting:</u> Before any files are updated with data from checks just printed, a preparation program checks to see that all files have enough room for the posting process to be successfully completed.
 - a. If a message appears stating that either the APDIST or APCHEK files must be expanded before posting can begin, immediately run the XPAND program to expand these files as required. Then type "RU RSTART" and resume the posting run. (If you are under TSD, you will have to exit from TSD before running XPAND. Make sure to run RSTART from the same terminal you were using originally.)

If the message "NOT ENOUGH ROOM FOR "NEWAPD" FILE" appears, this is treated differently. The NEWAPD file must be reassigned to another

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: PRINT A/P CHECKS

device with more contiguous disk space than the one it is currently assigned to (use the SECSYS program); or more contiguous disk space must be made available on the device it is currently assigned to, by deleting some unnecessary files and/or compressing the disk.

In any of the above cases, do not run any other application programs from the terminal displaying the "not enough room" messages. Once the file space situation is handled, simply type "RU RSTARI" at the terminal from which you started posting and then press RETURN, and check posting will resume.

- b. If the Check Register cannot be spooled automatically because the spooler directory is full or the SPOOLF device is not assigned, a message will appear on the screen "CAN'T OPEN SPOOL FILE" or "SPOOLER DIRECTORY FULL". Press RETURN and the report will go directly to the printer. If the printer is unavailable, the program will terminate. You must make the printer available as soon as possible, or else correct the spooler problem. Do <u>nothing</u> else at your terminal until this situation is corrected. Then type "RU RSTART" and press RETURN.
- c. If there is not enough room in the Check Reconciliation file for the final stage of posting to be completed, a message will be displayed telling you to expand the RECONC file. Run XPAND and do this, then type "RU RSTART" then press RETURN.

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lle-	Version: DIBOL-11	Disk	system:	A/P	Release:	б
		Module Name: Pf	RINT A/P	CHECKS		
	Module Function: P a	rints Accounts I ccounting inform	Payable c mation to	hecks on the the affect	e computer and posts al! ed files.	
	Input: KBD EXPACT VENIDX	Files Updated:	APOPEN APCHEK VENMAS APDIST RECONC	Ou†pu†:	Accounts Payable Check Accounts Payable Check Register Check Distribution Summary	
	Also See Related:	Operator Instru Video Terminal Report Format(s File Definition	uctions Format(s) s) n(s))		
	Enter Module From:	APMENU		When Dor	ne Return To: APMENU	
	Programs in Module	ALAPCK, CHECKS APDSUM, PSTAPE), CHKPRP,), FLGPDS,	, STAPCH, CH , PSTCHK, SF	HKREG, SRTAPD, RT R CN, RECCNT	
~	Program Functions	and Notes:				

The first portion of this module interacts with the user. It prints the Accounts Payable checks and asks the user if the checks are okay. It is made up of the ALAPCK and CHECKS program. Once the user answers "Y" to this question, the Check Posting job stream begins, which is as follows:

CHECKS -- CHKPRP -- STAPCH -- CHKREG -- SRTAPD -- APDSUM --PSTAPD -- FLGPDS -- PSTCHK -- SRTRCN -- RECCNT

AL APCK

This program does the check form alignment and requests the data necessary for the check run to begin. It is a completely straightforward print and data entry program. One point to note is that for each alignment form printed, the printer is closed and then reopened. This is done in order to clear the DIBOL print buffer each time. If this were not done, the user would have to request several alignment forms before anything at all would be printed on the printer.

This program also protects all files that will be needed in order to successfully complete the check posting job stream.

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Version: DIBOL-11 Disk

system: A/P

Release: 6

Module Name: PRINT A/P CHECKS

CHECKS

This program does the actual check printing. It makes two complete passes through the APOPEN file from beginning to end.

Pass 1:

The program checks for vendors with a ∉ or credit total on all selected vouchers and partials. It a vendor has a ∅ total, all selected open items have AFLAG set to 4, while paid partial items have AFLAG set to 9.

If a vendor has a CR total and has no unpaid partials, all open items have AFLAG set to 5; paid partials have AFLAG set to 9.

if a vendor has a CR total and also has unpaid partials, all open items again have AFLAG set to 5, and paid partials set to 9; but all unpaid partials have AFLAG set to -1.

Pass 2:

This is the actual check printing pass. The program now prints one check stub line for every voucher with AFLAG = \emptyset , 3, 6 or 7 (see the Technical Notes section for more information on AFLAG).

After a multiple of 16 lines have been printed on a check stub, and another line is about to be printed for the same vendor, the current check is voided by printing **VOID** for the check amount, and a new stub is becun.

When a line is printed on the stub, if the corresponding APOPEN record is not for a partial payment, AFLAG is set to 3; if it <u>is</u> for a partial payment, AFLAG is set to 7.

The program determines if a discount is lost or valid by comparing the check date (entered in ALAPCK) against ADISDT on the APOPEN record. The discount specified is always taken on partial payments.

The program inserts the check number, cash account number and discount account number into the APOPEN record once the record is printed on a stub.

The check amount is printed on the check face if it can all fit on one line of 69 characters. Otherwise, it is not printed.

If the user answers "Y" to the "ARE CHECKS OK ?" question, the posting job stream begins.

Version: DIBOL-11 Disk

system: A/P

Release: 6

Module Name: PRINT A/P CHECKS

CHKPRP

This program has several functions.

It makes one more pass through the APOPEN file and inserts the check date and actual discount taken into all APOPEN records with AFLAG = 3 or 7. This includes all APOPEN records that have been printed on check stubs since the last time a check run was completed, and that have not since been deferred using the DEFSEL program; or deferred by having a partial payment entered against them via the Specify Partial Payments application, or removed as a partial payment using the DELPTL program.

Next, all General Ledger distributions generated by the checks just printed are written into the NEWAPD file; and the number of new records to be placed in the APCHEK file are counted. One record is placed in the APCHEK file for every line just printed on a check stub, plus one record for every manual payment, prepaid check and void check that has been entered via New Payables Entry and Editing but has not yet appeared on a Check Register.

Each APOPEN record appearing on a computer check stub generates one A/P Paid distribution, one Cash Disbursed distribution, and if a nonzero discount was taken (including a negative discount), 1 Discount Taken distribution.

(Note that the APDIST file thus can grow quite rapidly.)

The program then checks to see that there is enough room in the APDIST and APCHEK files to hold all new records.

If there <u>is</u> enough room, the program proceeds to create all APCHEK records necessary to print the Check Register and update the RECONC (Check Reconciliation) file.

STAPCH

This program sorts the APCHEK file in order by check number within cash account.

CHKREG

This is a straightforward print program. It goes through the APCHEK file from beginning to end and shows every voucher that has appeared on a computer check. It also shows prepaid, manual and void checks.

Version: DIBOL-11 Disk system: A/P

Release: 6

Module Name: PRINT A/P CHECKS

SRTAPD, APDSUM, PSTAPD

These three programs are identical to the same programs described in the Program Specifications for the New Payables Entry and Editing application.

FLGPDS

This program makes three full passes through the APOPEN file.

Pass 1:

This program closes out void and prepaid checks just shown on the Check Register by setting AFLAG = -9. All deterred unpaid partials (AFLAG = -1) have AFLAG set back to 6. All partials just paid (AFLAG = 7) and partial manual payments (AFLAG = -4) are marked as paid permanent (AFLAG = 8). In this case, the signs of AlNVAM and ADSCAM are reversed.

Pass 2:

All paid partials for a voucher are added up and the amount paid and discount taken are inserted in the APAID and ADSTKN fields of the original voucher. All computer paid vouchers (AFLAG = 3) and fully manually paid vouchers (AFLAG = -3) are marked as paid (AFLAG = -9).

Pass 3:

All open vouchers that have no unpaid partials are marked as selected (AFLAG = \mathcal{G}). If a voucher has unpaid partials it is marked as deterred (AFLAG = 1).

PSTCHK

This program posts all checks on the APCHEK file into the RECONC file. This includes computer, prepaid, manual and void checks. It writes all new records at the end of the file, one RECONC record per check. All APCHEK records with the same cash account and check number are consolidated into one RECONC record. The program also checks to see if more than one computer check was used for one vendor (due to greater than 16 vouchers being paid for the vendor) and if so, it marks the voided checks with a zero amount and puts the entire amount for the vendor on the last check.

Version: DIBOL-11 Disk

system: A/P

Release: 6

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Module Name: PRINT A/P CHECKS

SRTRCN

This program sorts the RECONC file in order by check number within cash account.

RECONT

This program simply updates the sorted record count in the Control record of the RECONC file and then returns to APMENU.

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P

Release; 6

Program: ALAPCK



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117-119 South Brand Boulevard Glendale, California 91204 Telephone: (213) 247-9050 • Telex: 194188

CHECK NO.

COMPUTER CHECK NO.

STUB NO.

DATE AMOUNT OF CHECK

NON-NEGOTIABLE

PAY TO THE ORDER OF

VOUR INVOICE NO I INVOICE DATE I

REPORT FORMAT

Page 1 of 1

Version; DIBOL-11 Disk System	: A/P Release: 6	Program: CHECKS	Report: ACCOUNTS PAYABLE CHECK

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Remarks: THIS FORM IS 42 PRINT LINES LONG.

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REPORT FORMAT

Page 1 of 1

Version: DIBOL-11 Disk Sys

System: A/P

Release: 6

Program: CHKREG

Report: ACCOUNTS PAYABLE CHECK REGISTER

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- X,XXX WAWAA, ORECKS		L_CHECKS: X,XXX,	xxx.xx. xx,xxx	.xx-x. xxx	xxx.xxi	

Remarks: (1) ONLY PRINTED IF APPLICABLE. (2) THIS IS A LITERAL SHOWING "*PREPAID*", "*MANUAL*", OR "*VOID*", IF APPLICABLE.

REPORT FORMAT

Page 1 of 1

Report: CHECK DISTRIBUTION SUMMARY

Version: DIBOL-11 Disk System: A/P Release: 6

Program: APDSUM

, John Stranger

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OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: PURGE ZERO TOTAL PAYABLES

Paper Requirements: STANDARD

This program allows the user to purge items off the A/P Open Item file if their total outstanding balances add up to zero.

Run Instructions

- 1. Select #12 from the Accounts Payable menu.
- Enter the vendor number as requested. The vendor name will be displayed automatically.
- 3. Proceed to enter voucher numbers for this vendor of all the items you wish to purge. As each voucher number is entered, the voucher is located on the A/P Open Item file, and is displayed, along with the balance due. You will be asked "RIGHT VOUCHER ?". If you answer "Y", the voucher will be listed on the right-hand portion of the screen, along with a running total of the vouchers that you wish to purce.
- 4. When you have listed all vouchers that you wish to purge, press the BACKSPACE key in the Youcher Number field. if the total is zero, all listed vouchers will be purged. If the total is nonzero, the message "TOTAL NONZERO" will be displayed and you will be requested to enter another voucher number. To end without purging in this case, press the CTL/W key combination for the voucher number. You will again be asked to enter the vendor number.
- 5. To end the entire application, press the BACKSPACE key in the Vendor Number field. If you have purged anything during this run of the program the A/P Open Purge Report will be printed automatically, showing exactly what vouchers were purged.

Operation Notes

 You will not be allowed to purge a voucher that has unpaid partial payments for it on file. You must delete these unpaid partials via the Specify Partial Payments application, and then return to this application.

MCBA Licensed Material

Version: DIBOL-11 Disk System: A/P

Release: 6

Module Name: PURGE ZERO TOTAL PAYABLES

Module Function: Allows the user to purge A/P Open Items for a vendor if their total balance due is equal to zero.

Input: KBD Files Updated: APOPEN Output: A/P Open Purge Report VENMAS PURGAP VENIX

Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Detinition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: PRGAPO, PRGRPT

Program Functions and Notes:

PRGAPO

This program does the actual "purging" of records from the APOPEN file. It logically purges records by setting AFLAG to -9. It creats the PURGAP file, which is a record of the APOPEN records purged and is used solely by PRGRPT to print the A/P Open Purge Report.

This program creates the PURGAP file (by opening it in output mode).

After accepting the vendor and voucher number for an item, it locates the voucher on the APOPEN file, calculates the remaining balance and displays the voucher information. It also sets a flag if the voucher has unpaid partials.

After the user says it is the right voucher, the record pointer for this APOPEN record is stored in a 10 field array, and a running total is kept of the balance.

Once the user ends entry of vouchers, if the net total of all vouchers entered for this vendor is zero, a PURGAP record is created for each voucher and the voucher is marked as deleted.

When the BACKSPACE key is pressed for the vendor number, if anything has been purged during this run, the program automatically chains to PRGRPT.

Version: DIBOL-11 Disk

System: A/P

Release: 6

Module Name: PURGE ZERO TOTAL PAYABLES

PRGRPT

This is a very straightforward print program. It prints (spools) the A/P Open Purge Report by going through the PURGAP file from beginning to end. When the report is complete, it deletes the PURGAP file.

VIDEO TERMINAL FORMAT

Version: D1BQL-11 Disk S	vstem: A/P	Release: 6
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Program: PURGAP

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Version: DIBOL-11 Disk System: A/P

Release: 6

Application: PRINT A/P DISTRIB TO G/L REPORT

Paper Requirements: STANDARD

This module allows the user to print a report of the distributions to General Ledger generated by his accounts payable activity. There are a variety of Report Formats available as described below.

Run Instructions

- 1. Select #13 from the Accounts Payable menu.
- Select which type of distribution report you wish to print. The first report prints in order by General Ledger account number within distribution type. The second report prints in order by General Ledger account number within vendor.
- 3. Print Full Distribution Report: Enter the data requested on the screen (see Data Entry Specifications below). The purge option will remove Distribution records from the file, which frees disk space and removes past data from the report. Press the BACKSPACE key in the Cut-Off Date field to end at any time and return to the Accounts Pavable menu.
- 4. <u>Cross Reference by Vendor:</u> Enter the data requested on the screen (see the Data Entry Specifications). Some processing will occur while an index to the Distribution file is created and sorted. You will then be asked for the level of detail you wish to show. You may press the BACKSPACE key here to end without printing the report. Also, enter whether or not you wish to start each new vendor on a new report page.

The report will then print and control will return to the Accounts Payable menu. You may press the BACKSPACE key in the Starting Vendor field on the initial screen to end without doing any processing for the report.

Data Entr	y Spec	ifi	cati	ons

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACE	COMMENTS S	
	** FULL DISTRIBUTION	REPORT **					
1	Cut-Off Date	Xd	D	5	6	See Remark	Α.
2	Profit Center	Xd	D		3	See Remark	в.

Page 2 of 3

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk System: A/P Re

Release: 6

Application: PRINT A/P DISTRIB TO G/L REPORT

TTEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACES	COMMENTS
3	Show Detail ?	х	Α		1	See Remark C.
4	Print Report ?	Xd	A		1	See Remark D.
5	Purge File ?	Xd	А		1	See Remark E.
	** CROSS REFERENCE BY VE	NDOR "	*			
1	Starting Vendor Number	Хd	A		4	See Remark F.
2	Ending Vendor Number		Α		4	
3	Starting Account Number	Хď	D		7	See Remark G.
4	Ending Account Number		D		7	
5	Starting Transaction Dat	e Xd	D		6	See Remark H.
6	Ending Transaction Date		D		6	

Remarks

- A. The cut-off date defaults to the system date when the RETURN key is pressed. Only distributions dated on or before the cut-off date will be shown on the report.
- B. RETURN defaults to "ALL" profit centers. If a single profit center is selected, only distributions for accounts whose Subaccount field (last three digits of the account number) match the profit center, will be shown on the report.
- C. There are three levels of detail available:
 - None Distributions are summarized by date, within account number, within distribution type, and one report line prints per date.
 - Partial The vendor number and voucher number prints, along with the distribution date and amount.

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Version: D1BOL-11 Disk

System: A/P

Release: 6

Application: PRINT A/P DISTRIB TO G/L REPORT

- 3. Full The vendor name, original invoice number and date, plus the Reference field of the original voucher all print for <u>every</u> distribution (only, however, if the original voucher is still on file). This detail option takes significantly longer to print than either of the two preceding options.
- D. RETURN defaults to "Y"; print the report.
- E. RETURM defaults to "N"; do not purge the file. No purge will be allowed unless "ALL" profit centers have been chosen. Only records that meet the cut-off date and profit center criteria will be purged. Also, if the A/P system has been set up to interface to the MCBA General Ledger system only distributions which have already been interfaced will be purged.
- F. RETURN defaults to "ALL" vendors.
- G. RETURN defaults to "ALL" General Ledger account numbers, regardless of distribution type (see Operation Notes).
- H. RETURN defaults to "ALL" dates.

Operation Notes

- There are five distribution types. They are printed on the full distribution report in the following order:
 - a. A/P Added
 - b. Cash Disbursed
 - c. Discounts Taken
 - d. A/P Paid
 - e. Expenses

A/P Added and A/P Paid consist of the same General Ledger account numbers and are only distinguished by the Type field of the Distribution record.

- The A/P Distribution file can grow at a very rapid rate, and it is advisable to purge it once a month.
- Full detail for a distribution will only show on either report if the original voucher has not yet been purged from the A/P Open file via the Month-End Processing application.

Page 1 of 2

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk System: A/P

Release: 6

Module Name: PRINT A/P DISTRIB TO G/L REPORT

Module Function: Prints the full A/P to G/L Distribution Report in various levels of detail and allows the user to purge the A/P Distribution file. Also prints the A/P to G/L Cross Reference by vendor.

Input:	APDIST	Files	Updated:	APDIST	Output:	A/P Distribution to G/L
	VENMAS			APGLIX		Report
	VENIDX					A/P to G/L Cross-
	APOPEN					Reference by Vendor
	EXPACT					

Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: APXREF, BGLXIX, SRTAGX, APGLXV

Program Functions and Notes:

APXREF

This is a fairly straightforward print program which prints the A/P Distribution to G/L Report. It cross references the Vendor Master and A/P Open Item files also, depending on the level of detail requested.

It first requests the range data from the user. It then reads sequentially through the APDIST file from beginning to end and prints or accumulates the records it finds matching the selection criteria. If partial detail is selected, it searches the VENDX file for the vendor associated with the APDIST record, reads the VENMAS file, and prints the vendor's name. If full detail was selected, it also searches the APOPEN file for the precise voucher that generated this distribution and prints the original invoice information (if the voucher is still on file).

If the user requests to purge the file, the APDIST file is again read through from beginning to end and written over itself, skipping the records that match the original selection criteria.

Version: DIBOL-11 Disk

System: A/P

Release: 6

Module Name: PRINT A/P DISTRIB TO G/L REPORT

BGLXIX

If the A/P to G/L Cross-Reference by Vendor is selected, the APMENU program (which displays the report submenu) chains to this program first. The program accepts the selection criteria for the report and then builds an index, APGLIX, to the APDIST file, using the vendor number, account number and transaction date as keys. The selection criteria are stored in the first two records of the APGLIX file (so that it technically has <u>two</u> control records).

SRTAGX

This program sorts the APGLIX file in order by transaction date within account number within vendor number.

APGLXV

This program prints the A/P to G/L Cross-Reference by Vendor Report. Again, it is a straightforward print program, nearly identical to the APXREF program, except that it uses the APGLIX tile as its main file. It does not allow the user to purce the APDIST file, however.

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6

Program: APXREF



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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: APXREF



Remarks: (1) THIS IS THE SUBMENU DISPLAYED BEFORE THE USER ANSWERS THE "SHOW DETAIL ?" QUESTION.

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Page 1 of 1

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: APGLXV

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PRINT A/P TO G/L CROS	S-REFERENCE BY VEND	OR
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3		
1		
PLEASE	ENTER THE FOLLOWING	
1		
	STARTING VENDOR	XXXX
9		
10 2.	ENDING VENDOR	XXXX
12 3.	STARTING ACCOUNT	XXXX-XXX
13		
14 4.	ENDING	
13		
16 2.	STARTING TRX DATE	XX/XX/XX
17		
10 0.	ENDING IRX DATE	XX / XX / XX
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20		
21	╶╁╪╪╉┲┲┝╋┽┽┽┽╋╞╪╋┢╏	╶╴╧┊┊┊┊┊┊┊┊┊┊┊╸╸╸╸╸╸╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴
22	╶┼┼┼┽┫┽┞╁┼┼┥┝┼┼┟┼╎╿╿	
	╺┽┶┼┼┋┫┿┋┥┥╴┋╶╴╎┈┝┼┼┼╡	┉╪┉┥╪╌╴╴╪╶┼┲┑┽╪╶╶╴╴╸╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴╴
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Date: MAY-81 Venetone DIROL-11 Dick

Sustant 1/P

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\$\$\overline{2}\$\\overline{2}\$\2		4444444 + 1007/007/00 + + + 1000*1000*1001	╺╺╶┙╡╡┥╴╴╋┝╆╪┿╅┣╌╌┈╢┨╞╞┾┍╿
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Actounti TotAL: XX,XXX,XXX,XXX XX/XXXXXXXXXX XX/XXXXXXXX	<u>╡<u>╎</u>┊╸┝┙╡┝╷┤<mark>╽</mark>╷╷╎╷┊╎╎╎╢╷┥┥╋┝╷┥┥╷╠╷╎╿╷</u>	+++++++++++++++++++++++++++++++++++++++	╶┝╾┼╌╾╼┝═┝┽┨╼╴┼╬╣╢╏╶┶╵┥┧╄╞╴┤╼╡┪┫
XX/XX/XX XXX,XXX,XXX TACCOUNT HOTAL: XX,XXX,XXX- SECTION HOTAL: XX,XXX,XXX-XX-	┽╡┼┊╷┊ ┝╍╍╋╊╍ ┟╎╎╎╎╿ ┼┼┼┼┼┽┿╌╊┼┤┼╸	HADDON'T TOTAL TXX XXX XXX XXX	··↓+·↓+↓↓↓↓↓↓↓↓↓↓↓↓↓↓↓↓↓
XX/XXX/XX XXX, XXX, XXX, XXX XXX, XXX, X	┿╋╇ ┝┼ <u>┥┥┥┧┨</u> ┿ <u>╿┥</u> ┽┥╉╋╹┫╍╡╫┿╫╶┧┼┤╏┝┼┽╴	++1.11+1.14+1.4+1.4+1.4+1.1+1.1+1.1+1.1+	· · · · · · · · · · · · · · · · · · ·
XX/XX/XX XXX,XXX,XX XXCount TrigTAL : XX,XXX,XXX,XX SECTION TOTAL : XX,XXX,XXX,XX	┿╫┿┽┿┾┅╊┅┅╂┠╌╏┊┾┽┽╠╫┽┨╞╄┿┤┥┑┞╌╞┨╄┼┼╸	+++++++++ kskt/kdxt/xdxt + +++++kskxt, kdxt, kdxt, kdxt-	*****
Recount tristal: XX,XXX,XXX,XX, Section total: XX,XXX,XXX,XX	<u>┼┽┽╪┽┾╂╌┦┽╊╌┧┅╈┽┿┝╋╅┨┼┿┼┼┽┼╂┾</u> ┠╏ <u></u> ╅┽┡	-xxx, xxxx, xxxx, 1 xxxx, xxx, xx	
7x2do0inmt 11011AL : XX, XXXX, XXX-XX- sect110X, 11011AL : XX, XXXX, XXX-	<u>┥╃╁┊┊┼┚┧┍┧┦╋╷┨</u> ┍╊┅┾╊┦┽┨┍┼┼┼┼┼┨┛┨┇╡╽╵╢	┤╋╽╊┼╋┼┫╪╒┼╅┫┥┥╽┍┪┥┇╽┝╽╖┇╏┊╏╎╴	· · · · · · · · · · · · · · · · · · ·
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SECTION TOTAL: XXX,XXX,XXX-	<u>┥┥╄╽┾╎┥┥┽┼┤╕╅╎┨╷┽╎┼╎┤╎┤╎</u> ┥┼┼└┾╎┪╿╏╎┝┉┥		1811 CONTRECTOR AT CLUD
	*******	SECTION TOTAL: XX, XXX, XXX, XX	
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		╺┇┙┥┝┝┝╎┑╝┺┢┯┽╛┇╏┫┥┥┇╘┇┼┼┼┫┾┿╍╎┼╴	
	┿╪╞╘╌╡╪╷╞╌╅╓╘╎┍┥ ╅╅╏┍┨╵╡╏┢┦┥╡┟╿╎╎╽	╺╅╷╍╞╕┫┫┥╴┫╋┥┥┱┿╈╈┿┨┥┿┥┝┱┥┤┾┝╏╻┍╸┥┝	╷╷╷╢╫┿╂╍┡╷╢┥┥┇╞╊┅┥┥╏╞┝┥╡╷╣┣
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	u, , , , , , , , , , , , , , , , , , ,		╞╎╎┥╷┝┇╷┥╷┥┇┊┇╷╎┽╡┊┝┪┥┥
	╺┝┋┥╪╠╻╧┉╅╪╂╷┫┲╉┽┾╂╷┽┨┠┝╎┝┼┥╂┼╿╏╎┊╷┇	┍┶┋╽╡┥╏┆╷╷┼┥╞╪╧╡┼┥╞┾┽╎╷┥┥┊╞╽┊╛┊┽	·
	╶╬┫┿╷╷╔╍╍┽┷╄┽╞╍┥┫╇╂┲╌┥┥┡┲┋┅┥┝┅┝╞╌╡╢┥┝╎┼	┍┿╪╪┽╕┨╞┽┾┼╷╬┋┥╄╊┉┝╢╷┽┿┝╎╎┤╉┊┋┊	****
	┥┥┲╷╖┲╗┧┝┝┥╡╡╞┍┅╎╴┎┝╿┑┎┥┰╞┠┑┥╋╞╝╎┥		

Remarks: (1) THIS IS THE SECTION TITLE WHICH CAN BE: "A/P ADDED", "CASH DISBURSED", "DISCOUNTS TAKEN", "A/P PAID", OR "EXPENSES."

REPORT FORMAT

Program: APYREE

Rolosco: 6

Page 1 of 3

Report: A/P DISTRIBUTION TO G/L SUMMARY

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Date: MAY-81

REPORT FORMAT

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Remarks: (1) THIS IS THE SECTION TITLE WHICH CAN BE: "A/P ADDED", "CASH DISBURSED", "DISCOUNTS TAKEN", "A/P PAID", OR "EXPENSES."

6
MCBA Licensed Materia

Date: MAY-81

Version: D1BOL-11 Disk

REPORT FORMAT

Page 3 of 3

System: A/P	Release: 6	Program: APXREF	Report: A/P DISTRIBUTIO	N TO G/L REPOR
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Remorks: (1) THIS IS THE SECTION TITLE WHICH CAN BE: "A/P ADDED", "CASH DISBURSED", "DISCOUNTS TAKEN", "A/P PAID", OR "EXPENSES."

MCBA Licensed Materia

Date: MAY-81

Version: DIBOL-11 Disk	System: A/P	Release: 6	Program: APGLXV	Report: A/P TO G/L	CROSS-REFERENCE BY VENDOR (NO DETAIL)
IN DATE: XX-XXX-XX TIME:	• • • • • • • • • • • • • • • • • • •	COMPANY NAME P	NINTS HERE	TERM MXX S	EQ #XXX PAGE XXX
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· NO NAME	NC	DESCRIPTION	DATE		
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			ACCOUNT TOTAL:	xx,xxx,xxx,xx-	
	XXXX-XX		ACCOUNT, TOTAL :	xx, xxx, xxx, xx- xx, xxx, xxx, xx-	
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REPORT FORMAT

Page 1 of 3

Version: DIBOL-11 Disk	System: A/P	Release: 6	Program: APGLX¥	Report: A/P	TO G/L CROSS-REFERENCE B
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,			┫╕┱┥ <u>╡</u> ╪╤┥╤ _{┍┍} ┨╷╴┣Ӎ╹╚ _{╼┥╼} ╷┥ <mark>╻</mark> ╴╷╴		
	<u>╶╶┊</u> ╪┼╿┼╃╎╾╅┍╎┊╎╉ <i>┆</i> ╙╚┦┦╌╉┽	-ndani inti inni titti interest	┨┥ <u>┾</u> ╄┝┨┪╬┿╆╏╞┉┫┧┥┝┣┲┼╊┼┿	┊┾┵┽╉┊┽┫┦╽╄╽┨┫	<u>╶╴┼╌┤┫╶╴╞╴╎╴╞╞╞┨╍╍┆╏╏╶╴╞┲╸┇╎╎┠╍╏┫</u> ┪
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REPORT FORMAT

Page 2 of 3

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REPORT FORMAT

Page 3 of 3

Version: DIBOL-11 Disk

System: A/P

Release: 6

Program: APGLXV

Report: A/P TO G/L CROSS-REFERENCE BY VENDOR (FULL DETAIL)

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OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: CHECK RECONCILIATION

Paper Requirements: STANDARD

This application allows the user to mark checks as paid (reconciled) and to print a report showing reconciled and/or unreconciled checks in a specified date range.

Run Instructions

- 1. Select #14 from the Accounts Payable menu.
- 2. Select which function you wish to perform from the next submenu displayed.
- 3. Select Reconciled Checks: Enter the cash account number and check number of the check you wish to mark as paid. The first check matching these numbers will be displayed and you will be asked "RIGHT CHECK ?". If you answer "N", the next matching check will be displayed, and so on until either you answer "Y" or no more checks match the numbers you have entered.

Press the RETURN key to default to the last date entered, or to the system date, if this is the first check to be marked as paid.

If you answer "Y", you will be prompted to enter the reconciliation date. If the check has already been reconciled, the message "ALREADY RECONCILED - MARK AS UNFAID ?" will appear. If you answer "Y", the reconciliation date will be set to \emptyset (meaning not reconciled). If you answer "N", no action will take place. You will be allowed to change the reconciliation date once entered.

After you have marked one check as paid, you will be prompted for the number of the next check, in the <u>same</u> cash account. To enter a new cash account number, press the BACKSPACE key in the Check Number field.

.To end the reconciliation function, press the BACKSPACE key in the Cash Account field.

4. <u>Print Reconciliation Report:</u> Enter the data as requested on the screen (see Data Entry Specifications below). The report will then print. If you have selected to show any reconciled checks on the report you will be asked "PURGE RECONCILED CHECKS JUST PRINTED ?". If you answer "Y", all the reconciled checks that were just shown on the report will be removed from the file and will not appear on any later reports.

To end without printing anything, press the BACKSPACE key in the Cash $\mbox{Account field}$

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: CHECK RECONCILIATION

To end the entire application, press the BACKSPACE key for the submenu sefection.

TTEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DE PLAC	C COMMENTS ES
1	Cash Account Number	Xď	D		7	See Remark A.
2	Starting Check Date	Xd	D		6	See Remark B.
3	Ending Check Date		D		6	
4	Reconciliation Date	d	D		6	See Remark C.
5	Show Reconciled Checks ?	Xd	A		1	See Remark D.
б	Show Unreconciled Checks ?	Хd	A		1	See Remark D.

Data Entry Specifications

Remarks

- A. Press the RETURN key to show "ALL" cash accounts; press the TAB key to default to the master default cash account.
- B. Press RETURN to show "ALL" check dates.
- C. Press RETURN to show "ALL" reconcilation dates.
- D. RETURN defaults to "N" for both of these.

Operation Notes

- When entering the cash account in order to mark a check as paid, pressing RETURN will default to the master default cash account on initial entry; and on subsequent entry it will default to the last cash account entered.
- 2. You may step through all the checks on file for a given cash account by pressing RETURN in the Check Number field. On initial entry, the <u>first</u> check for this cash account will be shown. On subsequent entry, the next check in check number sequence for this cash account will be shown, until there are no more checks for the cash account.

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: CHECK RECONCILIATION

- The reconciliation date will default on pressing RETURN to the last date enfered; and on initial entry, it will default to the system date.
- Both Payroll and Accounts Payable checks are accessible through this application.

Version: DIBOL-11 Disk System: A/P

Release: 6

Module Name: CHECK RECONCILIATION

Module Function: Allows the user to mark checks as paid, print a Check Reconcilation Report, and purge reconciled checks from the RECONC file.

Input: KBD Files Updated: RECONC Output: Check Reconciliation VENMAS Report EXPACT

Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Definition(s)

Enter Module From: APMENU or PRMENU When Done Return To: APMENU or PRMENU

Programs in Module: CHKREC, CHKLST

Program Functions and Notes:

The two programs in this module are also shared by the MCBA Payroll system. APMENU or PRMENU sends its name to CHKREC so that CHKREC knows which menu to return to.

CHKREC

This program allows the user to select checks and mark them as paid (or unpaid). It also accepts all the selection criteria for the Check Reconciliation Report which is passed to CHKLST via the Control record of the RECONC file.

Aside from this, the logic in the program is very straightforward in matching the Operator Instructions. The name of the menu program that chained to CHKREC is passed back and forth between CHKREC and CHKLST until CHKREC is ended.

CHKLST

This program prints the Check Reconciliation Report in accordance with the criteria entered in CHKREC. If any reconciled checks were printed on the report, the program makes another full pass through the RECONC file, writing it over itself while skipping the reconciled check records matching the original selection criteria.

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: CHKREC

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6

Program: CHKREC

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: CHKREC

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ACBA Licensed Materia

REPORT FORMAT

Page 1 of 1

Version: DIBOL-11 Disk

System: A/P

Release: 6

Program: CHKLST

Report: CHECK RECONCILIATION REPORT

RUN DATE: XX-XXX-XX TIME: XX:XX	xava ani a ta sa a sa a sa a sa a sa a sa a sa	e : • • • • • • • • • • • • • • • • • •	калананан каланан калан калан калан калан калан калан калан калан калан калан калан калан калан калан калан ка ТЕРМ ИХХ БЕО ИХХХ Р	AGF XXX
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Remarks: THIS SAME FORMAT AND PROGRAM IS USED IN THE PAYROLL SYSTEM.

6

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: PRINT VENDOR ANALYSIS REPORT

Paper Requirements: STANDARD

This program prints an analysis of the total activity for the month and the year for all vendors on file.

Run Instructions

1. Select #15 from the Accounts Payable menu.

2. You will be asked "ARE YOU SURE YOU WANT TO RUN THIS PROGRAM ?".

If you answer "Y", the report is printed automatically. If you answer "N", control returns to the Accounts Payable menu.

Date: MAY-81		REPORT FORMAT	f	Page 1 of 1
Version: DIBOL-11 Disk	System: A/P	Release:6 Program:V	ENANL Report:	VENDOR ANALYSIS REPORT
FUN DATE: XX-XX-XX TIME:	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			X SEQ MXXX PAGE XXX
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REPORT

Version: DIBOL-11 Disk System: A/P

Release: 6

Module Name: PRINT VENDOR ANALYSIS REPORT

Module Function: Prints the Vendor Analysis Report

Input: VENMAS Files Updated: None Output: Vendor Analysis Report VENIDX

Also See Related: Operator Instructions Report Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: VENANL

Program Functions and Notes:

VENANL

This is a very simple print program. It goes through the VENMAS file from beginning to end (in vendor number order) and prints one report line per vendor.

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk System: A/P

Release: 6

Application: SPECIAL FUNCTIONS

Paper Requirements: NONE

This is the menu which gives access to the less frequently used functions of the Accounts Payable system.

Run Instructions

- 1. Select #16 from the Accounts Payable menu.
- 2. Select the sub-application you wish to run.
- To terminate this application, press the BACKSPACE key for the menu selection; control returns to the Accounts Payable menu.

Version: DIBOL-11 Disk System: A/P Release: 6

Module Name: SPECIAL FUNCTIONS

Module Function: Provides access to the Accounts Payable special functions.

Input: KBD Files Updated: None Output: None

Aiso See Related: Operator Instructions

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: APMENU

Program Functions and Notes:

APMENU

The special functions menu is displayed by the APMENU program.

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk Sys

Svstem: A/P

Release: 6

Application: MONTH-END PROCESSING

Paper Requirements: NONE

This program should be run as the final Accounts Payable action of each month. It closes out the old month and opens up the new one.

Run instructions

- 1. Select #16 from the Accounts Payable menu.
- 2. Select #1 from the Special Functions menu.
- 3. You will be asked "ARE YOU SURE YOU WANT TO RUN THIS PROGRAM ?". Answer "N" if you have selected this application by misteke. Otherwise, answer "y".
- Some processing will occur and then you will be asked "REMOVE PAID VOUCHERS FROM VENDOR ACCOUNTS ?".

If you answer "Y", you will then be further asked "THROUGH WHAT DATE ?". Enter the date up to and through which you wish to remove all detail of fully paid vouchers from your AP Open Item file.

 The remaining processing is automatic, and control will return to the Accounts Payable menu.

Operation Notes

- Any temporary vendors entered via New Payables Entry and Editing that have no unpaid vouchers on file will be automatically deleted. If there are any such vendors, the Vendor Master file will have these deleted vendors purged before processing is complete.
- After a paid voucher is deleted from the A/P Open Item file, the information connected with it is no longer available to be printed on the A/P Distribution to G/L Report.
- This application sets all Month-to-Date fields in the Vendor Master file to zero.

Version: DIBOL-11 Disk System: A/P

Release: 6

Module Name: MONTH-END PROCESSING

Module Function: Performs the month-ending procedure.

Input: VENIDX Files Updated: VENMAS Output: None APOPEN

Also See Related: Operator Instructions File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: CLRMAP, CLRPDS, ORGVEN

Program Functions and Notes:

CLRMAP

This program sets all Month-to-Date fields of all VENMAS records to zero. If the vendor type is 1, indicating a temporary vendor, the program checks the APDPEN file to see if the vendor has any active vouchers on file. If there are no vouchers for this vendor, or the vouchers all have AFLAG = -9, the vendor is marked for deletion (just as in the VENMAT program).

After completing its pass through the VENMAS file, the program asks if the user wants to purge paid items from vendor accounts. If the user answers "", the program gets the cut-off date from the user and chains to CLRPDS. Otherwise, if any vendors have been marked for deletion, it chains to ORGVEN, or else it returns to APMENU."

CLRPDS

This program simply reads through the APOPEN file from beginning to end, and purges all records with AINYNO = "]]DEL" or AFLAG = -9 whose check date (ADUDTE) fails on or before the cut-off date entered in CLRMAP. If any vendors were marked for deletion in CLRMAP, this program chains to ORGVEN. Otherwise it returns to APMENU.

ORGVEN

This is the same program as described in the Program Specifications for the Vendor Master File Maintenance application.

Version: DIBOL-11 Disk System: A/P Release: 6

Module Name: YEAR-END PROCESSING

Module Function: Clears the Year-to-Date fields on the Vendor Master file.

Input: Files Updated: VENMAS Output: None

Also See Related: Operator Instructions File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: CLRYAP

Program Functions and Notes:

CLRYAP

This program reads through the VENMAS file and sets all Year-to-Date fields to the values in the corresponding Month-to-Date fields.

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: YEAR-END PROCESSING

Paper Requirements: NONE

This program should be run as the last action taken when closing out your fiscal year.

Run Instructions

- 1. Select #16 from the Accounts Payable menu.
- 2. Select #2 from the Special Functions menu.
- 3. You will be asked "ARE YOU SURE YOU WANT TO RUN THIS PROGRAM ?".
- If you answer "Y", all processing is automatic, and control returns to the Accounts Payable menu.

Operation Notes

 This program does not necessarily zero out the Year-to-Date fields in the Vendor Master file. Instead, it sets the Year-to-Date fields equal to the Month-to-Date fields. Therefore, you are allowed to have a delay between the time you close out the last month of the year and the time you close the year, during which time you can enter new vouchers or make payments.

4.24.1

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk System: A/P

Release: 6

Application: PRINT FEDERAL 1099 FORMS

Paper Requirements: 1099 FORMS

This application allows the user to print 1099 forms for all vendors who have a nonblank "Type of 1099" designation on their Vendor Master records.

Run Instructions

- 1. Select #16 from the Accounts Payable menu.
- Select #3 from the Special Functions menu.
- You will be asked to mount the 1099 forms on the printer. After you have done so, type "DONE".
- 4. You will then be asked "PRINT AN ALIGNMENT FORM ?". If you answer "Y", a dummy form will be printed with X's for alignment purposes. This step repeats indefinitely until you are satisfied that your form is properly aligned on the printer. Then answer "N" to the above question.
- 5. Enter the data requested on the screen (see Data Entry Specifications).
- The 1099 forms will be printed for all vendors matching the type of 1099 entered on the screen.

You will then be returned for entry of another range of vendors.

 Press the BACKSPACE key in the Type of 1099 field to return to the Accounts Payable menu.

TTEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX DEC PLACE	COMMENTS S
1	Type of 1099	х	A	1	1	See Remark A.
2	Starting Vendor	Xd	Α		4	See Remark B.
3	Ending Vendor		A	-	4	
4	Federal 1D Number	х	A	1	10	See Remark C.
5	Company Name	х	Α	1 - 4	30	See Remark D.

Data Entry Specifications

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: PRINT FEDERAL 1099 FORMS

ITEM ∦	DESCRIPTION	RE Q ?	TYPE	MIN	MAX DEC PLACES	COMMENTS
6	Address-1		A		30	Şee Remark D.
7	Address-2		A		30	See Remark D.
8	Address-3		A		30	Şee Remark D.

Remarks

- A. This should match the Type of 1099 field in the records of the vendors for whom you wish to print the 1099 forms.
- B. Press RETURN to default to "ALL" vendors who match the first field.
- C. This is your company's Employer Identification Number.
- D. These are your name and address lines, entered exactly as you want them to appear on the 1099 forms.

Operation Notes

- The forms to use are Form Series #7193-4 1 wide 1099-NEC (Non-Employee Compensation). These are available from Moore Business Forms. All other form series 1099 forms will work, except that the compensation amount will not exactly fit into the box allotted to it.
- 2. Forms will not print for vendors whose Type of 1099 field is blank.

4.25.2

Version: DIBOL-11 Disk 🔅 System: A/P Release: 6

Module Name: PRINT FEDERAL 1099 FORMS

Module Function: Prints the Federal 1099 forms for selected vendors.

Input: KBD Files Updated: None Output: Federal 1099 Forms VENMAS VENIX

Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: AL1099, PR1099

Program Functions and Notes:

AL1Ø99

This program prints the alignment form for the 1099 form, as many times as it is requested by the user.

PR1Ø99

This program accepts all data necessary to print a series of 1099 forms. It then goes through the Vendor Master file (via VENIDX) from beginning to end, and prints a 1099 form for every vendor with the TPI999 field matching the type of 1099 requested.

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: PR1099

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1099-NEC



Statement for Recipients of Nonemployee Compensation-4 Part Continuous

REPORT FORMAT

Page 1 of 1

Version: DIBOL-11 Disk

System: A/P Release: 6

Program: PR1099

Report: FEDERAL 1099 FORMS

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Remarks: (1) THE FORMAT OF THIS FIELD (THE VENDOR'S ID #) DEPENDS ON THE "TYPE OF ID" FIELD ON THE VENDOR'S RECORD. (2) THE FORM HAS 21 LINES.

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: DISPLAY TOTAL VALUE OF OPEN PAYABLES

Paper Requirements: NONE

This program displays the total value of all open payables on the screen.

Run Instructions

- 1. Select #16 from the Accounts Payable menu.
- 2. Select #4 from the Special Functions menu.
- Some processing will occur, and then the total value of all open payables will be displayed on the screen.
- 4. Press RETURN to return to the Accounts Payable menu.

Version: D180L-11 Disk System: A/P Release: 6 Module Name: DISPLAY A/P FILE CONTROL DATA

Module.Function: Displays the Control record of all permanently created files in the A/P system.

None

Video Terminal Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: APFILS

Program Functions and Notes:

APFILS

This program has a table of the DEVICE.DDF record numbers for all the files in the Accounts Payable system. It opens these files one at a time, does an RSTAT to get the record lengths, then displays the data in the Control record.

OPERATO'R INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: SET STARTING VOUCHER #

Paper Requirements: NONE

This program is used to set the starting voucher number after the user's files are created with the INITAP program, or to reset the starting voucher it there is some reason to do so.

Run Instructions

- 1. Select #16 from the Accounts Payable menu.
- Select #5 from the Special Functions menu.
- The current value of the next voucher number to be used will be displayed. If this has never been set before, it will be 1.
- 4. You may change this as you wish. RETURN defaults to the current value.

Operation Notes

 This program should never be run except when the user <u>totally</u> understands his reason for doing so. This number is the default voucher number for the very next voucher to be entered. If two vouchers Inadvertently get entered for the same vendor, with identical voucher numbers, further processing of these vouchers will cause unpredictable results.

Version: DIBOL-11 Disk system: A/P

Release: 6

Module Name: SET STARTING VOUCHER #

Module Function: Sets starting voucher number.

Input; KBD Files Updated: NEWAPØ Output: None

Also See Related: Operator Instructions Video Terminal Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: SETVCH

Program Functions and Notes:

SETVCH

The NEWAP@ file is opened and the first record read into a work area large enough to hold both versions of the record. RSTAT is called to get the record length, and then the current value of the DVCHNC is displayed. If it is 0 or 999999, it is set automatically to 1. It may be changed at will. Defaults to original value when the RETURN key is pressed.

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6

Program: SETVCH



OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk System: A/P

Release: 6

Application: PRINT SPOOLED REPORTS

Paper Requirements: STANDARD

This program displays all reports that have been spooled for the Accounts Payable system, for the current company only, and allows the user to print them or delete them as he wishes.

Run Instructions

- 1. Select #16 from the Accounts Payable menu.
- 2. Select #6 from the Special Functions menu.
- 3. A screen showing up to 16 spooled reports will be displayed. The terminal number is the terminal from which the report was originally generated. The sequence number generally shows the order in which this report was generated compared to other reports with the same name generated at the same terminal.
- 4. You will then be asked to select the report desired. If there are more than 16 reports spooled, the message at the bottom of the screen will also include "VCR) FOR NEXT SCREEN".

If you press the RETURN key (CR), the next group of up to 16 spooled reports will be displayed, and the message at the bottom of the screen will also include "(TAB) FOR PREVIOUS SCREEN".

5. After you select the report you desire, you will be prompted with:

(P) = PRINT (D) = DELETE

If you type "P", you will be asked for the page number to start the print-out. Press RETURN to start at the beginning. If you select a later page, some processing will occur before any printing starts. The spooled report is not deleted automatically once it is printed.

- 6. To delete the report and free up the disk space it occupies (and remove it from the spooler directory), answer "D" to the question in (4) above. You will be asked "ARE YOU SURE 2" in case you pressed "D" by mistake.
- To end the application, press the BACKSPACE key in response to the selection prompt.

Pressing the CTL/W key combination at any point (before printing or deletion has begun) will take you back to the previous prompt.

Version: DIBOL-11 Disk

Svstem: A/P

Release: 6

Application: PRINT SPOOLED REPORTS

Operation Notes

 If the report you selected is not found on the device recorded for it in the spooler directory, the message

"REPORT NOT FOUND - REMOVE FROM LIST ?"

will be displayed. If you are sure that this report was never properly generated (due to abnormal program termination, etc.) answer "Y". If, however, the report may be on another device (for example, the SPOOLF device is the logical SPL; which is not now assigned to the same physical device as when the report was generated), answer "N". Then make whatever device assignment is necessary so that this program can correctly locate the report. (See the Technical Notes entitled Print-Out Options for more details.)

Version: DIBOL-11 Disk System: A/P Release: 6

Module Name: PRINT SPOOLED REPORTS

Module Function: Allows the user to inspect the list of reports that have been spooled, and print or delete any one he chooses.

input: Files Updated: SPLDIR Output: Any spooled report

Also See Related: Operator Instructions Video Terminal Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: APSPOL

Program Functions and Notes:

APSPOL

The program gets the Company code of the current terminal by reading record 99 of the DEVICE.DDF file. It reads through the Spooler Directory file (SPLDIR) from beginning to end and puts the record number of all directory entries corresponding to Accounts Payable reports for the user's Company code into an array in memory.

It then displays the first 16 reports, using this stored array to locate the records on the SPLDIR file.

if the user selects to print a report, the program tries to open the file. If it is unsuccessful, it displays the "NOT FOUND" message. If the user then says he wants to remove the report from the list, the SPLDIR record is marked for deletion with "gg'' in the SPLDEL field.

If the report is found on the expected device, the program goes character by character through the report, accepting a character from the report and DiSPLAYing the character on the printer. If the user says he wishes to start from page N, the program counts (N-1) form feeds ("912 in ASCI) and starts printing from there.

MCBA Licensed Material

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P

Release: 6

Program: APSPOL

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Remarks: (1) THE "NEXT SCREEN" AND "PREVIOUS SCREEN" PORTIONS OF THIS MESSAGE ARE DISPLAYED ONLY IF THEY ARE APPLICABLE. (2) THE "STARTING PAGE" PROMPT IS DISPLAYED IF "P" IS SELECTED: THE "ARE YOU SURE ?" PROMPT IS * DISPLAYED IF "D" IS SELECTED. (3) THIS MESSAGE IS DISLAYED IF THERE IS AN ENTRY IN THE SPOOLER DIRECTORY, BUT THE SPOOLED REPORT WAS NOT FOUND ON THE DEVICE LIST.
OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk

System: A/P

Release: 6

Application: DISPLAY A/P FILE CONTROL DATA

Paper Requirements: NONE

This program displays the information in the Control records of all major files in the Accounts Payable package. It can be used to see how much room is remaining in each of these files, or by the OEM to check the integrity and status of these files.

Run Instructions

- 1. Select #16 from the Accounts Payable menu.
- 2. Select #7 from the Special Functions menu.
- 3. The display is automatic.
- 4. Press RETURN to return to the Accounts Payable menu.

Version: DIBOL-11 Disk System: A/P

Release: 6

Module Name: DISPLAY A/P FILE CONTROL DATA

Module Function: Displays the Control record of all permanently created files in the A/P system.

Input: VENMAS Files Updated: None Output: None EXPACT NEWAPØ APDIST APOPEN PTLPAY APCHEK RECONC APTOSP

Also See Related: Operator Instructions Video Terminal Format(s) File Definition(s)

Enter Module From: APMENU

When Done Return To: APMENU

Programs in Module: APFILS

Program Functions and Notes:

APFILS

This program has a table of the DEVICE.DDF record numbers for all the files in the Accounts Payable system. It opens these files one at a time, does an RSTAT to get the record lengths, then displays the data in the Control record.

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VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P Release: 6 Program: APFILS

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Module Name: STANDARD MASTER FILE MAINTENANCE

Module Function: Performs maintenance functions on a Master file and its separate Index file. These functions are Add, Change, Delete and Print-Out.

Input: KBD Files Updated: Master File Output: Master List Index File (to the Master File)

Also See Related: Operator Instructions Video Terminal Format(s) Report Format(s) File Definition(s)

When Done Return To: System Menu

Programs in Module: * XXXMNT, XXXPRT, ORGXXX, SRTXID, XXXCNT

* For XXX substitute the first three letters of the name of the Master file; for X, in SRTXID, substitute the first letter of the name of the Master file.

Program Functions and Notes:

Enter Module From: System Menu

PRELIMINARY

- 1. The Master file and its separate Index file are created by the file initialization program at system start-up. At this time, the Master file contains a Control record (described in general in the File Definition section) as its first record, and the rest of the file is filled with dummy bracket records. The Index file is set up similarly, except its first record is just blanks. See the detailed description of the Standard Master file, Index file set up in the beginning of the File Definition section before reading any further here. The terms defined there will be freely used in this description.
- The Standard Master File Maintenance module allows the following capabilities:
 - 1. Add Master Records
 - 2. Change Master Records
 - 3. Delete Master Records
 - 4. Print Out Master Records
- Add, change and delete modes will usually be in one program (unless program size would be excessive). Print mode is in a separate program. There are also three other supporting programs in the module:

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Module Name: STANDARD MASTER FILE MAINTENANCE

- a. A "Sort" program on the Index file:
- b. A "Reorganization" program, which physically purges records that are logically marked for deletion. In delete mode;
- c. An "Update Counter" program which adjusts the control record of the Master file after the "Sort" program runs.

In the A/R system, the names of these programs are: SRTCID, ORGCUS and CUSCNT, respectively. These are similarly named in other systems.

XXXMNT

Contains add, change, and delete modes on file XXXMAS.YYY with Index file XXXIDX.YYY (YYY is the company extension).

- The Master file and Index file are both opened in update mode, the control
 record is read and the value of ORGCNT is saved in BSEND (the binary
 search variable see SERCH description), MAXREC is saved in MAXCNT, and
 DELFLG and SRTFLG are both set to zero. MAXCNT will be used to test
 whether the addition of a new record will exceed the file's allocated size.
- The subroutine MMENU is called (see separate description) to display the maintenance submenu and accept the user's selection.
- 3. If add, change, or delete are selected, control stays within the XXXMIT program. If the print-out function is selected at this point, MMENU asks whether a sort of the Index file is desired first. Then control goes in one of two ways, depending on whether or not the "Sort" is requested:

(No Sort) XXXMNT ----- XXXPRT (Sort) XXXMNT ----- SRTX1D ----- XXXCNT ----- XXXPRT

If "END" is selected, contro! passes back to the main system menu (see step 8 for more details on what happens in this case).

4. If add, change or delete mode is selected, the main data entry screen is displayed (see individual packages for details of each one). This is the screen which will accept all necessary data for a Master File record, in add mode, or display this data in change and delete modes. Note that there may be two or even three successive screens in add and change mode to accommodate all the data within one master record.

In change and delete modes, an asterisk is placed beside the key field to indicate that <u>this</u> field is the key field and must be entered before the program can search for the desired record.

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5. Add Mode

- a. The key is requested first, and a binary search is set up and performed (using the SERCH subroutine on the index file) to determine whether this key is already on the Master file. If the search is successful and the key is already on file, entry is refused. If the search is unsuccessful, the new key may be added and entry of the remaining data for the record proceeds.
- b. Entry of the remaining data is done using the INPUT subroutine and whatever validation and verification is called for in the specifications of the specific maintenance program, which vary from field to field and system to system (see the specific systems for datails).
- c. After all data fields have been entered, subroutine AYNCN is used to request changes to the data entered (see separate description for ANYCN). Any field on the screen may be changed at this point. If the key field is changed, the program does the exact same search as described in step a) to once again verify that the changed key has not aiready been entered.
- d. When there are no more changes, the following sequence of actions are taken by the program.
 - The Control record is ready (and locked) so as to obtain the absolutely latest value of RECCNT (which may have changed from its value when the Control record was last read due to other terminals also running this program);
 - The index file is searched sequentially from the ending point of the last search to verify that the key value is still not on the file;
 - If the key is still not on file (not put there by another terminal since the last time the file was checked), RECCNT is incremented;
 - RECONT is compared to MAXONT, and if it is greater, a "FILE FULL" message is displayed and processing stops.
 - If the file is not full, the Index File record is created using the key value entered and the new value of RECONT.
 - 5. Then, the new index record is written at record number RECCNT in the index tile; the updated Control record (with new value of RECCNT) is written to the Master file; and the new Master record is written at record number RECCNT in the Master file;

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- 7. The internal I/O buffers for the Master and Index files are flushed to ensure that the new records are lemedlately physically written to their respective files (instead of staying in the buffers for a while). This is done by reading the last record in both files and then reading the first record in both files. This ensures that the I/O blocks of step 6 are released from their buffers.
- The record area for the Master file in the program is cleared, and the data entry screen is redisplayed in preparation for adding another record.

6. Change Mode

- a. As in add mode, the key is requested first and a search is set up and done on the Index file for a record with this key.
- b. If the search is not successful, a message appears on the screen indicating that this particular record is not on file; if the search is successful, the Master File record is read, using the record number pointer obtained from the index record. The variable BSMID is equal to the record number of the index record. (Note that since the SERCH subroutine automatically does a sequential search of the overflow area if it does not find the desired record using a binary search of the sorted portion of the Index rile. Thus a record that was just added can immediately be called up in change mode, even though the file has not been sorted since the addition. See the description of the SERCH subroutine for more details.)
- c. The contents of the Master record are displayed on the screen and the ANYON subroutine is called to request changes to this data. The value of the key field cannot be changed. All other fields may be changed.
- d. When there are no more changes, the following sequence of actions is taken:
 - The changed Master record is written back to the Master file at its original location.
 - The logic given above under add mode, step d) 7), to flush out the internal I/O buffers is done (the same lines of code are executed).

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The record area for the Master file in the program is cleared and the data entry screen is redisplayed in preparation for changing another record.

7. Delete Mode

- a. This mode operates the same as does change mode steps a and b.
- b. The contents of the record are displayed on the screen, along with the message "RIGHT RECORD ?" (or a message to this effect). If the user answers "N", the program returns to step a.
- c. If the user answers "Y" the following sequence of actions is taken:
 - The Control record of the Master file is read; DELCNT is incremented by 1, and then the Control record is written back out;
 - The first six characters of some chosen description field in the Master record to be deleted are set to "]]DEL", and this record is written back to the Master file (this is how it is logically marked for deletion).
 - The Record Number Pointer field of the Index record for this Master record is set to zero; and the Index record is written back out, using the saved value of BSMID gotten from the search as its record number.
 - The message "RECORD DELETED" is displayed.
 - The logic to flush the program's I/O buffers described above for add mode step d) 7), is performed; the Master record area is cleared, and the data entry screen is redisplayed in preparation for processing another record.
 - If, prior to accepting the value of the key of the next record to delete, the program determines that DELCNT is greater than 95, a message:

"DELETED RECORDS MUST BE PURGED"

is automatically displayed and the ending procedure (described below) is gone into automatically, without any further intervention from the user, and without the user being allowed to delete any more records at this point. The reason for this

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is that the reorganization program, ORGXXX (described below) can physically purge a maximum of 100 records from the Master file at a time. (Per the "Ending Off" section below, the file is automatically reorganized if DELCNT 50. However, if the user remains in delete mode long enough to push the delete counter over 99, he will be forced into a reorganization at that point.)

8. Ending Off

- a. If "END" is typed for the key value (or the BACKSPACE key is pressed) in add, change or delete modes, the program loops back to step 2 above; and subroutine MMENU is called again to display the Maintenance submenu. Note that the first three characters of the key may not be "END" since this has the special meaning.
- b. If "END" is typed for the Maintenance submenu selection (or the BACKSPACE key pressed), the following sequence of actions is taken.
 - 1. The Control record is read once again;
 - 2. If DELFLG is not =1 and DELCNT is 50 or greater, DELFLG is set to 1. The Control record is written back out, and the ORGXXX program is chained to, to automatically purge logically deleted records. DELFLG is checked and set like this to avoid a conflict which could happen if two terminals ended off this program at the same time; and both realized that the Master file needed reorganizing, so both tried to chain to the ORGXXX program. This way, the one that gets the Control record first (which is locked by the READ) is the one that chains to the ORGXXX program.
 - 3. If the conditions in 2 are not met, then if SRTFLG is not equal to 1 and (RECCNT-ORGCNT) is 50 or greater (meaning 50 new records have been added to the Master file since its Index was last sorted), then SRTFLG is set to 1. The Control record is written back out; the Index file is protected, and the program chains to the SRTXID program after sending it the appropriate message. If the Index file cannot be protected, the program skips doing the sort. For more details on the message set to the Sort program, see the separate Sort documentation.
 - If the Master file does not need to be either sorted or reorganized, the program simply chains to the main system menu.

Note that the actual comparison numbers used to determine whether a sort reorganization is called for, may vary depending on the specific program.

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Module Name: STANDARD MASTER FILE MAINTENANCE

9. Print Out

- a. If print out is selected from the Master Flie Maintenance submenu, the subroutine MMENU asks "SORT BEFORE PRINTING ?". The judgement to sort or not is left up to the user. If a number of new master records have been added since the last time the Index file was sorted, these new records will appear at the end of the print out (out of order) if the Index file is not sorted at this point.
- b. If a sort is requested, the index file is protected using the FILES subroutine. The Control record of the Master file is read, and the message to be sent to the Sort program is made up. This message is sent, and the program chains to the Sort (SRTXID). If the Index file cannot be protected (i.e. it is in use by another terminal), the program chains back to the main system menu and no print-out is done. When the Sort is complete, the Sort chains to the "Update Counter" program (XXCNT), which then chains to the print-out program (XXCNT) for of XXCNT below).

XXXPRT

This is the actual print-out program, which is chained to by the Maintenance program (XXXMNT). It is always a separate program.

- The printer is opened using the MCBA subroutine RDYPR. The Master file and Index file are both opened; the Master File Control record is read, and the binary search (SERCH) variable BSEND is set equal to ORGCNT.
- 2. The MCBA utility subroutine STENO is used to get the Starting and Ending key values for the print-out. If the CR key is pressed while in STENO, STRINO (Starting key) is set to spaces, and ENDNO (Ending key) is set to "[[[", indicating that a print-out of the full Master file is to be done.
- If STRTNO = ENDNO, only one Master record is requested; and a binary search of the index is done for this one record using the SERCH subroutine.
- 4. If a range of Master records (or "ALL") was selected, the index is read sequentially until the beginning of the range is found; and the range (or the entire Master file) is printed using the MCBA PRINT subroutine.
- If a range of records (not "ALL") was selected, as soon as this is fully printed, the printer is closed; and the program goes back to step 1.
- 6. Otherwise, if a full print-out of the Master file was requested, when this is done a total line is printed as the last line of the print-out; and the program chains back to the Maintenance program (XXXMNT).

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ORGXXX

This program physically purges logically deleted records from both the Master file and the Index. It is chained to automatically when the Maintenance program senses that DELCNT in the Control record of the Master file has exceeded a certain point (see the description of the XXXMNT program for more details on this).

The program is designed to handle a maximum of 100 deletions. The program operates as follows:

- The Control record of the Master file is read, and the values of ORGCNT and RECCNT are saved.
- 2. The Master file is read sequentially. Each time a deleted Master record is found, its record number is placed in the "Deleted Records Array" (DELAR), which has space for 100 entries. The number of entries made into this erray is kept track of by the variable CNT. If the record number falls within the sorted portion (i.e. record number is less than or equal to ORGCNT), a counter ORGDEL is incremented by 1. The new ORGCNT in the Control record will be equal to the old value, minus the number of records that were deleted from the previously sorted portion.
- 3. If a record was marked for deletion, it is not written back out to the file. If it was not marked for deletion, it is placed in its entirety in a temporary holding array and is only written back out to the Master file when this temporary array is full (or the end of the Master file is encountered).

The "Read" pointer and the "Write" pointer to the Master file are kept separately, and what essentially happens is that the Master file is written back out over itself, with the deleted records missing.

The temporary array is used so that alternate reading and writing on the same file, at different record locations, will be cut down to a large extent, thus cutting down on the physical 1/0 time.

4. After all the non-deleted Master records have been written back out, the Control record is adjusted with its new values of ORGCNT, RECCNT and . DELCNT. The end portion of the file that now has some data records that were read, but written back out closer to the beginning of the file (since the deleted records were "squeezed" out) is overwritten with the dummy bracket records.

Thus, the deleted Master records have been effectively "squeezed" out of the Master file.

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Module Name: STANDARD MASTER FILE MAINTENANCE

- 5. Now the Index file is handled. The record number pointers given by the index records for their corresponding Master records will now mostly be incorrect, since a large percentage of the Master records (if not all of them) have a different location in the Master file than they did before steps 3 and 4 above. The array DELARR kept in step 2 is now used to adjust the record number pointers contained in the lndex records.
- 6. The Index file is now read sequentially from the beginning. If an index record is marked as deleted, it is skipped. If it is not (i.e. the record pointer in the index record is not =0), the array DELARR is checked from the beginning; and the number of entries in DELARR that are less than the current index record pointer is counted. Say this number is N. Then the record pointer of the index record now being inspected will have to be decreased by N to account for the N master records that have been purged from the Master file, that occurred before the Master record to which this index record to point.
- The same method of using a temporary array to store the master records before actually writing them out (step 3 above) is used for the altered Index records that are to be written back to the index file.
- After the non-deleted index records are written back out, the end of the index file is overwritten with dummy bracket records, just as in step 4 above on the Master file.
- 9. The reorganization is now complete.

SRTXID

This is a standard Sort program which fully sorts the Index file to the Master file on the main key. The Maintenance program (XXXMNT) sends it a message telling if the RECONT and ORGCNT of the index (before the sort), the file number of the Index file on the Device file, the name of the Device file that should be consulted, the name of the program to chain to when the sort finishes (which is always the XXXCNT program, described below), and the name of the program that the XXXCNT should chain to <u>once</u> it completes. (See the documentation on MCBA's SORT Utility program for more details.)

XXXCNT

This program simply sets ORGCNT equal to RECCNT in the Control record of the Master file, and unprotects the Index file (using the FILES subroutine), after the sort (STXID).

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	Module Name: ST	ANDARD TRANSACTIO	N FILE ENTRY	
Module-Function: A S pi	llows additions, tandard Transact rint-out program	changes and dele ion file. It als 1.	tions of transact o includes an Edi	tions to a t List
Input: KBD Master Fil Master Fil Possible A	Files Updated: e e index uxiliary Files	Transaction File	Output: Trans Edit	saction File F List
Also See Related:	Operator Instru Video Terminal Report Format(s File Definition	uction(s) Format(s) s) n(s)		
Enter Module From:	System Menu	When Done	Return To: System	n Menu
Programs in Module	: Entry and Edit programs for A Edit List Prog	ting Program (some Add, Change, and D gram	times split into elete modes)	separate

Program Functions and Notes:

GENERAL

The Transaction file approach is used for adding records to a major file, or changing fields on a major (or Master) file, when it is necessary to produce a hard-copy audit trail of such additions or changes. Such a hard-copy document is called a Register or a Journal.

In such a case, the MCBA system does not allow direct and immediate access to the major file, but requires the user to add to or change the major file via a Transaction File Entry. Editing and Posting procedure.

Using this method, the proposed additions and changes to the major are first entered into a holding file called a Transaction file. The records in this file are called transactions. Within this file the transactions can be added to, changed or deleted at will without yet affecting the. major file in any way. A print-out of the entire contents of the Transaction file may be obtained at any time. This print-out is called a Transaction Edit List and is used to check the correctness and completeness of entries made to the transaction. The Edit List is <u>not</u> the hard-copy audit trail document.

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Module Name: STANDARD TRANSACTION FILE ENTRY

When the user is satisfied that the data he has entered into the Transaction file is correct and complete, he then initiates the "Posting" procedure. The posting procedure is a job stream of several programs (different for different specific applications) which performs the following general functions:

- Sorts the records in the Transaction file in the same order as the key
 of the major file that will be updated;
- Prints the hard-copy audit trail document (the Transaction Register or Transaction Journal);
- Updates the major file and any auxiliary files depending on the specific application (this is the actual posting step);
- d. Clears all data records from the Transaction file and replaces them with dummy bracket records (thus restoring the Transaction file to the exact same condition it was in when it was first created).

For descriptive purposes, it will be assumed that the Entry and Editing portion of the Transaction module are each in separate programs, called "XXENT" and "XXEQT". This is the usual case. Posting varies from application to application and is described in detail under the individual application's Program Specifications.

XXXENT

This program handles the addition, alteration and deletion of transaction records on the Transaction file.

- All necessary files are opened. The Control record of any Master file to be used in conjunction with the entry of transactions is read and ORGCNT is saved in the BSEND variable for binary search purposes. The Control record of the Transaction file is read and MAXREC for this file is saved in order for the program to be able to determine when this file is full.
- The MCBA utility subroutine TMENU is used to display the Standard Transaction Entry, Editing and Posting menu, and to accept the user's. selection of the mode he wishes to enter (the modes are: ADD, CHANGE, DELETE, PRINT EDIT LIST, POST).

If "PRINT EDIT LIST" or "POST" is selected, the program chains to the appropriate program to perform these functions. "ADD", "CHANGE" and "DELETE" modes are handled by the current program.

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Module Name: STANDARD TRANSACTION FILE ENTRY

3. For add, change, and delete modes the full data entry screen is displayed in preparation for the user to enter transaction data. In change and delete modes, an asterisk is displayed to the left of all the fields that are a part of the key of the Transaction file (this key varies with the specific application).

4. Add Mode

- a. The data for a particular transaction is entered by the user per the Data Entry Specifications for the particular application. This varies to a very large degree from application to application, and usually involves various kinds of cross-checking between files, calculations, and automatic screen displays. Very often, the index to a Master file will have to be searched to verify that a particular Master record key value is on file. The binary search option of the MCBA subroutine SERCH is usually used for this. This Master record key value is also usually a part of the key of the Transaction record.
- b. After all fields are entered, the MCBA subroutine ANYCN is used to accept changes to the data just entered.
- c. When there are no more changes, the Control record of the Transaction file is read and its RECONT is incremented by 1. The Control record is written back out, and the new transaction is written out at the record location given by RECONT. Then the last record of the Transaction file, and the first record of Transaction file are read in succession to force the new Transaction file data to be physically written to the file (instead of being held in the program's 1/0 buffer). This is the same technique described in the Standard Master File Maintenance Program Specifications.

Note that if the incremented value of RECONT is greater than the value of MAXREC (for the Transaction file), a message indicating that the Transaction file is full is displayed and the program stops.

d. The data is then cleared from the screen and the entry screen is redisplayed (the Transaction record area in the program is not usually cleared), in preparation for the next transaction to be entered.

5. Change Mode

a. All the values of the key fields must be entered first (the fields that have an asterisk to the left). The last record of the Transaction file is then read to force a physical write of any Transaction records that may have just been entered. Then the Transaction file is searched sequentially from the beginning for a record matching the key fields just entered. The MCBA subroutine SERCH is not used in this case, since the Transaction file is not in any sorted order at this point.

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Module Name: STANDARD TRANSACTION FILE ENTRY

- b. If a match is not found, a "TRANSACTION NOT ON FILE" message is displayed and the program returns to step a.
- c. The first matching record that is found (that is not marked for deletion) is displayed on the screen with the message "RIGHT TRX ?". If the user answers "N" to this, the search is continued for another matching Transaction record. This continues until either the user answers "Y" to "RIGHT TRX ?" or the end of the Transaction file is encountered (in which case the program returns to step b). There can be multiple transactions on the file with the same key and it is up to the user than decertain he does not incorrectly enter the same transaction more than once.
- d. When the correct transaction is found and displayed, the user is given the opportunity to change any of the non-key fields. The key fields cannot be changed in change mode. To accomplish this the user must delete the particular transaction and re-enter the corrected one in add mode.
- e. When there are no more changes to the Transaction record, the record is written back to the Transaction file and the logic of step 4c above, to force a physical write to the Transaction file, is performed. Then the screen is cleared; the entry screen is redisplayed, and the program goes back to step a.

6. Delete Mode

- a. Steps 5a, 5b, and 5c are performed, exactly as for change mode.
- b. When the user answers "Y" to "RIGHT TRX ?", instead of the change logic, the delete logic is performed the record is marked as (logically) deleted by inserting as tring of zeros (usually six) in a designated field (which varies with the specific application). The record is then written back to the Transaction file, and a message appears on the screem "TRX DELETED".
- c. The screen is then cleared; the entry screen is redisplayed, and the program goes back to step 6a.

Ending Off

- a. If "END" is entered for the key value in add, change or delete modes (or the BACKSPACE key is pressed), the XXXENT program goes back to step 2, and redisplays the Transaction Entry, Editing and Posting menu.
- b. If "END" is then entered for the menu selection, the XXXENT program chains back to the main system menu.

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XXXEDT.

This program prints an Edit List, showing all non-deleted transactions in the Transaction file, in the order in which they were entered.

The Transaction file is opened and read sequentially from the beginning of the file. Records logically marked as deleted are skipped. All other records are printed out. When the end of the Transaction file is encountered (indicated by a dummy bracket record), various transaction totals that have been accumulated as individual records were printed, are printed out. The specific types of totals shown depend on the particular application. However, the number of (non-deleted) transactions on file are always shown.

POSTING

As mentioned at the beginning of this section, the posting logic varies widely with the specific application. However, the general sequence of steps is usually:

- a. Sort the Transaction file;
- Print the hard-copy audit trai! document (Transaction Register or Transaction Journal);
- c. Update the appropriate files;
- d. Clear the Transaction file.

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PROGRAM SPECIFICATIONS

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Module Name: MERGE-X ROUTINE

Module Function: This program is a merge-in-place program used in the general posting Job stream to merge Transaction records into a main file, in order, without using additional work space.

Input: Trx File Files Updated: Main File Output: Main File

Enter Module From: Within posting When Done Return To: Next program in job stream posting job stream

Programs in Module: Merge-X program

Program Functions and Notes:

Part of the posting job stream (i.e. the sequence of programs activated when "POST TRANSACTIONS" is selected from the Standard Transaction Entry, Editing and Posting submenu) is a program which merges the transaction records from the Transaction file into the main file (such as the A/R Open Item file in Accounts Receivable, or the A/P Open Item file in Accounts Payable). At this point, the Transaction file is assumed to be in sorted order on the same key as the key of the main file. Thus, only a simple merge is necessary to update the main file.

A standard technique, called the "Merge-X" technique, is used in the MCBA packages to accomplish this merge. This technique does a merge-in-place on the main file and does not require any temporary work files or additional storage space. The technique works as follows:

- a. The Transaction file is read through sequentially from beginning to end and a count of the number of records to be added to the main file is obtained. The Control record of the Transaction file is not counted, nor are records marked as deleted. Call this count NEWCNT.
- b. Then the main file Control record is read and NEWCNT + RECORT is compared with MAXREC (that is, RECORT and MAXREC for the main file) to ensure that there is room in the main file for the new transactions. If (RECONT + NEWCNT) is greater than MAXREC, a "FILE FULL" message is displayed and the posting job stream is terminated. Note that none of the new transactions have been added to the main file when a "FILE FULL" condition is detected.
- c. Assuming that there is room in the main file to hold all the new Transaction records, RECONT and ORGONT in the Control record of the main file are reset to their old values plus NEWONT; and the Control

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Module Name: MERGE-X ROUTINE

record is written back out (note that the main file is always in completely sorted order, so RECCNT = ORGCNT).

d. A word of explanation on the actual merge step first. The simplest kind of a merge would be to take the Transaction file and the main file and merge them into a third file big enough to accommodate the total number of records. This could be done by reading through both files sequentially from the beginning, comparing a record from each file for the lowest key and moving the low record to the next available location in the third file.

If this process was attempted without having a third file, (merging both files into the main file and writing the main file over itself) Transaction records would over-write Main File records and main file data would be lost. Otherwise, the entire bottom end of the main file would have to be shifted each time another Transaction record was inserted into the main file. This would take excessive i/O time.

The way around this problem, but still not requiring a separate work file, is to start at the high-order end of each file and read them sequentially backwards, comparing the current Transaction record with current Main File record, and inserting the one with the higher key into the main file at the next available position.

The Transaction file has NEWCNT new records, while the main file starts out with RECCNT records. However, the high order record in the first comparison on the Transaction file and main file is inserted into the main file at record position (RECCNT + NEWCNT) which initially contains a dummy bracket record. Some valid date records of the main file will eventually get over-written by transaction records, but only after these main file.

Thus a true merge-in-place is accomplished.

e. The program uses a buffered technique to accomplish the "Write" portion of step d. That is, the record selected in each comparison described in step d is not immediately written to the main file. It is first inserted into a buffer in the program. When this buffer 'finally fills, then the entire buffer (usually holding between 50 and 100 Main File records) is written to the main file all at once. This eliminates continuous alternation between reading and writing on the main file and greatly cuts down on physical 1/0 time.

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GENERAL FILE DEFINITION DATA

There are several distinct types of files used in the MCBA accounting and manufacturing packages, each type having a similar set-up and use no matter which particular package it is in. There are also some files which do not conveniently fit into any of these categories.

The file types to be described here generally are:

- 1. Standard Master File with Index
- 2. Standard Transaction File
- 3. Temporary Index File

Please note that the MCBA DIBOL-11 accounting and manufacturing packages do not use ISAM files. This is basically to keep individual program size down (the use of ISAM files adds significantly to the size of programs), and to increase program execution speed within individual programs.

Standard Master File with Index

Examples of this type of file would be the Customer Master file and Customer index (CUSMAS, CUSIDX) in Accounts Receivable; the Employee Master file and Employee Index (CMPMAS, EMPIDX) in Payroll, etc.

Both the Master file and its Index are permanent files (they are two separate files which may reside on different physical devices). After the file is initially set up, the information in it remains fairly stable with time (as compared to the other types of files to be mentioned here).

The first record of the Master file is called the Control record. It does not contain an actual data record of the file (such as customer information) but contains only information about the file itself. The last 20 characters of the Control record of a Master file always have the same format:

Delete Flag	DELFLG	,D1)	
Sort Flag	SRTFLG	,D1)	,
Organized Count	ORGCNT	,D5)	20 shanestors
Record Count	RECONT	,D5)	zv characters
Maximum Count	MAXREC	,05)	
Delete Count	DELCNT	,D3)	

The significance of these are as follows:

a) DELFLG - This can be either Ø or 1. If DELFLG is set to 1, this means that when a terminal currently doing maintenance on the Master file (using the Master File Maintenance application for this file) ends off the maintenance submenu, an automatic reorganization of both the

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Master file and its Index is initiated. The reorganization program (the name of the program always begins with the letters "GRG") physically purges logically deleted records from the Master file and sets DELFLG to \emptyset before returning to the main system menu. Thus, DELFLG = 1 means there is a reorganization pending for the file from same terminal. If a second terminal senses that a reorganization needs to be done on the file (see DELCNT below), it will not chain to the reorganization program if DELFLG has already been set. Otherwise, it sets DELFLG to and chains to the reorganization program.

b) SRTFLG - This can be either Ø or 1, and operates in an exactly parallel way to DELFLG, except it indicates whether a sort on the index is pending, rather than a physical purge (reorganization).

The need for a reorganization is recognized by the Master File Maintenance program by inspecting the value of DELCNT. The need for a sort is recognized by the Master File Maintenance program by comparing the values of ORGCNT and RECCNT. If both a reorganization and a sort need to be done, the reorganization is done first, then the sort, all in the same job stream. After the sort, there is a separate (small) program that sets SRTFLG back to \emptyset . The last three letters of its name are usually "ONT" (e.g. CUSCNT, EMPCNT).

- c) ORCONT This gives the number of records in the Index file that are known to be in sorted order. After a sort is done on the index in the normal course of processing, the "CNT" program mentioned in b) above (e.g. CUSONT, EMPCNT), sets ORGONT = RECONT, indicating that the index file is at this time completely sorted. As new Master records are added by the Master File Maintenance program, RECONT is increased, while ORGONT remains the same. ORGONT includes the Control record.
- d) RECONT This is the count of the number of valid data records in the file. It includes the Control record and all logically deleted records. It does not include dummy bracket records. When a new data record is to be added to the file using the Master File Maintenance program, RECONT is checked and the new record is added to RECONT + 1. RECONT + 1 was the first dummy bracket record in the file, and it is over-written by the new data record. The value of RECONT is then incremented by 1. A record is also added to the Index file in the same position (the Index file is also padded - pre-extended - with dummy bracket records).
- e) MAXREC This gives the maximum available space for data records in the file. It is set by the File initialization program when the file is originally created (e.g. by INITAR, INITPR, etc.). It includes the Control record. There is always one more record on the file than the count given by MAXREC. This is to ensure that the very last record of the file (and its Index file) is always a dummy bracket record.

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f) DELCNT - This is the count of logically deleted records now on the Master file. When the delete function of the Master File Maintenance application is used, the indicated record is not physically deleted at this time. Rather, it is marked as <u>logically</u> deleted - 'llDEL' is inserted into some chosen location in the Master File record, and 'dddddd' is inserted in some chosen location in the corresponding Index record (usually in the Record Number file), i.e. the field that gives the record number of the corresponding Master File record). When DELCNT reaches a certain point (usually 50 or 95), the Master File Maintenance program senses this fact, and automatically invokes the reorganization program to physically purge these records from both the Master file and the Index file.

The first record of the Index file for the Master file is usually a record of blanks (this fact should be remembered If you are inspecting the Index file using an Editor, or using PIP).

The Index file and the Master file are kept in synchronization. When a new record is added to the Master file, a corresponding record pointing to it is added to the Index file. When a record is marked as deleted on the Master file, its corresponding index record is also marked as deleted.

The Index record for a Master record usually contains the key value and the record number of the Master record in the Master file.

Standard Transaction File

Examples of this type of file would be the Sales Transaction file (SALES§.YYY) in Accounts Receivable; the Payroll Work File (PAYWRK.YYY) in Payroll, etc.

A Transaction file is a permanent file in that the file itself is never deleted by any program once it has been initially created by the File Initialization program. However, the data held by it is very volatile, and is completely cleared from it on a regular basis.

The first record of a Transaction file is its Control record, just as for a Master file. The information contained in the Control record is identical to that in the Control record for a Master file, with the exception of the DELFLG, SRTFLG, and DELCNT fields which are not used.

See the Program Specifications for the Standard Transaction Entry, Editing and Posting Module for more details on the use of this type of file. The normal data flow through this file is as follows:

a) Records are added, changed and deleted in a way similar to that for a Master file (except there is no Index). The records in the file are in the order that they are entered - they are not in sorted order during the entry and editing phase.

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- b) An Edit List of the contents of the Transaction file may be printed at any time, and this Edit List will again be in entry order.
- c) When the user decides to post the transactions in the file, the Transaction file is sorted. Data is transferred from the Transaction file to one or more of the main files of the system; and the Transaction file is cleared to one record, the Control record, with the remainder being re-padded with dummy bracket records.

Thus, after posting is complete, the Transaction file is in exactly the same condition as when it was created by the File Initialization program.

3. Temporary Index File

Examples of this type of file would be the TMPIDX file used in Accounts Receivable to produce the Alphabetical Customer List; the TVNIDX file used in Accounts Payable to produce the Alphabetical Vendor List, etc.

It is an index to a Mester file or to another main file based on a particular key, which is not the key of the permanent lndex file (if there is one). It is usually used to produce a print-out of a file in a sort order which is different from the normal sort order of the main file or its permanent index. It can also be used to do other types of sequential processing on a Main file in the "purce" application of Accounts Receivable).

The form of a record in the Temporary Index file is simply some key field, gotten from the Main File record, plus a pointer to that record. It is created for a specific application in a "Build Index" type program, sorted on the key by a standard MCBA Sort program, and then used by a print-out or other type program after it is sorted. Once the application is completed, the last program of the application deletes the Temporary Index file in its entirety.

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FILE DEFINITION

Version: DIBOL-11 Disk System: A/P Release: 6

File Name: APDIST (A/P Distribution File)

Description: This is a permanent file of all G/L distributions posted by the New Payables Voucher Entry, and Check Printing applications. It is always kept in sorted order on the key: Type, Account, Date (YYMMDD), Vendor, Voucher.

File Status: History Device Record #: 16 Rec. Size: 35 Data +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Distribution Type	GTYPE	D1	
G/L Account Number	GACCT	D7	xxxx-xxx
Transaction Date	GDATE	D6	MMDDYY
(Filler)		A2	
Vendor Number	GVENNO	A4	
Voucher Number	GVCHNO	D6	
Transaction Amount	GTRXAM	D8	\$xxx,xxx.xx-
Interface Flag	GFLAG	D1	
** CONTROL RECORD **			
(Unused)		A16	
G/L Interface Flag	INTFLG	Dİ	0 = No Interface, 1 = Interface
Number of Sorted Records in File	ORGENT	D5	
Number of Records in File	RECONT	D5	
Maximum Number of Records Possible	MAXCNT	D5	
Number of Records Flagged for Deletion	DELCNT	D3	

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FILE DEFINITION

Version: DIBOL-11 Disk System: A/P Release: 6

File Name: APCHEK (A/P Check File)

Description: This is a temporary work file which is only used within the Check Printing and Posting job stream. It is never directly accessed by the user. Records are inserted into it by the CHKPRP program and it is cleared by the PSTCHK program.

File Status: Work Device Record #: 20 Rec. Size: 89 Data +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Check Cash Account Number	CCSHAC	• D7	xxxx-xxx
Check Number	CCHKNO	D6	
Voucher Number	CVCHNO	D6	
Check Date	CCHKDT	D6	MMDDYY
Check Type	COHKTP	D1	
Vendor Number	CVENNO	A4	
Vendor Name	CNAME	A30	
invoice Number	CINVNO	AB	
Invoice Date	CINVDT	D6	MMDDYY
Invoice Amount Paid	CINVAM	D8	\$XXX,XXX.XX-
Discount Taken	CDSCAM	D6	\$x,xxx.xx-
Partial Payment F!ag	CPRTFL	D1	
** CONTROL RECORD **			
(Unused)		A44	
A/P Account Number	ACAPAC	D7	XXXX-XXX
Cash Account Number	ACCSAC	D7	xxxx-xxx

FILE DEFINITION

Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: APCHEK (A/P Check File)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Discount Account Number	ACDSAC	D7	XXXX-XXX
Check Date	ACCHDT	D6	MMDDYY
(Unused)		D5	
Record Count	CHKREC	D5	
Maximum Count	CHKMAX	D5	
(Unused)		A3	

Field Descriptions

CCHKTP - Check Type. This is the type of check that this APCHEK record is derived from (note that there can be many APCHEK records for one actual check).

> "1" = Computer Check "2" = Pre-Paid Check "3" = Void Check "4" = Manually Written Check

- CINVAM Invoice Amount Paid. This is the full amount that the balance due on the invoice (CINVNO) was reduced by this check (CCHKNO).
- CDSCAM Discount Taken. This is the actual discount taken on the invoice, so that the check amount attributable to the invoice is actually (CINVAM - CDSCAM).
- CPRTFL Partial Payment Flag. This is equal to "1" if the invoice was only partially paid by this check. Otherwise it is "0".
- ACAPAC, ACCSAC, ACDSAC, ACCHDT These values are all passed along from the values initially set in the ALAPCK program.

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FILE DEFINITION

Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: APDIST (A/P Distribution File)

Field Descriptions

GTYPE, GDATE - See corresponding field descriptions for the NEWAPD file.

- GFLAG Interface Posting Flag. A value of "1" means the distribution has been interfaced to the G/L system, "0" otherwise.
- INTFLG G/L Interface Flag. This is "1" if the A/P system is being interfaced to the G/L system.

FILE DEFINITION

Version: DIBOL-11	Disk		Sys	sten:	A/P		Release:	6
	File	Name:	APGL I X	(A/P	Distribution	Index)		

Description: This is a temporary index to the APDIST file used solely for printing the A/P Distribution to G/L Report by Vendor. It is created by the BGLXIX program and deleted by the APGLXV program.

File Status: Temporary Index Device Record #: 87 Rec. Size: 23 Data +2 End of Record

The first two records of this file are used as control records.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Vendor Number	IAVENO	A4	
G/L Account Number	IACTNO	D7	XXXX-XXX
Transaction Date	I TDATE	D6	YYMMDD
Transaction Type	ITYPE	D1	
Record Number in APDIST file	1RC087	D5	
** CONTROL RECORD #1 **			
(Unused)		A5	
Record Type	STRTYP	D1	
Starting Vendor Number	STRVEN	A4	
Starting Account Number	STRACT	D7	XXXX-XXX
Starting Date	STRDAT	D6	MMDDYY
** CONTROL RECORD #2 **			
(Unused)		A5	
Record Type	ENDTYP	D1	
Ending Vendor Number	ENDVEN	A4	

FILE DEFINITION

Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: APGLIX (A/P Distribution Index)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Ending Account Number	ENDACT	D7	xxxx-xxx
Ending Date	ENDDAT	D6	

Field Descriptions

ITDATE - Transaction Date. Note that this date is in YYMMDD format, and not the usual MMDDYY.

- ITYPE Transaction Type. This field corresponds exactly to the GTYPE field of the APDIST record.
- STRTYP, ENDTYP Record Type. These are used for the 2 control records. STRTYP is always equal to "1" and ENDTYP is always equal to "2".
- STRVEN, ENDVEN, STRACT, ENDACT, STRDAT, ENDDAT These are the range fields passed from the BGLXIX program to the APGLXV program.

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FILE DEFINITION

Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: APINTR

(Job Costing - Standard Product Costing - Purchase Order Interface File)

Description: This file is a work file which holds data generated by the New Payables Entry and Editing application, which is to be interfaced to any or all of the MCBA Job Costing, Standard Product Costing or Purchase Order systems. Data is written into it by the APTOJP program during new payables voucher posting, and data is read from it by the interface programs of each of the above-mentioned systems.

File Status: W	lork	Device	Record	#:	127	Rec.	Size:	98	Data
						+2	End o	f R	ecord

The first record is a standard control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT	
Item Number	APIITM	A15		
Invoice Date	APIVDT	D6	MMDDYY	
Job Number	APIJOB	A6		
Vendor Number	APIVEN	A4		
Invoice Number	APTINV	A8		
Distribution Account	APIDAC	D7	XXXX-XXX	
Distribution Amount	APIDAM	D8	\$XXX,XXX.XX-	
Variance Account	APIVAC	D7	XXXX-XXX	
Variance Amount	APIVAM	D8	\$XXX,XXX.XX-	
Cost Type	APICTP	A2		
Quantity	APIQTY	D6		
Commodity_Code	APICOM	A4		
Unit of Measure	APTUOM	A2		
Purchase Order Number	APIPON	D8	XXXXXX-XX	
P.O. Line Number	AP IPOL	D3		

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FILE DEFINITION

Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: APINTR

(Job Costing - Standard Product Costing - Purchase Order Interface File)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT	
Job Cost Interface Posting Flag	APIJBI	D1		
Standard Product Cost Interface Posting Flag	APIPCI	D1		
Purchasing Interface Posting Flag	AP I PO I	D1		
(Unused)		A1		

Field Descriptions

- APIJBI Job Cost Interface Posting Flag If the Job Costing System does not interface to Accounts Payable, then this switch is set to 1 by the APTOJP program. O means not yet posted, 1 means this record has been posted to Job Costing.
- APIPCI, APIPOI Similar to APIJBI, except for the Standard Product Costing and Purchase Order systems, respectively.

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FILE DEFINITION

Version: DIBOL-11 Disk System: A/P

Release: 6

File Name: APOPEN (A/P Open Item File)

Description: This file contains each vendor's account data, both open and recently closed. The month-end procedure removes completely closed vouchers from the file. Records are posted to this file via the New Payables Voucher Entry application and the Partial Payments Entry application.

File Status: History Device Record #: 17 Rec. Size: 118 Data +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT	
Vendor Number	AVENNO	A4		
Voucher Number	AVCHNO	D6		
A/P Account Number	AAPACT	D7	xxxx-xxx	
Cash Account Number	ACSACT	D7	xxxx-xxx	
Discount Account Number	ADSACT	D 7	xxxx-xxx	
Invoice Number	AINVNO	AB		
Reference	ADESC	A25		
Invoice Date	AINVDT	D6	MMDDYY	
Invoice Amount	AINVAM	D8	\$XXX,XXX.XX-	
Discount Amount	ADSCAM	D6	\$x,xxx.xx-	
Discount Date	ADISDT	D6	MMDDYY	
Due Date/Check Date	ADUEDT	D6	MMDDYY	
Check Number	ACHKNO	D6		
Amount Paid	APAID	D8	\$XXX,XXX.XX-	
Discount Taken	ADSTKN	S D7	\$XX,XXX.XX-	
A/P Open Fiag	AFLAG			

FILE DEFINITION

Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: APOPEN (A/P Open Item File)

FIELD	FIELD	TYPE/	FORMAT	
DESCRIPTION	NAME	SIZE		
** CONTROL RECORD **				
		,A100		
Number of Sorted Records in File	ORGCNT	D5		
Number of Records in File	RECONT	D5		
Maximum Number of Records Possible	MAXCNT	D5		
		.A3		

Field Descriptions

- AAPACT, ACSACT, ADSACT G/L Account Numbers. For a regular voucher that has not been paid, only the A/P Account Number will be significant; for a paid voucher only the Cash Account and Discount Account are significant.
 - AINVAM, ADSCAM For the original voucher, these are always the original amounts; for Partial Payment records, these show the amount of the partial payment and the discount taken on the partial payment.
 - ADUEDT Due Date/Check Date. For an unpaid voucher, this will be the due date; for a paid voucher, it will be the check date.
 - APAID Amount Paid. This is the total amount that the original invoice amount has been reduced by.
 - ADSTKN Discount Taken. This is the discount actually taken on this voucher.
 - AFLAG A/P Open Flag. The value of this flag is very important for processing vouchers throughout the system. The possible values are:
 - -9 = All processing has been done on this voucher. No further processing may be done. The voucher can only be deleted.
 - -4 Partial manual payment.
 - -3 = Manually paid voucher.
 - -2 = Void check (as entered through New Payables Voucher Entry).
 - -1 = Deferred unpaid partial payment.
 - Ø = Regular voucher, selected for payment.
 - 1 = Regular voucher, deferred from payment.

FILE DEFINITION

Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: APOPEN (A/P Open Item File)

- 2 = Prepaid voucher.
- 3 = Computer paid voucher.
- 4 = Vendor has \emptyset total due (and therefore the voucher is deferred).
- 5 = Vendor has a CR total due (and therefore the voucher is deferred).

6 = Unpaid partial payment.

- 7 = Paid partial temporary.
- 8 = Paid partial permanent.
- 9 = Paid partial, but marked as deferred for processing purposes.

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FILE DEFINITION

Version: DIBOL-11 Disk System: ALL SYSTEMS Release: 6

File Name: COMPNY (Company Code File)

Description: This is a one record file containing the valid Company codes recognized by the Security System.

File Status: Permanent Max. No. Records: 1 Rec. Size: 24

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT	
Company Code	COMCOD	843		

Field Description

COMCOD - Company Code. This is an array of all the valid Company codes recognized by the Security System.

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FILE DEFINITION

Version: DIBOL-11 Disk Sy	stem: ALL SYSTEMS	Release: 6
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File Name: CONAME

Description: This is the Company Name file containing the company name to be printed at the top of the first page of all reports. The second record contains a flag to control reverse scanning to speed printer execution for character printers, and a field to maintain sequence numbers on reports.

File Status: Permanent Max No Records: 2 Rec. Size: 50

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
*** RECORD #1 ***			
Company Name	CONAME	A50	
*** RECORD #2 ***			
Printer Type	PRTTYP	4A1	"C"=Character Printer, "L"=Line Printer.
(Unused)		A3	
Last Report Sequence Number	NXTRPT	D3	
Spooling Option	SPLFLG	D1	"O"=No spooling, "1"=Optional spooling, "2"=Auto-spooling.
Default Printer	DEFPRT	D1	"O"=No default.
Spool File Device	SPLDEV	A3	
Spool File Block Size	SPLSIZ	D 5	
(Unused)		A30	

6.1.17
Version:	DIBOL-11	Disk	System:	ALL	SYSTEMS	R	elease:	6
		File Name:	DEVICE (D)evice	a Table Fi	le)		

Description: This file is an integral part of the Security System. It contains a table of all files used in all MCBA systems.

File Status: Permanent Max No Records: 216 Rec. Size: 102

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
*** RECORDS 1-199 ***			
File Name	FILNAM	A6	
Device Name	DEVNAM	8A3	
Company Code	COMNAM	16A3	
File Status	STATUS	8D1	
File Access	FILACS	1641	

*** RECORDS 200-216 ***

Blank Records

Field Descriptions

- FILNAM File Name. The 6 character file name of a physical file. Every file other than DEVICE.DDF. SECURE.DDF and COMPNY.DDF has a fixed position in the DEVICE.DDE file.
- DEVNAM Device Name. This is the physical (or logical) device where this file is to be found. There are 8 possible entries, corresponding to the 8 possible companies that can be on the system. The order of the devices in this array corresponds to the order of the Company codes on the COMPNY.DDF file.
- COMNAM Company Code. This array has one slot per terminal. The Security System will support a maximum of 16 terminals. Any of the 8 maximum valid companies may be processed at any terminal. COMNAM (J) gives the Company code for the company currently being processed at terminal J (if any).

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FILE DEFINITION

Version: DIBOL-11 Disk System: ALL SYSTEMS Release: 6

File Name: DEVICE (Device Table File)

STATUS.- File Status. Each entry in this array can have a value between Ø and 9. Ø means the file is not currently being used. 9 means the file is protected by a single terminal. A value, J, between 1 and 8 means that the file is being used at J different terminals. There are entries in this array that correspond to the entries in the DEVNAM array.

FILACS - File Access Code. Possible values are:

" " = no access "|" = read-only access "U" = unlimited access

The entries in this array correspond to the entries in the COMNAM array and show the access privileges <u>for this file</u> of the users at each separate terminal.

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FILE DEFINITION

Version: DIBOL-11 Disk System: A/P Release: 6

File Name: EXPACT (A/P Valid G/L Account File)

Description: This is a master file containing the G/L account numbers that are used in the A/P system. An account number must be in this file before if can be used by any other A/P program.

File Status: Master Device Record #: 13 Rec. Size: 37 Data +2 End of Record

The first record of this file is used as a control record

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FÖRMAT	_
Account Number	ACTNO	D7	XXXX-XXX	
Description	ACDE SC	A30		
** CONTROL RECORD **				
(Unused)		A17		
Sort Flag	SRITFLG	D1		
Delete Flag	DELFLG	D1		
Number of Sorted Records in File	ORGCNT	D5		
Number of Records in File	RECONT	D5		
Maximum Number of Records Possible	MAXCNT	D5		
Number of Records Flagged for Deletion	DELCNT	D3		

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FILE DEFINITION

Versi	on: DIBOL-11	Disk	System:	ALL	SYSTEMS	Release: (б

File Name: MESARA (Message Area File)

Description: There is one record in this file for each of the 16 terminals that may be used. The 17th record contains the physical devices corresponding to the package logicals being used.

File Status: Permanent

Max. No. Records: 17 Rec. Size: 136 Data

+2 End-of-Record

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
*** RECORDS 1-16 ***			
Message Array	MESSAG	4A25	
Last Program Run	LSTPGM	A10	Includes logical device.
Next Program to be Run	NXTPGM	A10	includes logical device.
Restart Switch	RSTRT	D1	"O"=Next program is not restartable, "1"=Next program is restartable.
Terminal Type	TRMID	A1	See Operator Instructions for MSGMNT.
Spooling Option	SPOOLD	D1	"0"=No spooling, "1"=0ptional spooling, "2"=Automatic spooling of audit trail reports.
Default Printer	DEFPRT	D1	"O"=No default.
Company Code of Current User	COMNAM	· A3	
Spool File Device	SPLDEV	A3	
Snool File Block Size	SPLS1Z 8	D5	

File Name: MESARA (Message Area File)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT	
Current Printer Now Printing	CURPRT	D1		
*** RECORD 17 ***				
Program Logical Array	LOGASN	27A2		
Corresponding Physical or Logical Device Array	PHYASN	27A2		
(Unused)		A38		

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FILE DEFINITION

Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: NEWAPØ (New Payables Transaction File) (with NO manufacturing interfaces)

Description: This file is used only by the New Payables Voucher Entry application. It holds all new payables transactions from the time they are entered until they are finally posted to the APOPEN file, at which point this file is cleared back to one Control record. There is a separate version of this file for A/P systems that are set up to interface to the Job Costing, Standard Product Costing or Purchase Order systems.

File Status: Transaction Device Record #: 14 Rec. Size: 291 Data +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD	TYPE/ SIZE	FORMAT
Voucher Number	WVCHNO	D6	
Voucher Date	WVCHDT	D6	MMDDYY
A/P Account Number	WAPACT	D7	xxxx-xxx
Cash Account Number	WCSACT	D7	XXXX-XXX
Discount Account Number	WDSACT	D7	XXXX-XXX
Vendor Number	WVENNO	A4	
Vendor Name	WNAME	A30	
Invoice Number	WINVNO	88	
Voucher Reference	WDESC	A25	
Purchase Order Number	WPCHNO	A8	
Invoice Date	WINVDT	D6	MMDDYY -
Invoice Amount	WINVAM	D8	\$XXX,XXX.XX-
Non-Discountable Amount	WND I SC	D7	\$xx,xxx.xx-
Discount Percent	WDPCT	D3	xx.x\$
Discount Amount	WDAMT	D6	\$x, xxx.xx-

Version: DIBOL-11 Disk System: A/P

Release: 6

File Name: NEWAPØ (New Payables Transaction File) (with NO manufacturing interfaces)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Discount Date	WDISDT	D6	MMDDYY
Due Date/Check Date	WDUEDT	D6	MMDDYY. See Note 1.
Check Number	WCHKNO	D6	See Note 2.
Distribution Account Numbers	WDACTS	9D7	XXXX-XXX
Distribution Amounts	WDAMTS	9 D8	\$XXX,XXX.XX-
** CONTROL RECORD **			
(Unused)		A222	а
Voucher Register Number	REGNUM	D3	
Next Voucher Number	DVCHNO	D6	
Multiple A/P Accounts ?	MLTAP	A1	"Y"=Yes, "N"=No.
Default A/P Account	DFLAP	D7	XXXX-XXX
Multiple Cash Accounts ?	MLTCSH	A1	"Y"≃Yes, "N"=No.
Default Cash Account	DFLCSH	D7	XXXX-XXX
Multiple Discount Accounts ?	MLTDSC	A1	"Y"=Yes, "N"≃No.
Default Discount Account	DFLDSC	D7	XXXX-XXX
(Unused)		A6	
Default Vouchering Date	DVCHDT	D6	MMDDYY
Register/Edit List Flag	REGFLG	A1	
(Unused)		A1	
Purchase Order Interface Flag	INTRPO	D1	

Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: NEWAPØ (New Payables Transaction File) (with NO manufacturing interfaces)

FIELD DESCRIPTION	FIELD	TYPE/ SLZE	FORMAT	
Standard Product Costing Interface Flag	INTRSP	D1		
Job Costing Interface Flag	INTRJC	D1		
General Ledger Interface Flag	INTRGL	D1		
Organized Count	ORGENT	D5		
Record Count	RECONT	D5		
Maximum Count	MAXREC	D5		
(Unused)		A3		

Field Descriptions

- WVCHDT Vouchering Date. This is the date used on all General Ledger transactions generated by this voucher.
- WAPACT, WCSACT, WDSACT Accrual account numbers. For a regular voucher, the A/P account is used; for a prepaid voucher, the Cash and Discount accounts are used.
- WINVDT Invoice Date. This is the date used for aging purposes, and for determining the due date and discount date.
- WDUEDT Due Date/Check Date. For a regular voucher, this field contains the due date: for a prepaid voucher it contains the check date.

** Control Record Fields **

- REGNUM Voucher Register Number. This is the report sequence number of the last Voucher Register printed. It is not currently used.
- DVCHNO Next Voucher Number. This is the next sequential voucher number to be used by the Voucher Entry application. It can only be manually accessed via the Reset Starting Voucher Number application; otherwise, it is maintained automatically by the system.

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FILE DEFINITION

Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: NEWAPØ (New Payables Transaction File) (with NO manufacturing interfaces)

MLTAP, DFLAP, MLTCSH, DFLCSH, MLTDSC, DFLDSC - These are all default values that are used for the duration of one New Payables Voucher Entry session. Once new vouchers are posted, these default values are cleared.

- DVCHDT Default Vouchering Date. This is the default used for the current session of New Payables Voucher Entry. Once new vouchers are posted, this field is cleared.
- REGFLG Register/Edit List Flag. This is set by the VCHENT program to either "R" or "E" and tells the VCHREG program whether it should print the Voucher register or Voucher Edit List.
- INTRPO, INTRSP, INTRJC, INTRGL ~ Interface Flags. A value of "1" means the interface is active (i.e. A/P does interface to the specified system).

NOTES:

- The check date is used for prepaid items.
 - 2. This field is used for prepaid items only.

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FILE, DEFINITION

Version: DIBOL-11 Disk System: A/P

Release: 6

File Name: NEWAPØ (New Payables Transaction File) (Job Costing - Standard Product Costing - Purchase Order Version)

Description: This file is used only by the New Payables Youcher Entry application. It holds all new payables transactions from the time they are entered until they are finally posted to the APOPEN file, at which point this file is cleared back to one Control record.

File Status: Transaction Device Record #: 14 Rec. Size: 894 Data +2 End of Record

The first record of this file is used as a control record.

F FELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Voucher Number	WVCHNO	D6	
Voucher Date	WYCHDT	D6	MMDDYY
A/P Account Number	WAPACT	D7	XXXX-XXX
Cash Account Number	WCSACT	D7	XXXX-XXX
Discount Account Number	WDSACT	D7	xxxx-xxx
Vendor Number	WVENNO	A4	
Vendor Name	WNAME	A30	
nvoice Number	WINVNO	A8	
Voucher Reference	WDESC	A25	
Purchase Order Number	WPCHNO	A8	
Invoice Date	WINVDT	D6	MMDDYY
Invoice Amount	WINVAM	D8	\$XXX,XXX.XX-
Non-Discountable Amount	WND I SC	D7	\$xx, xxx.xx-
Discount Percent	WDPCT	D3	XX.X%
Discount Amount	WDAMT	D6	\$x,xxx.xx-

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Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: NEWAPØ (New Payables Transaction File) (Job Costing - Standard Product Costing - Purchase Order Version)

- FIELD DESCRIPTION	F I ELD NAME	TYPE/ SIZE	FORMAT
Discount Date	WDISDT	D6	MMDDYY
Due Date/Check Date	WDUEDT	D6	MMDDYY. See Note 1.
Check Number	WCHKNO	D6	See Note 2.
Distribution Account Numbers	WDACTS	1807	XXXX-XXX
Distribution Amounts	WDAMTS	18D8	\$XXX,XXX.XX-
Distribution Job Numbers	WDJOBN	9A6	
Distribution Item Numbers	WDPRTN	9A15	
Distribution Cost Types	WDCTYP	9A2	
Distribution Quantities	WDQTY	9D6	
Distribution Commodity Codes	WCMCOD	9A4	
Distribution Units of Measure	WCUDM	9A2	
Distribution Purchase Order Numbers	WPONUM	9D 8	
Distribution P.O. Line Numbers	WPOLIN	9D 3	
Filler		A54	
** CONTROL RECORD **			
(Unused)		A828	
Next Voucher Number	DVCHNO	D6	
Multiple A/P Accounts ?	MLTAP	A1	"Y"=Yes, "N"=No.
Default A/P Account	DFLAP	D7	XXXX-XXX
Multiple Cash Accounts ?	MLTCSH	A1	"Y"=Yes, "N"=No.

Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: NEWAPØ (New Payables Transaction File) (Job Costing - Standard Product Costing - Purchase Order Version)

> FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Default Cash Account	DFLCSH	D7	XXXX-XXX
Multiple Discount Accounts ?	MLTDSC	A1	"Y"=Yes, "N"≍No.
Default Discount Account	DFLDSC	D7	XXXX-XXX
(Unused)		A6	
Default Vouchering Date	DVCHDT	D6	MMDDYY
Register/Edit List Flag	REGFLG	A1 -	
(Unused)		A1	
Purchase Order Interface Flag	INTRPO	D1	
Standard Product Costing Interface Flag	INTRSP	D1	
Job Costing Interface Flag	INTRJC	D1	
General Ledger Interface Flag	INTRGL	D1	
Organized Count	ORGENT	D5	
Record Count	RECONT	D5	
Maximum Count	MAXREC	D5	
(Unused)		A3	

Field Descriptions

- WAPACT, WCSACT, WDSACT Accrual account numbers. For a regular voucher, the A/P account is used; for a prepaid voucher, the Cash and Discount accounts are used.
- WINVDT Invoice Date. This is the date used for aging purposes, and for determining the due date and discount date.

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Version: DIBOL-11 Disk System: A/P

Release: 6

File Name: NEWAPØ (New Payables Transaction File) (Job Costing - Standard Product Costing - Purchase Order Version)

- WDUEDT Due Date/Check Date. For a regular voucher, this field contains the due date; for a prepaid voucher it contains the check date.
- WDACTS, WDAMTS There are two entries for each of these fields, for each expense distribution. The first is for the actual expense and the second is for the variance account, if Standard Product Costing is being interfaced. Thus, for expense distribution N, WDACTS (2*N-1) holds the expense account and WDACTS (2*N) holds the variance account.

** Control Record Fields **

- REGNUM Voucher Register Number. This is the report sequence number of the last Voucher Register printed. It is not currently used.
- DVCHNO Next Voucher Number. This is the next sequential voucher number to be used by the Voucher Entry application. It can only be manually accessed via the Reset Starting Voucher Number application; otherwise, it is maintained automatically by the system.
- MLTAP, DFLAP, MLTCSH, DFLCSH, MLTDSC, DFLDSC These are all default values that are used for the duration of one New Payables Voucher Entry session. Once new vouchers are posted, these default values are cleared.
- DVCHDT Detault Vouchering Date. This is the default used for the current session of New Payables Voucher Entry. Once new vouchers are posted, this field is cleared.
- REGFLG Register/Edit List Flag. This is set by the VCHENT program to either "R" or "E" and tells the VCHEEG program whether it should print the Voucher register or Voucher Edit List.
- INTRPO, INTRSP, INTRJC, INTRGL Interface Flags. A value of "1" means the interface is active (i.e. A/P does interface to the specified system).

NOTES:

- 1. The check date is used for prepaid items.
- 2. This field is used for prepaid items only.

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FILE DEFINITION

Version: DIBOL-11 Disk System: A/P Release: 6

File Name: NEWAPD (New G/L Distribution File)

Description: This is a temporary work file used during posting of new payables vouchers, and during posting of checks. The file is opened in output mode at the beginning of the posting runs, and then is completely deleted at the end of the posting.

File Status: Temporary Work Device Record #: 15 Rec. Size: 35 Data +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	F FELD NAME	TYPE/ \$1ZE	FORMAT
Distribution Type	NTYPE	D1	<u></u>
G/L Account Number	NACCT	D7	xxxx-xxx
Transaction Date	NDATE	D6	MMDDYY
(Filler)		A2	
Vendor Number	NVENNO	A4	
Voucher Number	NVCHNO	D6	
Transaction Amount	NTRXAM	D8	\$XXX,XXX.XX-
Filler		A1	
** CONTROL RECORD **			
(Unused)		A22	
Number of Records in File	RECONT	D5	
		A8	

Field Descriptions

NTYPE - Distribution Type. Types are:

1 = A/P Added 2 = Cash Disbursed 3 = Discounts Taken 4 = A/P Paid 6 = Expense Distribution

Version: DIBOL-11 Disk System: A/P

Release: 6

File Name: NEWAPD (New G/L Distribution File)

NDATE .- Transaction Date. The transaction date for new payables vouchers is the voucher date, not the invoice date.

Version: DIBOL-11 Disk System: A/P Release: 6

File Name: PTLPAY (Partial Payments Transaction File)

Description: This is a standard Transaction file which holds all partial payment transactions until they are posted to the APOPEN file. At this point the file is cleared back to one Control record.

File Status: Temporary Transaction Device Record #: 19 Rec. Size: 79 Data +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	F I ELD NAME	TYPE/ SIZE	FORMAT
Vendor Number	PVENNO	A4	
Voucher Number	P VCHNO	D6	
Invoice Number	PINVNO	A8	
Invoice Date	PINVDT	D6	MMDDYY
Invoice Amount	PINVAM	D8	\$XXX,XXX.XX-
Invoice Discount	PDSCAM	D6	\$X,XXX.XX-
Due Date	PDUDTE	D6	MMDDYY
Partial Payment Amount	PPYAMT	D8	\$XXX,XXX.XX-
Partial Payment Discount	PPYDSC	D6	\$X,XXX.XX-
Partial Payment A/P Account Number	PAPACT	D7	XXXX-XXX
Original Invoice Amount Remaining	PPYREM	D8	\$XXX,XXX.XX-
Discount Already Taken	PPYDTK	D6	\$x,xxx.xx-
** CONTROL RECORD **			
(Unused)		A55	
Register Flag	REGFLG	A1	"R" = Register, "E" = Edit List.
(Unused)		Ă5	

FILE DEFINITION

Version: DIBOL-11 Disk System: A/P

Re!ease: 6

File Name: PTLPAY (Partial Payments Transaction File)

FIELD DESCRIPTION	F I ELD NAME	TYPE/ SIZE	FORMAT	
Number of Records in File	RECONT	D5		
Maximum Number of Records Possible	MAXCNT	D5		
(Unused)		A3		

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FILE DEFINITION

Version: DIBOL-11 Disk System: A/P Release: 6

File Name: PURGAP (A/P Open Purged Items File)

Description: This file is used to hold a record of each APOPEN record marked for deletion by the PRGAPO program, and is used to print the A/P Open Purge Report. At the end of this report, the file is deleted.

File Status: Temporary Device Record #: 95 Rec. Size: 44 Data +2 End of Record

The first record of this file is used as a control record.

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FIELD	FIELD	TYPE/	FORMAT
DESCRIPTION	NAME	31ZE	
Vendor Number	PVENNO	A4	
Voucher Number	P¥CHN0	D6	
Invoice Number	PINVNO	8A	
invoice Date	PINVDT	D6	MMDDYY
Invoice Amount	PINVAM	D8	\$XXX,XXX.XX-
Invoice Discount	PSDCAM	D6	\$X,XXX.XX-
Due Date	PDUDTE	D6	MMDDYY
** CONTROL RECORD **			
(Unused)		A31	
Number of Records in File	RECONT	D5	
(Unused)		A8	

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FILE DEFINITION

Version: DIBOL-11 Disk System: A/P R

Release: б

File Name: RECONC (Check Reconciliation File)

Description: This file contains one record for each check either printed by or entered into the A/P system. It is also shared by the Payroll system.

File Status: Permanent History Device Record #: 78 Rec. Size: 75 Data +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Cash Account Number	RCSHAC	D7	xxxx-xxx
Check Number	RCHKNO	D6	
Vendor/Employee Number	RVENNO	A9	
Vendor/Employee Name	RNAME	A30	
Check Date	RCHDTE	D6	MMDDYY
Check Amount	RCHAMT	D10	\$XX,XXX,XXX.XX
Date Reconciled	RDTEPD	D6	MMDDYY
Originating System	RSYSTM	D1	"1" = Accounts Payable, "2" = Payroll.

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Version: DIBOL-11 Disk System: ALL SYSTEMS Release: 6

File Name: SECURE (Password Security File)

Description: This file contains the valid Password/Company code combinations recognized by the Security System, and the file access privileges associated with them.

File Status: Permanent Max No. Records: 200 Rec. Size: 112

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT	_
Password	PASWRD	A9		
Company Code	COMPNY	A3		
Access Code	ACCESS	200A1		
*** CONTROL RECORD ***				
(Unused)		A194		
Organized Count	ORGCNT	05		
Record Count	RECONT	D5		
Maximum Count	MAXREC	05		
Delete Count	DELCNT	D3		

Field Descriptions

- PASWRD Password. This is the password entered in the SECSYS program, in a "scrambled" form.
- COMPNY Company Code. This is the Company code corresponding to the password. It must be one of the codes on the COMPNY file.
- ACCESS Access Code. This can be either " ","I" or "U" (see FILACS description for the DEVICE file). The entires in this array correspond to the first 200 records in the DEVICE file. They give the fixed access privileges for this Password-Company code combination, for every file on the DEVICE file.

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FILE DEFINITION

Version: DIBOL-11 Disk System: A/P

Release: 6

File Name: SPLDIR (Spooler Directory File)

Description: This file contains one entry for every report that has been successfully spooled and has not yet been deleted. Entries are put into it via the utility subroutine LPOUT and accessed and deleted by the Print Spooled Reports program in each individual package that uses spooling.

File Status: Permanent Number of Records: 31 Rec. Size: 31 Data + 2 End-of-Record

The first record of this file is a control record (in a non-standard format).

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Spooler File Name	SPLNAM	A14	dev:filnam.ext
Spool File Date	SPDATE	A9	DD-MMM-YY
Spool File Time	SPTIME	A5	XX:XX
Pages in Report	SPPAGS	D3	
** CONTROL RECORD **			
Record Count	SPLREC	D3	
Unused		A28	



FILE DEFINITION

Version: DIBOL-11 Disk System: A/P Release: 6

File Name: TVNIDX (Temporary Vendor Index File)

Description: This file is used solely for printing the Alphabetical Vendor List. If is created by the VLIST program and deleted by the VENLST program.

File Status: Temporary Index Device Record #: 18 Rec. Size: 35 Data +2 End of Record

The first record of this file is used as a control record.

FIELD	FIELD	TYPE/	FORMAT	
DESCRIPTION	NAME	SIZE		
Vendor Name	TIVNAM	A30		
Record Number on Vendor File	TIRCNO	D5		
** CONTROL RECORD **				
(Unused)		A22		
Number of Records in File	TREC	D5		
(Unused)		8A		

Section

FILE DEFINITION

Version: DIBOL-11 Disk System: A/P

Release: 6

File Name: VENIDX (Vendor Index File)

Description: This is the index to the Vendor Master file.

File S	Status: Ma	ster i	Index	Device	Record	#:	12	Rec.	Size:	10	Data
								+2	End of	E Re	acord

FIELD DESCRIPTION	F FELD NAME	TYPE/ SIZE	FORMAT	
Vendor Number	I VENNO	A4		
Filler		A1 .		
Record Number in VENMAS File	IRE CNO	D5		

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FILE DEFINITION

Version: DIBOL-11 Disk System: A/P Release: 6

File Name: VENMAS (Vendor Master File)

Description: This file contains one record for each vendor. It contains the fairly static data connected with a vendor, as well as cumulative historical data showing the overall activity for the vendor.

File Status: Master Device Record #: 11 Rec. Size: 283 Data +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Vendor Number	VENNO	A4	
Vendor Type	VTYPE	D1	
Name	NAME	A30	
Address Line 1	ADD 1	A25	
Address Line 2	ADD 2	A25	
City	CITY	A15	
State	STATE	A10	
Zip	ZIP	A10	Not formatted.
Telephone Number	TELNO	A12	Not formatted.
Identification Number	V I DNO	D9	XXX-XX-XXX if VIDTYP = "S", XX-XXXXXX if VIDTYP = "F", unformatted otherwise.
Federal Identification Type	VIDTYP	A1	"S" = Social Security Number, "F" = Federal Identification Number.

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Version: DIBOL-11 Disk

System: A/P

Release: 6

File Name: VENMAS (Vendor Master File)

FIELD DESCRIPTI	FIELD	TYPE/ SIZE	FORMAT
Type of 1099	TP1099	A1	
Payment Cutoff Day	CUTDAY	D2	
Number of Due Days	DUEDAY	D2	
Number of Discount Days	DISDAY	D2	
Discount Percent	DISPCT	,D3	XX.X%
Total.\$ Billed Month-to-Date	BILMTD	,D8	\$XXX,XXX.XX-
Number of Vouchers Month-to-Date	NOVMTD	, D3	
Total \$ Billed Year-to-Date	BILYTD	,09	\$x,xxx,xxx.xx-
Number of Vouchers Year-to-Date	NOVYTD	, D4	
Payments Made Month-to-Date	PAYMTD	,D8	\$xxx, xxx.xx-
Payments Made Year-to-Date	PAYYTD	,D9	\$x,xxx,xxx.XX-
(Filler)		, A90	
** CONTROL RECORD **			
(Unused)		A223	
Account Number Defaults for New Payable Voucher Entry	VENDEF	A24	
Sort Flag	SRTFLG	D1	
Delete Flag	DELFLG	01	

Field Descriptions

VTYPE - Vendor Type. This is Ø for a permanent vendor and 1 for a temporary vendor. All vendors entered via Vendor Master File Maintenance are permanent. Temporary vendors are only entered during New Payables

6.1.41

FILE DEFINITION

Version: DiBOL-11 Disk

System: A/P

Release: 6

File Name: VENMAS (Vendor Master File)

Entry and Editing. These can be made permanent by using change mode of Vendor Master File Maintenance. Otherwise, they are automatically deleted during Month-End Processing.

- VIDNO Identification Number. This would usually be the Social Security Number if the vendor is an individual, or the Federal Identification Number if the Vendor is a business. It is used for printing 1099 forms and may be blank.
- TP1099 Type of 1099. This is a user-defined code, and is only used for printing 1099 forms.
- CUTDAY Payment Cut-off Day. This field is not presently used.
- DUEDAY Number of Due Days. Used for default purposes, this is the vendor's usual number of due days.
- DISDAY Number of Discount Days. Used for default purposes, this is the vendor's usual number of discount days.
- DISPCT Discount Percent. Used for default purposes, this is the vendor's usual discount percent.
- VENDEF Account Number Defaults for New Payables Voucher Entry. See the File Definition for the Control record of the NEWAPØ file to see how this is broken down.

NOTE:

1. The delete field is: NAME(1.6) = "]]]DEL".