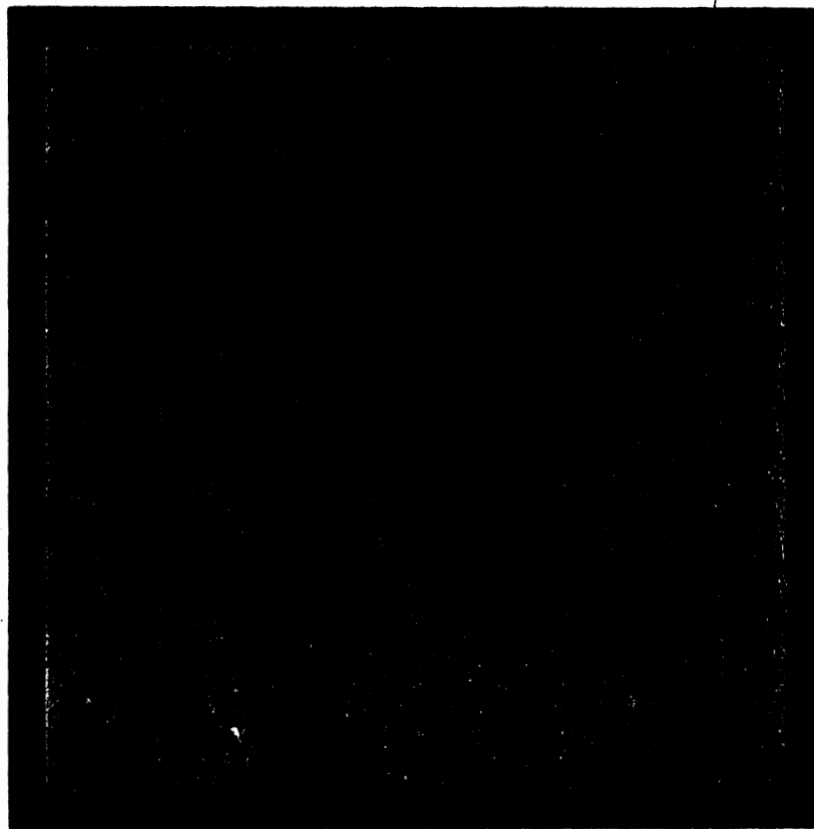# BPI ENTERPRISE SERIES™

GENERAL LEDGER

BPI SYSTEMS™

How to Use This Manual

This manual is both a **self-instruction** guide (complete with step-by-step instructions and sample exercises) and a **reference manual.** Although you need no prior knowledge of computers, we do assume that you've looked through the manual for your Disk Operating System (DOS) and have installed DOS on your computer's fixed disk. We also assume that you have a basic understanding of accounting.

The first three chapters of this manual introduce your new accounting system. Chapter 1 highlights some of the special features of the General Ledger system, describes a number of conveniences included as standard features on all BPI Enterprise packages, and lists the equipment you need to operate the system. Chapter 2 tells you how to install the system and gets you ready to enter data. Chapter 3 provides an accounting overview that explains how the system handles your company's data.

The remaining chapters teach you how to use the system to record data. In Chapters 4 through 7, you practice setting up and processing the books for a sample company named the Corner Home Improvement Center. Be sure to do all of the exercises in

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order since they provide important information about setting up books, entering data, printing, and closing procedures. Chapter 8 provides instructions on managing your disks and data.

The remainder of the manual includes appendixes, a glossary, and an index. The appendixes provide sample reports, list and explain error messages, and discuss managing disk documents.

When you finish reading, follow the checklist at the end of Chapter 4 to set up your company's books. We strongly recommend that you read all chapters before attempting to work with your own data. This way, even if you're familiar with previous BPI products, you won't overlook important information about new features and improvements that help you to use your system more efficiently.

Here's a summary of the best approach to installing and using your new system:

1. Complete the Software Registration card at the back of the manual and mail it to BPI Systems.

2. Read each chapter of the manual, installing your system as described in Chapter 2 and completing all of the demonstration exercises.

3. Follow the checklist at the end of Chapter 4 to set up your company's books.

4. Set up your printer as described in Chapter 6.

5. Enter and print your company's data as described in Chapters 5 and 6.

6. Follow the checklist at the end of Chapter 7 to close the books.

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Introduction

The BPI Enterprise General Ledger system simpli-
fies the tasks of entering data to journals, posting
entries, and printing financial reports. This chap-
ter provides an overview of the system's features
and describes the equipment and supplies you need to
operate it.

GENERAL LEDGER FEATURES

A number of standard features enhance the effi-
ciency of your new system and make it easy to use:

- **Flexible Financial Reports.** You can rely on the
  system's built-in financial reports, alter them
  according to special needs, or design new
  reports.

- **Budgets and Comparative Reports.** The system
  can maintain account balances for previous
  accounting periods, and you can project budgets
  for any G/L accounts. Then, you can produce
  reports that compare current activity with
  historical or budgeted amounts.

- **Bank Deposits.** You can use the Enter Bank Deposits command to enter bank deposits and to transfer funds from one checkbook (checking account) to another or between checkbooks and general ledger accounts.

- **General Journal.** The General Journal allows you to make correcting or adjusting entries to any general ledger account. It also allows entries for accrued, prepaid, and deferred items at the end of an accounting period.

- **Cash Journal.** In this journal, you record point-of-entry sales that don't involve invoices, such as sales using a cash register or a cash drawer.

- **Automatic Journal Entries.** You can set up certain standard adjusting and closing entries for automatic entry each period.

BPI ENTERPRISE FEATURES

The BPI Enterprise Series products for the IBM Personal Computer XT and AT are time-saving accounting tools for medium-sized businesses. Every BPI Enterprise package that you purchase includes these features:

- **Double-Entry Accounting.** When you enter a single transaction, the system automatically records it as a double entry to designated control accounts and to the subsidiary ledgers where appropriate.

- **Automatic Chart of Accounts.** The system includes a built-in chart of accounts ready for use. You can use this automatic chart of

accounts as is, alter it easily to suit your needs, or design a new chart of accounts.

- **Automatic Posting.** When you enter transactions, the system automatically posts them to the general ledger. Consequently, you can print up-to-date reports at any time.

- **Problem Solving.** Along with descriptive error messages that appear when you enter data incorrectly, the system displays warning messages to help you avoid potential problems.

- **Online Information.** If you're at a data entry field and don't know how to proceed, press a single key to display Info text that tells you what to do next.

- **Selector Function.** You can enter an asterisk anytime you see one beside a data entry field. The system responds by listing the entries that are valid for that field. Use the Up and Down Arrow keys to select the entry you want.

- **Suspend Function.** This function allows you to suspend your current activity temporarily while you go elsewhere in the system to perform another task. Then, you can return to the original screen and resume your work, with the previously entered data intact.

- **Security.** You define a special password when you set up your company books. Only users who know the password have access to those books.

- **Two Open Periods.** The system can keep two periods open simultaneously for data entry.

- **Queue.** Rather than running Print commands one at a time while you wait, you can place them in the queue. Then, when you're ready to print, the system can run each command in the order entered, even if you're away from the computer.

- **Practice Data.** Along with your system, you received sample data for the Corner Home Improvement Center. After you practice working with Corner's books, you can set up your own company's records.

- **Integration.** The BPI Enterprise General Ledger, Accounts Payable, Accounts Receivable, and Payroll systems each can function independently or can work together with one or more of the other three packages as an integrated system.

Additional features, offered separately, include the following:

- **Networking.** This feature gives users at other computers access to programs and company data stored on the fixed disk of a central computer. You can purchase the networking package for the BPI Enterprise Series separately. Ask your dealer for details.

- **Exporting.** With the addition of the BPI Enterprise Report Writer, you can make the data that you enter into your system available to other software applications.

CUSTOMER SUPPORT OPTIONS

When you have a question or encounter a problem while using your system, you can usually find the answers you need by consulting this manual.

Sometimes, however, you may need additional help. Accordingly, BPI offers two options for product support:

- **Your Software Dealer.** Dealers of BPI products can call a toll-free number to receive product support for their customers. Consult your dealer for details.

- **Online BPI Customer Service.** You can purchase toll-free customer support directly from BPI Systems. Send in the registration card at the back of this manual for complete details.

SYSTEM SIZE

In general, each BPI Enterprise system that you install requires from 400K to 800K bytes of disk space. Of course, the requirements increase as you add accounts and enter data.

REQUIRED EQUIPMENT

General Ledger operates on a number of different combinations of IBM Personal Computer equipment. This section describes the equipment you need.

COMPUTER

To operate the General Ledger system, you need an IBM Personal Computer XT or AT (or a compatible model) with a minimum of the following:

- One monitor that displays 25 lines of 80 characters each.

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- DOS Version 2.10 or a later version. (For networking, refer to the Enterprise Series network booklet for the version required.)

- A system unit with at least 320K bytes of memory. (Networking requires more memory.)

- One diskette drive and one fixed-disk drive.

- A keyboard.

- An 80-column printer that can print 132-character lines.

To avoid damage caused by a power surge or failure while you're working with the system, it's a good idea to use an uninterrupted power supply with your computer. Although this isn't required equipment, it could prove valuable in protecting your data.

KEYBOARD

The keyboard includes three basic groups of keys: the main keyboard, the numeric keypad, and special function keys.

Main Keyboard

Most of the main keyboard looks and operates like that of a standard typewriter. Pressing a letter, numeral, or symbol key displays that character on the monitor screen.

- Use the **Return** key to select commands or to enter data into the computer after you type it on the keyboard. (Your computer manual may refer to this key by some other name, such as the Enter key.) When entering multiple-line data,

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use Return to move to the next line and to skip over information that you don't want to change.

● Use the **Esc** (escape) key to end the current operation. You also use Esc to leave the system and return to DOS.

Numeric Keypad

The numeric keypad on the right side of the keyboard resembles the keyboard of an adding machine. You can use the numeric keypad to enter numbers and to move the cursor around on the screen. (The **cursor** is a blinking line or rectangle that shows you where the information you type at the keyboard will appear on the screen.)

When you turn on your computer, the keypad keys are set to move the cursor. Use these keys as follows:

● The **Home** key moves the cursor to the first command in a menu, the first entry field of a data entry screen, or the beginning of a document.

● **End** moves to the last command in a menu, the last entry field of a data entry screen, or the end of a document.

● **Up Arrow** moves the cursor up one line or back to the previous entry field.

● **Down Arrow** moves the cursor down a line or to the next entry field.

● **Left Arrow** and **Right Arrow** move the cursor left and right in an entry field. They also allow you to move back and forth among menus shown on the same screen.

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- For some commands with multiple screens, **PgUp** (page up) moves to the last field of the previous screen.

- For some commands with multiple screens, **PgDn** (page down) moves to the first field of the next screen.

- **Ins** (insert) changes from the Replace mode to Insert mode and back. Replace types characters over existing text or space, while Insert adds characters to a line or field until the line or field is full; when the space is full, the system beeps as a reminder that you can't go any further.

- **Del** (delete) erases the character marked by the cursor.

To use the keypad to enter numbers, press the **Num Lock** (number lock) key above the keypad. Press it again to move the cursor with the keypad keys. An exception is when BPI Enterprise menus (lists of commands) appear on the screen. Another exception is when you're using the Selector function. In those cases, the Num Lock key has no effect, and you can use the keypad keys only to move from one selection to another on the screen.

You can also use the Shift keys to enter numbers from the numeric keypad. (Keep in mind, too, that you can enter numbers with the number keys located across the top of the keyboard.)

Special Function Keys

Notice the group of function keys, F1 through F10, on the left side of the keyboard. You can use these keys to perform special functions when you operate

your system. Some of these keys always have the same function. (For example, the F1 key displays Info text.) The functions of the other keys vary at different times. So that you always know which functions are currently available, the system displays the available functions and their corresponding keys in highlighted boxes at the top or bottom of the screen.

DISKETTES USED WITH THE SYSTEM

The General Ledger package includes these installation diskettes, which you'll install later with the Install New System command:

● BPI System

● G/L Support

● G/L Plus

● Corner Home Improvement Center

Program Diskettes

With the BPI System, G/L Support, and G/L Plus diskettes, you install all of the programs you need to run the system. Be especially careful with these diskettes. After you finish installing your system, store them in a secure place in case you need them again. (You can use these diskettes to install the system any number of times.)

Demonstration Data Diskette

A data diskette contains the accounting information for a particular company. The data diskette you

receive with this package is a demonstration disk-
ette that contains information about the Corner
Home Improvement Center. After you finish the
Corner demonstration, you'll know all the steps
necessary to set up and maintain your company data
on the fixed disk.

Backup Diskettes

In addition to the diskettes you received with your
system, you need blank, formatted diskettes to
make backup copies of your company data after you
store it on the fixed disk. Backup data diskettes
protect against accidental loss of data after you
begin using the system.

Protecting Diskettes

Diskettes store information in magnetic impulses.
Never try to remove the cover that protects the
magnetic surface of the diskette. When handling a
diskette, don't touch the exposed part of the mag-
netic surface. Keep the diskettes away from damag-
ing substances such as moisture, excessive heat, and
magnets.

In addition to protecting the diskettes themselves,
you can protect the data stored on backup diskettes.
To do so, cover the notch on the right edge of the
diskette with an adhesive **write-protect tab.** You
can't enter data or copy data to a write-protected
diskette, but you can look at the information on it.
By write protecting your backup diskettes, you elim-
inate the possibility of accidentally writing over
or erasing the information stored on them.

SUPPLIES

In addition to the computer equipment and diskettes already mentioned, you'll need the following basic supplies:

- Adhesive diskette labels and write-protect tabs.

- Printer paper (heavy stock, continuous form).

- Preprinted forms (such as continuous checks, invoices, and statements), which you will need if you're using certain BPI Enterprise systems along with your General Ledger system.

Most new diskettes include labels and write-protect tabs. Preprinted forms are available from some computer dealers. If your dealer doesn't stock them, you can order directly from Rapidforms, a supplier who guarantees compatibility with BPI software products. The brochure in the back of this manual contains details.

This completes the introduction to General Ledger. Now you can proceed to Chapter 2, which explains how to install the system. (Remember, you should already have DOS installed on your fixed disk.)

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Getting Started

Now you're ready to begin working with your new system. Keep these general points in mind as you proceed:

● In this manual, a single asterisk (*) marks each step that requires an action on your part. Within these steps, any characters or words you enter at the keyboard appear in **boldface** type.

● Numbered lists indicate daily routines or standard procedures you will probably use from time to time.

● You can enter information into the system using uppercase letters, lowercase, or a combination.

● A **default response** is one that appears on the screen automatically. You can either accept it by pressing the Return key or change it by typing a new response over it and then pressing Return.

● A **prompt** is a character, word, or phrase that the system displays to request that you enter the appropriate data. For example, the prompt Today's Date tells you to enter a date.

INSTALLING THE SYSTEM

The procedure for installing your system is straightforward. First, make sure you have the diskettes supplied with the system. Then, turn on your computer and bring the DOS prompt (C >) to the screen. (This manual uses the letter C to designate the fixed-disk drive.) Proceed as follows:

> **NOTE:** If you've already installed another BPI Enterprise system on your fixed disk, you can skip the first four steps and begin with the fifth one (in which you enter "bpies").

* Insert the BPI System diskette in the diskette drive (referred to as drive A in this manual).

* Type **a:install** at the DOS prompt and press the Return key.

* Remove the BPI System diskette from drive A. (Always wait until the red light on the drive goes off before removing a diskette.)

* Following the instructions on the screen, restart your computer (that is, turn it off and then back on and bring the DOS prompt to the screen).

> **NOTE:** This step is required only when you install your first BPI Enterprise system.

* Type **bpies** (for BPI Enterprise Series) at the DOS prompt and press Return.

Entering the User ID. After a moment, the system asks you to enter a **user ID.** The first time you start up your system, the default response to User ID is ANYONE. After you enter the system, you can assign other ID's if you wish with the Assign User ID's command. Then, each time you start up the system, the default for User ID is the ID entered when the system was last in use.

* At User ID, press Return to accept the default.

The initial selection screen appears (Screen 2-1).

```
              F1:Info              F2:Command              Esc:Exit
Command Queue:
   <empty>

            Today: 06/07/86   Queue: OFF   Print To: COM1   Company: CORNER
```
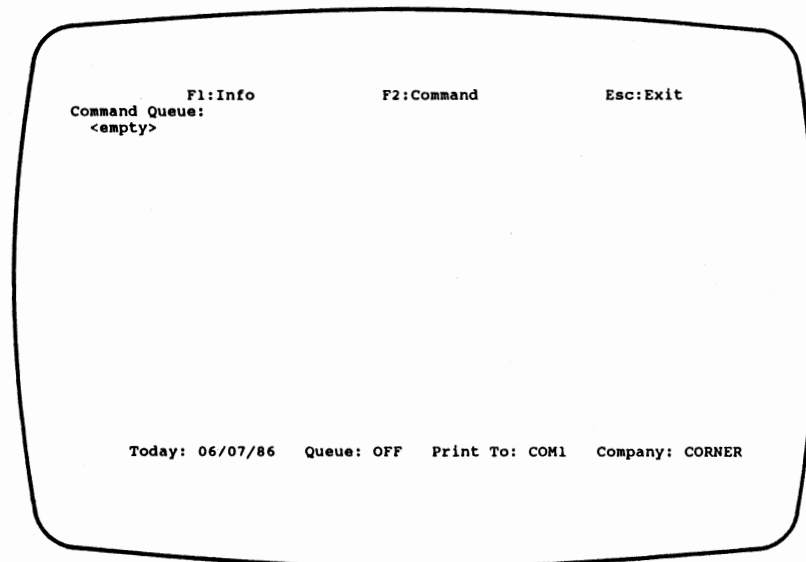
Screen 2-1 Initial Selection Screen

Using Function Keys. Notice the function key definitions at the top of the screen. You can press

F1:Info to display Info text or F2:Command to display the first command menu. (A **command** instructs the computer to perform a specific task, and commands appear on the screen in lists called **menus.**) You can also press the Esc key to leave the system and return to the DOS prompt.

* Press F2 to display the System command menu (Screen 2-2).

```
System      Accounting
Prepare Printer
Manage Queue
Manage Company Data
Format Diskette
Set Date and Time.
Update Calendar.
Assign User ID's
Change Colors.
Install New System.
Access DOS.




     Today: 06/07/86   Queue: OFF   Print To: COM1   Company: CORNER
```
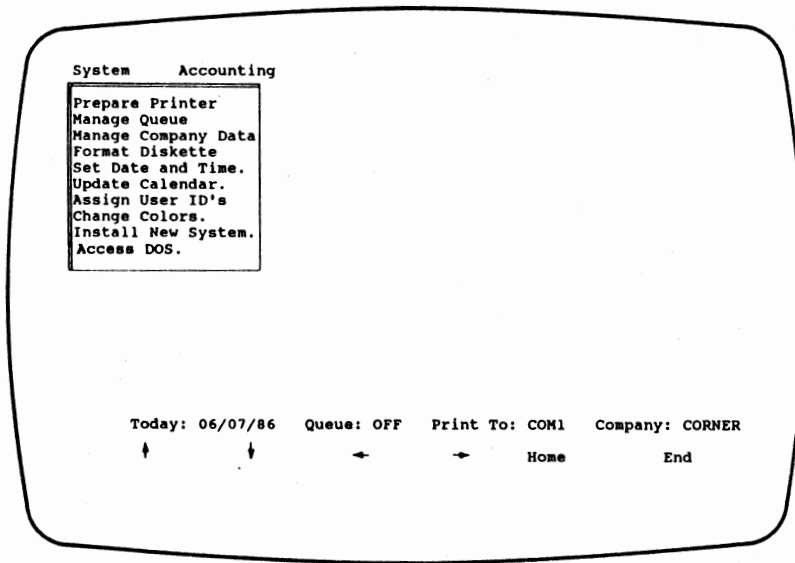
Screen 2-2   System Menu

Highlighting Commands. Notice that the first command in the menu is highlighted. You can use the Up and Down Arrow keys to move the highlight from one command to another in the menu. Then, when you've highlighted the command you want, press Return to enter it.

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* Use the Down Arrow key to highlight the Install New System command, and press Return to enter it.

Inserting Installation Diskettes. A message on the screen instructs you to insert Part 1 of the instal-lation diskette in drive A. First you'll install the contents of the G/L Support diskette, and then you'll select Install New System again to install the G/L Plus diskette.

* Insert the diskette labeled G/L Support and press Return.

> **NOTE:** If you insert the wrong disk-ette, an error message appears. Press any key to erase the message. Remove the incorrect diskette, and insert the correct one. Then press Return to con-tinue the installation.

The message on the screen tells you that the system is currently installing Part 1 of 1. The numbers at the bottom left corner of the screen tell you the status of the installation. When the numbers on both sides of the colon are equal, the first phase of the installation is complete. Then the system processes the Info text and the new menus and returns to the System menu.

Now you're ready to install the G/L Plus diskette.

* Remove the G/L Support diskette from drive A and insert the G/L Plus diskette.

* Select Install New System again.

* Press Return to begin installation.

When the System menu returns, you've completed the installation procedure. Anytime you need to install additional systems, enter Install New System again and follow the screen instructions.

GETTING HELP

As you work with your system, you're likely to encounter occasional questions or problems that you need help resolving. To make the process as smooth as possible, the system provides the help you need in two ways: through online Info text and error messages.

ONLINE INFO

At each point where the system asks you to enter data, you can press the F1 key for more information. A window appears, displaying text that explains what kind of entry you need to make.

If you see ⟨more⟩ at the bottom right corner of the window, you can press the PgDn key to see additional Info text. (You can also use Down Arrow to scroll one line at a time.) When you reach the end of the Info for this item, the ⟨more⟩ prompt disappears. Use PgUp (or Up Arrow) if you want to move back and review earlier segments of the text. Also, you can use Home to move to the beginning of the Info text and End to move to the end. At any point, pressing Esc takes you back to the entry field.

Info text contains subject headings to categorize the information that follows. Often, you can perform a number of different functions at a single entry field. In those cases, the Info text describes each function separately under its own

descriptive heading. Scroll through the text to see all of the information provided and to find the category most pertinent to your needs.

ERROR MESSAGES

The system displays error messages when you per-form incorrect procedures or when specific hardware or software problems occur. Often, the error mes-sage that appears is self-explanatory and the recov-ery procedure is fairly simple. In that case, press any key to erase the message and return to the entry field where the error occurred; then enter the cor-rect data. (Remember, if you're not sure what to enter, you can press F1 to display Info text for the field.)

If the message that appears isn't self-explanatory, look it up in Appendix B and read the accompanying recovery procedure. Then press any key to erase the message, and follow the suggested recovery procedure.

Occasionally, you might encounter an error message that isn't listed in Appendix B. This type of mes-sage describes a special hardware or software error that requires outside assistance to resolve. For these errors, consult the section "Special Hardware and Software Errors" in Appendix B.

USING MENUS

The System menu from which you installed the sys-tem is the first of a series of menus that you use to run the system. Notice the labels "System" and "Accounting" above the System menu on your screen. The "Accounting" label reminds you that you have access to a second menu that isn't currently

displayed. The Accounting menu contains the commands for entering each accounting system stored on your fixed disk.

Together, the various menus form a tree-like structure, with the System and Accounting menus representing the trunk. A **submenu** is a list of commands with which you further define a task specified by a command on a previous menu. In essence, submenus represent the branches and twigs of the tree.

The commands on each menu are arranged in a special order. The commands you're likely to use most often appear at the top, followed by those you will probably use less often. The command you're likely to use the least appears last on the menu.

From the System menu shown on your screen, let's switch to the Accounting menu and then look at some submenus.

* Press the Right Arrow key to display the Accounting menu (Screen 2-3).

```
 System      Accounting
 Command Qu┌─────────────────────────────
   <empty>  │General Ledger Plus│
            └───────────────────┘




                Today: 06/07/86   Queue: OFF    Print To: COM1   Company: CORNER
             ↑          ↑          ←          →         Home          End
```
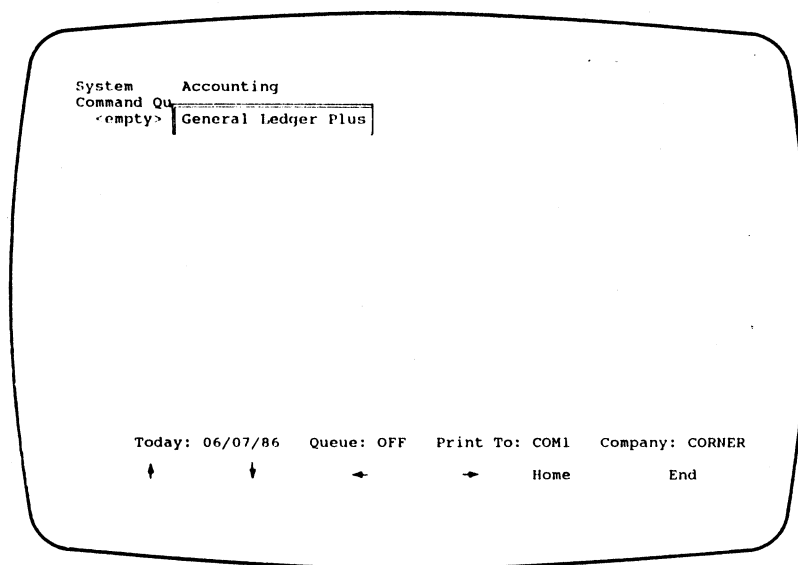
Screen 2-3 Accounting Menu

The Accounting menu lists each BPI Enterprise sys-
tem currently installed on your fixed disk. Each
system requires certain miscellaneous General
Ledger commands. Consequently, the Accounting
menu always lists General Ledger, even if you don't
actually have the complete General Ledger system
installed. If you do have the General Ledger system
installed, the Accounting menu adds the word "Plus"
(General Ledger Plus) to indicate that you have
access to the complete General Ledger system.

The Arrow keys at the bottom of the screen are re-
minders that you can use them to move between
menus and to select commands. Use the Left and
Right Arrow keys to move back and forth between
the System and Accounting menus. As you discov-
ered while installing the system, you enter

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commands by using the Up and Down Arrow keys to highlight the command you want. To save time, you can also use the Home and End keys; pressing Home highlights the first command on the menu, and pressing End highlights the last command. After highlighting the command you want, press Return to enter it. Try it now.

* Highlight the General Ledger Plus command. (If you have no other systems installed, it should be highlighted already.)

* Press Return.

> **NOTE:** Each time you highlight a command and then either run it or leave the menu, the system remembers it and highlights that command the next time you return to that menu.

The G/L Plus menu appears (Screen 2-4).

```
System      G/L Plus      Edit      Enter        Print
Command Qu┌─────────────────────────────────────┐
  <empty>  │Select Company.                      │
           │Show G/L Account Status.             │
           │Show Fiscal Year.                    │
           │Close                                │
           │Erase Journal Details.               │
           │Create Company.                      │
           │Change Password.                     │
           └─────────────────────────────────────┘




           Today: 06/07/86    Queue: OFF    Print To: COM1    Company: CORNER
           ↑           ↓          ←          →         Home           End
```
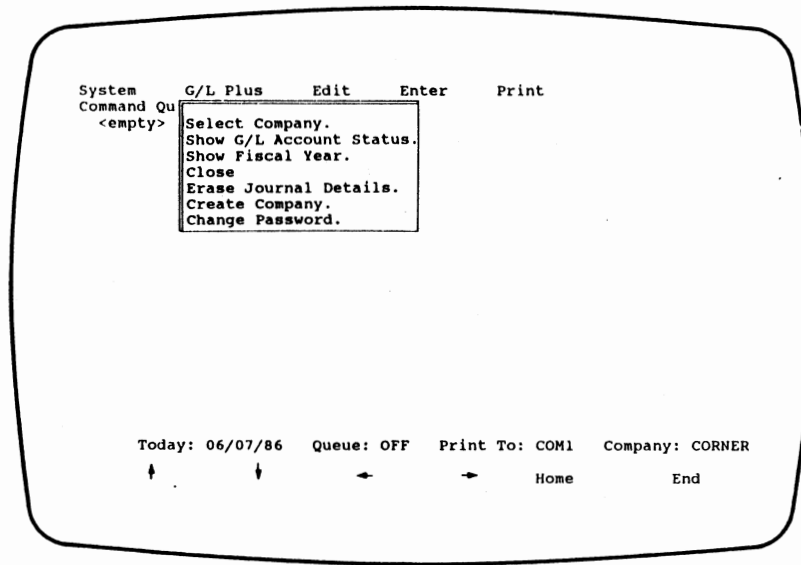
Screen 2-4   G/L Plus Menu

Notice that you can access the System menu on this
screen, too, using the Left Arrow key. The addi-
tional labels above the G/L menu (Edit, Enter, and
Print) indicate additional submenus you can display
to record company data with your system.   Again,
you use the Left and Right Arrow keys to move from
one submenu to another. Pressing the Right Arrow
key at the far right menu (Print) returns you to
the System menu.   Similarly, pressing Left Arrow
at the System menu takes you to the Print menu.

  *   For a quick introduction to the submenus
      listed on your screen, use the Right Arrow
      key to display the submenus one by one.
      Then, return to the G/L menu.

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Some commands end with a period and some don't.
A period means that you've completely defined the
task and the system can execute it without re-
quiring further information from you. In contrast,
when you select a command without a period, the
system goes to a submenu or to a **choice box.**

With choice boxes, you fine tune the tasks you've
selected from the command menus. For example,
if you select the Edit Checkbook Accounts command,
the system displays the choice box shown in Screen
2-5.

```
System      G/L Plus       Edit      Enter      Print
Command Queue:
   <empty>












                          ┌─────────────────────────┐
                          │ Edit Checkbook Accounts  │
                          │Do what?                  │
                          │                          │
                          │Add                       │
                          │Change                    │
                          │Delete                    │
         Today: 06/07/86  │        F10: Accept       │  Company: CORNER
                          └─────────────────────────┘
      ↑           ↑          ←           →      Home           End
```
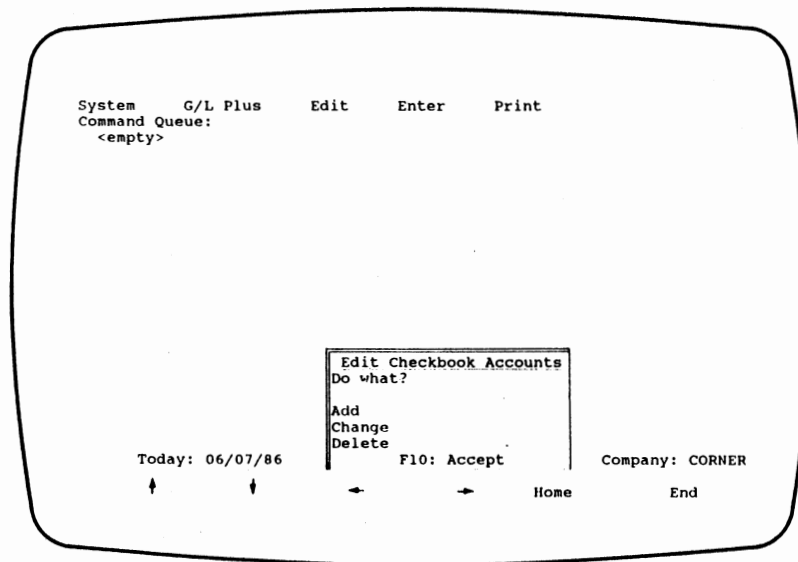
Screen 2-5 Choice Box for Editing Checkbooks

Using the Arrow keys, highlight the choice you want
and press Return to select it. If the choice you
want is already highlighted, you can press the
F10:Accept key to proceed.

The **Suspend function** is a feature that's likely to come in handy as you work with the system. For example, assume you're adding a checkbook with the Edit Checkbook Accounts command. When you reach the G/L Cash Account Number prompt, you realize that you must first add the necessary account to the chart of accounts.

To suspend the Edit Checkbook Accounts command while you add the account, press F2:Command to leave the command and return to the System menu. Then move to the Edit menu and add the account with the Edit Chart of Accounts command. (If you don't have enough memory for both commands, you'll receive an error message.) When the Edit menu returns, continue pressing the Esc key until the data entry screen for the Edit Checkbook Accounts command returns with your previous entries intact, ready for you to continue.

Now that you know how to use the menus and enter commands, the following section summarizes the daily routines you need to know.

PERFORMING DAILY ROUTINES

Follow these steps to start up the system:

1. From the DOS prompt, type **bpies** and press Return.

2. At the User ID prompt, press Return to accept the default or enter an assigned ID and then press Return.

3. Press F2 to display the System menu.

4. Use the Right Arrow key to move to the Accounting menu.

5. Highlight the system you want and press Return to enter it.

When you finish working with the system, use the Esc key to return to DOS. For practice, try it now. The G/L menu should still be on your screen.

*   Press Esc once to return to the Accounting menu. Press it twice more to return to DOS.

When you finish your work, you can turn off the computer.

> **NOTE:** Always return to the DOS prompt before turning off your computer to avoid inadvertently losing data not properly stored on the disk.

The remainder of this chapter discusses some of the System commands you're likely to use from time to time.

*   If you would like to practice using the System commands as you read about them in the next section, follow the start-up procedure to return to the first System menu. Otherwise, you can turn off your computer now if you wish.

USING SYSTEM COMMANDS

The System commands are those shown on the System menu. You've already used one System command, Install New System. This section tells you how to set or change the date and time, manage the command queue, change the colors or intensities on your

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monitor, assign user ID's, and update your personal
calendar. The remaining System commands are dis-
cussed under related topics later in the manual.

SET DATE AND TIME

If you didn't set the date and time when you turned
on your computer or if you want to change the cur-
rent date and time within the system, you can do so
with the Set Date and Time command. When you en-
ter the command, the system displays the current
day of the week, date, and time and asks if the
entries are OK. The default response to the OK
prompt is Y (yes).

If you enter N at the OK prompt, the cursor moves
to Date so you can make the necessary changes.
Change the date if you like, and press Return to
move to Time. (If you change the date, the system
supplies the corresponding day of the week.) Change
the time if necessary, and press Return to move
back to the OK prompt. When you press Return at
the OK prompt to approve the entries, the System
menu returns to the screen.

The system uses this date (unless you enter another
one later for today's date) as the default for the
prompt Date whenever it appears.

MANAGE QUEUE

The command queue appears on the left side of your
screen near the top, under the System menu label.
(You can't see it if you're using the System
menu.) When the queue (pronounced like the letter
Q) is turned on, you can stack commands in the
queue and then run them whenever you're ready. The
queue is especially useful when you have, for

example, a number of reports to print and don't want to select and print them one at a time.

As indicated at the bottom of your screen, the queue is currently off. For practice, turn the queue on to see how it works.

* Highlight the Manage Queue command and press Return.

* When the choice box appears, highlight the second choice, Turn Queuing On, and press Return.

The System menu reappears. Notice that the queue status at the bottom of the screen has changed from OFF to ON. Now, any command you select will be placed in the queue, as in the following example:

* Use the Right Arrow key to move to the Accounting menu.

* Highlight General Ledger Plus if it isn't already highlighted and then press Return.

* Use the Right Arrow key to move to the Print menu, highlight the Print Chart of Accounts command, and press Return.

After placing the command in the queue, the system is ready for you to enter the next command. If the system needs more information before running a command that you select for the queue (such as the specific type of report to be printed), the system requests that information before placing the command in the queue. This way, the queue can run smoothly, without interruption.

You can enter up to 20 commands in the queue before running it. When you're ready to run the

queue, select Run the Queue from the choice box.
The system executes the commands one after another
in the order in which you entered them.

If you queue more than one Print command to print
on the screen, each one prints on the screen and
remains there until you press Esc to move to the
next one. After the last one prints, the System
menu returns to the screen.

Since you don't need to print the chart of accounts
at this point, use Manage Queue to flush (empty)
the queue.

* Return to the System menu, highlight Manage
   Queue again, and press Return. When the
   choice box appears, highlight Flush the Queue
   and press Return.

If you begin running the queue and then decide you
want to stop it, press Esc to return to the System
menu. Then you can use Manage Queue either to
resume running the queue (beginning with the next
command in order) or to empty the queue.

You don't need to use the queue for the Corner
demonstration, so go ahead and turn it off now.

* Since the Manage Queue command is already
   highlighted, press Return to move to the
   choice box.

* Use the Down Arrow key to highlight Turn
   Queuing Off and press Return.

The System menu returns, and the queue status
switches back to OFF.

CHANGE COLORS

With the Change Colors command, you can change
the color or intensity of prompts, entries, mes-
sages, and other items that appear on the screen.
You can also change foreground and background colors
and make items blink to call attention to them.
When you enter the command, a screen appears,
showing the current setting for each item you can
change (Screen 2-6).

```
F1:Info              ·F2:Command            Esc:Exit
                  CORNER: System Change Colors.

            CORNER: Current Command Name.

            Most of the text is this color.

      This highlighted text shows the current choice.

            You enter data in this color.

              This is a sample message.

           This is a sample error message.

                  F7:Function Key



           You are about to change the box outline.

  ♦:Item ♦:Item  B:Blink  F5:Color♦  F6:Color♦  F9:Default  F10:Save
```
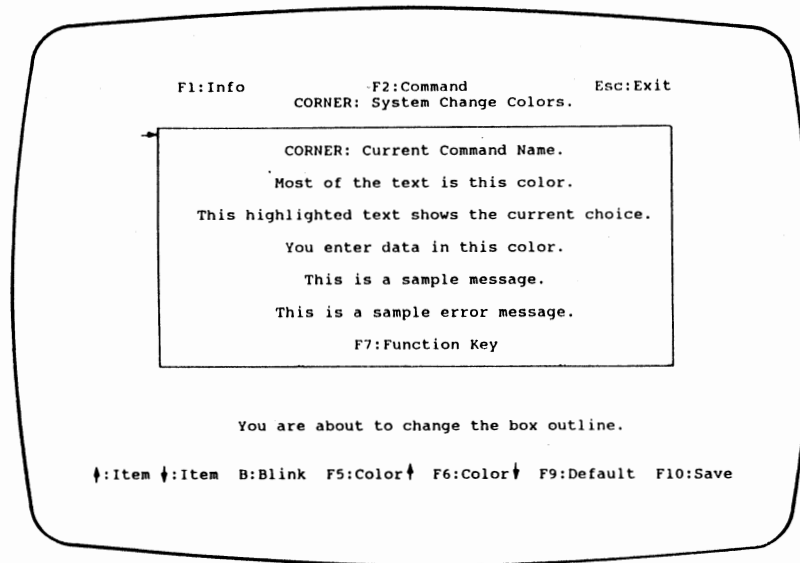
Screen 2-6   Change Colors Screen

To change the setting of an item, use the Up and
Down Arrow keys to move the pointer (on the left
side of the box) to the line on which the selected
item appears.   The text near the bottom of the
screen (above the function keys) specifies what
you're about to change.   When the pointer is on the
appropriate line, watch the item change (for

example, in color or intensity) as you press the
F5:Color or F6:Color key. Continue to press F5 or
F6 until the item is as you want.

Notice that the function keys F5 and F6 at the bottom of the screen include up and down arrows. The
arrows serve as reminders that the F5 and F6 keys
move through the same set of changes, but in opposite directions. This comes in handy when, for
example, you're moving through the changes with the
F5 key and move past the one you want. Rather than
scrolling through the whole set of changes again
with F5 until the one you want reappears, you can
press F6 to move directly back to the previous
choice.

If you have a monochrome monitor, you can highlight or underline the chosen item by using F5 or
F6. On both monochrome and color monitors, you
can make text (such as the text of error messages)
blink by pressing the B:Blink key. If the text is
already blinking, you can make it stop by pressing B
again.

After making changes, if you decide that you prefer
the choices the system provides, press F9:Default
to accept the defaults. When you're satisfied with
the way the screen looks, press F10:Save.

The system associates the screen format you select
with the user ID you used to enter the system.
Subsequently, whenever you use that ID to enter the
system, the system adjusts the monitor to match
your choices.

ASSIGN USER ID'S

If you wish, you can change the user ID you enter to
access the BPI Enterprise Series. As you probably

recall from the installation procedure, the default user ID is ANYONE. An advantage of assigning your own ID is that you can adjust your monitor settings with the Change Colors command and the system will recall them each time you enter that ID. Also, you get a separate calendar for each ID with the Update Calendar command.

Adding ID's. When you select the Assign User ID's command, you have two choices: you can add new ID's or delete old ones. If you choose Add from the choice box by highlighting it and pressing Return, the prompt User ID appears and you can enter an ID from one to six characters long. (The Info text tells you which characters are valid for this entry.) After you enter the ID and press Return, the cursor returns to the beginning of the User ID field so you can enter another ID if you wish. When you finish entering ID's, press Esc to return to the System menu.

Deleting ID's. If you choose Delete from the choice box, the system displays all currently assigned ID's in alphabetical order. Use the Up and Down Arrow keys to highlight the ID you want to delete, and press Return. When the system asks if you're sure, enter Y (Yes) to delete the ID or N (No) if you've decided not to delete it. You can continue deleting ID's if you wish. (The only exception is that you can't delete ANYONE, the default user ID.) When you finish, press Esc to return to the System menu.

UPDATE CALENDAR

The Update Calendar command lets you keep a personal calendar that you may find useful as a planning tool. The system provides a separate calendar for each user ID. When you enter the

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Update Calendar command, the system displays the days of the current month, according to the current date within the system. (You can use PgUp to move to the previous month and PgDn to move to the following month.) To record appointments for a specific day, highlight that day and press Return to display a schedule shown in half-hour appointment slots. (See the Info text for more details.)

After entering your appointments, press Esc to return to the calendar. You can view your schedules online or print them on paper using F4:Print. To delete old schedules, highlight the appropriate day and press F3:Delete; the system deletes all schedules up to (but not including) the highlighted date. Pressing Esc takes you back to the System menu.

ACCESS DOS

To access DOS commands without leaving the BPI Enterprise system, use the Access DOS command. When you first run the command, the system displays 21 blank lines on which you can enter the DOS commands you want to run. The cursor appears on the first line. Type the commands as you would type them at the DOS prompt. After typing a command, either press F10:Do It to run the command or press Return to move to a new line and enter another command. Anytime you want to run a command, use the Arrow keys to move to that line and press F10. After running the command, the system returns to the Access DOS screen. Until you delete them, the system saves any commands that you entered previously.

If you press F10 when the cursor is on a blank line, the system displays the DOS prompt. When you're ready to return to the Access DOS screen, enter "exit" at the DOS prompt. If you're using the

Pause function (explained in the Info text), you must then press the Esc key.

For complete details about Access DOS and the functions available with it, be sure to read the Info text.

Now you know the basics about getting your system started. Before entering data, read the next chapter to gain a better understanding of what happens to data when you enter it.

**3 Accounting
Overview**

3
Accounting Overview

This chapter explains how the system handles your accounting information. The first part of the chapter discusses some general accounting concepts, like double-entry accounting and debits and credits. The remainder provides a more detailed explanation of the accounting information you enter and its path through the system.

BALANCING ENTRIES

Each transaction you enter into the system through a journal always affects at least two accounts in the general ledger (G/L) chart of accounts. This method of accounting is called **double-entry accounting.**

Each time you increase an asset account, you also do one of the following:

- Increase an offsetting liability account. For example, when you buy merchandise on credit, you then owe a debt.

● Decrease another asset. For example, when you pay cash for merchandise, you increase the merchandise assets but decrease the cash on hand.

Similarly, when you decrease a liability account, you also do one of the following:

● Decrease an asset. For example, when you pay a debt with cash, you reduce both the debt and the cash on hand.

● Take on another liability. When you pay a debt with borrowed funds, for example, you reduce the debt but add a bank loan.

For an asset or expense account, an increase is a debit and a decrease is a credit. Conversely, an increase to a liability, income, or capital account is a credit, while a decrease is a debit. The following is a summary:

Debit	Account	Credit
Increase	Asset	Decrease
Increase	Expense	Decrease
Decrease	Liability	Increase
Decrease	Income	Increase
Decrease	Capital	Increase

In double-entry accounting, each transaction must debit at least one account, credit at least one account, and balance. In other words, total debits must equal total credits. With a manual accounting system, you enter both sides (debit and credit) of each transaction. With your BPI Enterprise Series, the system creates the balancing side of your entry in any journal except the General Journal and the Cash Journal.

SPECIAL ACCOUNTS

When you set up your company, you select the G/L
accounts that control the system's actions during
data entry. If you're integrating General Ledger
with other BPI Enterprise packages, you can assign
control accounts to contain the sums of the balances
in the subledgers you use. For example, after you
name the G/L account for accounts receivable, the
system posts all customer balances to this account,
as well as to individual customer accounts.

You can also name **special-use accounts,** such as an
account for sales tax if you're using Accounts Re-
ceivable with your General Ledger system and your
company collects a sales tax. In addition, you can
assign the G/L accounts you use most often in each
journal as **automatic account prompts.** These
accounts appear as prompts in the journals during
data entry.

JOURNALS

As shown in Figure 3-1, the flow of information
through the system begins with the General Journal
and the Cash Journal.
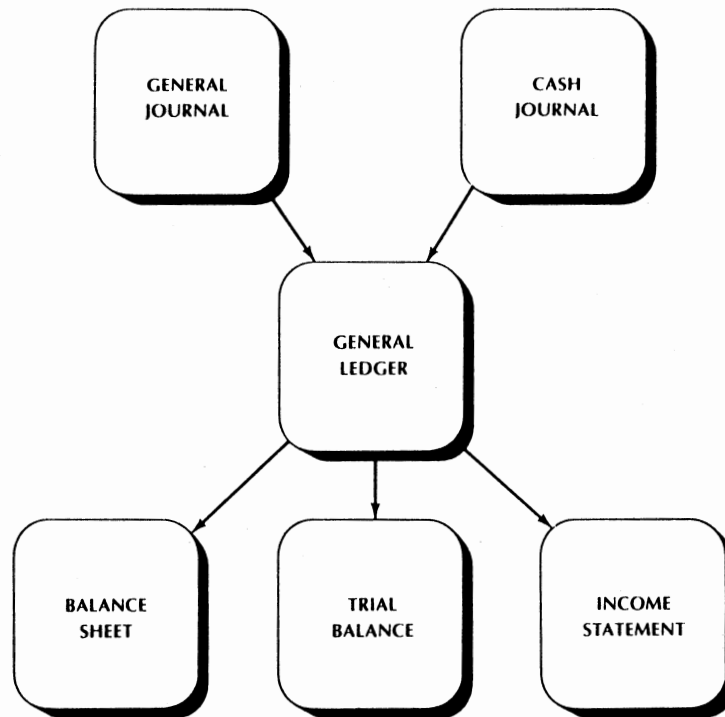
Figure 3-1 System Flow of Information

As mentioned earlier, the Cash Journal and General
Journal differ from other journals in that you need
to enter both sides of each entry. Remember, the
system won't accept an entry unless its total
amount equals zero.

CASH JOURNAL

Some businesses need to record sales for separate
cash drawers, cash registers, or similar sources.
You can set up as many Cash Journals as you need
and assign G/L accounts as prompts for each. If
you're using cash registers, you can name the

3-4

prompts to match the names of the register keys
instead of using the actual names of the G/L
accounts.

You make entries to the Cash Journal with the
Enter Cash Journal command. Record cash sales,
opening cash in the drawer, and cash over as credit
items with a minus sign. Record cash used to pay
expenses, cash removed to be deposited in the bank,
closing cash in the drawer, and cash short as debit
items (that is, positive amounts). The system
alerts you if the result isn't zero.

You can keep track of cash disbursements and daily
deposits you make to your bank accounts. This fea-
ture helps you reconcile incoming cash with out-
going cash on a daily basis. Since the system
posts your entries for you, you can print the Cash
Journal whenever you want to review the details of
these transactions and the total balances.

GENERAL JOURNAL

With the Enter General Journal command, you can
adjust any account in the general ledger. You can
make correcting entries and make entries for
accrued, prepaid, and deferred items at the close of
an accounting period through the General Journal.

When you make a General Journal entry, you can
tell the system to reverse it for the next ac-
counting period. After recording the original
entry, the system makes a second entry for the next
open period. The second entry reverses the signs on
the amounts in the first entry.

Within the General Journal, you can create special
journals to record particular kinds of entries.
Using the eight-character reference feature, you can

group entries into as many special journals as you
need. For example, you could use YRSEND86 as the
reference for all correcting entries necessary at
the end of the year. Then you could print reports
for that reference showing only those entries.

> **NOTE:** Do not use the General Journal
> to enter G/L balances from your pre-
> vious books since doing so won't reflect
> those balances in your historical finan-
> cial reports. Instead, use the Edit
> Historical Balances command (explained
> in the next chapter).

When you record bank deposits with the Enter Bank
Deposits command, the system treats them as
General Journal entries.

You can print an up-to-date General Journal report
at any time. General ledger adjustments made
through the General Journal appear in the General
Ledger report and all resulting financial
statements.

CHECKBOOKS

Checkbooks identify the G/L cash accounts that cor-
respond to your checking accounts at the bank.
Checkbooks have a variety of uses. For example,
you can set up several checkbooks to handle differ-
ent kinds of transactions that all go to the same
G/L cash account. Or, if you prefer, each check-
book can identify a different G/L cash account.

When you enter cash receipts to the Cash Journal,
the system debits the G/L cash account for the
amount received. If you set up the journal to keep

deposits, the system also includes this amount in the balance for the checkbook cash account.

If you're using other BPI Enterprise systems with your General Ledger system, you can use checkbooks in the Receipts Journal and the Cash Journal, for payroll checks, for payables checks to vendors, when you enter deposits, and when you reconcile your bank statement.

ACCOUNTING PERIODS

When setting up your company, you define the accounting periods you want to use. They can correspond to calendar months or to some other scheme that better suits your needs.

You enter the number of accounting periods for the fiscal year and the dates for each period. Then, when you enter data in the journals, the system posts the transactions to the accounting period you specify.

You can have either 12 or 13 accounting periods. The system keeps two periods open at one time. It closes the current period when you run the Close command, as explained in the next section.

ENDING PERIODS

As part of your regular accounting routine, you need to close the books at the end of each accounting period. Also, at the end of the fiscal year, you need to close the books for the year. The chapter entitled "Closing the Books" contains complete details.

END OF PERIOD

Before closing the period, print all reports and statements that show activity during the period and make a backup of your data. Then, when you close the period, the system condenses pertinent G/L information into historical balances and closes the period to any further data entry. If you need to adjust balances after closing a period, you must enter reversing or adjusting journal entries to an open period.

END OF YEAR

The Close Fiscal Year command provides new beginning balances for G/L accounts to start the new year. The system calculates the new balances by adding the year's activity to the original beginning balances. Closing the fiscal year also resets to zero the balances in income and expense accounts.

FINANCIAL REPORTS

The system produces a number of reports, including the following financial reports: Income Statement, Balance Sheet, and Trial Balance. Activity for income and expense accounts appears on the Income Statement. Asset, liability, and capital accounts appear on the Balance Sheet. The Trial Balance shows the balance in each G/L account and for each category of accounts. Since posting occurs during data entry, these financial reports are, always current.

In addition to the financial reports provided by the system, you can design your own financial reports. The Edit Financial Report Designs command lets you either customize copies of the reports provided

by the system or design your own reports from
scratch. The chapter entitled "Printing Reports"
contains complete details.

Now that you have an idea of how the system handles
your data, you're ready to learn how to set up your
company books. Proceed to the next chapter, where
you'll practice setting up the books for the Corner
Home Improvement Center.

4 Setting Up
the Books

4
Setting Up the Books

Now you're ready to see how Corner set up its books. First, you'll create the company the way Corner did when it originally set up its books. Then you'll install the demonstration diskette, which contains sample data for Corner. You'll use this sample data to learn how to customize a company's books and, in later chapters, to practice processing accounting information with your system.

After working with Corner's books, you should find it easier to decide how you want the system to handle your company's data. When you're ready to set up your own books, return to this chapter and review the steps outlined and the checklist at the end of the chapter, if necessary.

> **NOTE:** If you're using another BPI Enterprise system and have already set up Corner's books with that system, you can skip the preliminary sections of this chapter and begin with the section entitled "Edit Historical Balances."

CREATE COMPANY

To create a set of books, use the Create Company command on the G/L menu. You need to use this command only once per company.

If your computer is turned off, follow these steps:

* Turn your computer on and enter **bpies** at the DOS prompt.

* At the User ID prompt, press Return.

* Press F2 to display the System menu, and use the Right Arrow key to move to the Accounting menu.

* Highlight G/L Plus and press Return to move to the G/L menu.

If you didn't turn the computer off when you finished the "Getting Started" chapter, the System menu should still be on your screen. In that case, follow this step:

* Use the Right Arrow key to move to the Accounting menu and press Return to select G/L Plus.

With the G/L menu on your screen, you're ready to select the Create Company command.

* Select the Create Company command by highlighting it and pressing Return.

NOTE: From now on, the manual won't always remind you to press Return to enter what you've typed or to run a highlighted command. When the manual instructs you to "enter" information, type the data and press Return. When the manual tells you to "select" or "choose" a command, highlight the command and press Return to run it.

As shown in Screen 4-1, a series of prompts appears on the screen, requesting pertinent information about the company books you're setting up.

```
F1:Info              F2:Command              Esc:Exit
              CORNER: G/L Plus Create Company.

      Data Drive ID......................
      New Company ID.....................

      Automatic Chart of Accounts? (Y/N). N

      Number of Characters for:
                  Division................. 1
                  Account.................. 3
                  Department............... 1
      Account ID Separator............... -

      Current G/L Period................. 6
      Current G/L Fiscal Year............ 86




              OK? (Y/N) N
```

Screen 4-1   Creating a Company

The first prompt, Data Drive ID, instructs you to enter the letter that designates the disk drive where you want to store Corner's data. You can

choose any drive connected to your system. For the demonstration exercises, however, you must choose the drive where you installed the system.

* At Data Drive ID, enter **C** (or whatever letter you've assigned to the fixed-disk drive on which you installed your system).

Later, if you want to store your data on a different drive, you can copy it to that drive and then use the Select Company command to indicate the new drive.

Now the system prompts you to enter the company ID. For practice, consult the Info text for a description of the company ID.

* At New Company ID, press F1 and read the Info text that appears.

Corner's unique company ID is Corner.

* Press Esc to return to the prompt, and enter **Corner.**

The cursor moves to the next prompt. If you make a mistake while entering a response, you can use the Arrow keys to make corrections. For example, if you misspelled Corner, you could press the Up Arrow key to return to the New Company ID prompt, correct the spelling, and press Down Arrow to move to the next prompt.

SETTING UP THE CHART OF ACCOUNTS

With the next set of prompts, you tell the system how you want to set up your general ledger accounts.

Selecting the Chart of Accounts. Now you decide if you want to use the automatic chart of accounts that the system provides. ("Edit Chart of Accounts" later in this chapter lists the accounts in the automatic chart of accounts.) After you create the company, you can customize this list according to your needs. If you prefer to set up your own chart of accounts, enter N at this prompt.

* Enter **Y** to accept the automatic chart of accounts for Corner.

Choosing Account ID Formats. Each general ledger account is identified by both an account ID and a name. The next four prompts allow you to specify the format for Corner's account ID's.

An account ID can be from 3 to 12 digits long. The ID must include an account number, which you can optionally precede with a division number and follow by a department number. Each segment of the account ID (that is, the division number, the account number, and the department number) can be up to four digits long.

Using division and department numbers enables you to keep track of activity in any kind of company subdivision, such as a branch store. When you print reports containing activity and balances from the general ledger, the system can provide the data by division, department, or both.

Consider your options carefully when choosing the format for account ID's. Once you enter and approve the number of digits for each segment, you can't change them. Also, keep in mind that if you choose the automatic chart of accounts, you must use at least three digits for the account number segment.

Corner prefers the format 0-000-0 for its account ID's.

* Press Return to accept the default responses at Division, Account, and Department.

The fourth account ID prompt lets you choose a character with which to separate the segments of an account ID. You can use any of the following characters for the separator: -, \, /, or ~. If you wish, you can change the separator later with the Edit Company Configuration command.

* Press Return to accept the default (a hyphen) as the separator.

ENTERING THE PERIOD AND FISCAL YEAR

The next two prompts determine the starting point for your new set of books. At Current G/L Period, enter the number that corresponds to your current accounting period. Since the accounting period is based on your company's fiscal year, this number is not necessarily that of the current calendar month. At Current G/L Fiscal Year, enter the last two digits of the calendar year in which your fiscal year ends. Corner's fiscal year begins in January, and Corner is currently in its sixth period (June).

* Enter **6** for the current period and **86** for the fiscal year.

Be sure to enter the correct numbers for the current period and fiscal year. After you create the company, you can't change them.

Now the system asks you to approve the entries you've made. If any of the entries are incorrect,

press Return to enter N (the default) and use the
Arrow keys to move to the mistake, correct it, and
move back to the OK prompt. (To save time, you
may prefer to use the End key to move directly back
to the OK prompt.) When you're satisfied with all
of your entries, enter Y to move to the next
screen.

* Enter **Y** at OK? (Y/N).

CUSTOMIZING THE FISCAL YEAR

Now the system displays a screen for customizing
your fiscal year (Screen 4-2).

```
F1:Info              F2:Command              Esc:Exit
               CORNER: G/L Plus Create Company.

             Beginning Day of Fiscal Year: Jan  1
             Number of G/L Periods per Fiscal Year: 12

             Period    Start     End        Status
                1      Jan  1   Jan 31      Closed
                2      Feb  1   Feb 28      Closed
                3      Mar  1   Mar 31      Closed
                4      Apr  1   Apr 30      Closed
                5      May  1   May 31      Closed
                6      Jun  1   Jun 30      Open
                7      Jul  1   Jul 31      Open
                8      Aug  1   Aug 31
                9      Sep  1   Sep 30
               10      Oct  1   Oct 31
               11      Nov  1   Nov 30
               12      Dec  1   Dec 31


                      OK? (Y/N) N
```

Screen 4-2 Customizing the Fiscal Year

You can specify the beginning date for the fiscal
year, the number of periods in the fiscal year

(either 12 or 13), and the dates that each period encompasses.

Based on the current period and fiscal year you entered on the previous screen, the system displays starting and ending dates for each period (assuming 12 periods per fiscal year and January 1 as the beginning date). You can change the beginning date if you wish. You can also change to 13 periods; the system adjusts the dates for each period accordingly.

The status column indicates whether a period is closed, open, or unused (indicated by blanks). Since Corner's fiscal year has 12 periods and the current period is June, the screen shows the first five periods as closed.

You can change the ending date of any period shown. Corner wants to change the ending date for Period 7 from July 31 to July 29.

   * Use the Down Arrow key to move the cursor to the 31 in Jul 31, and enter **29.**

When the screen is as you want, press End to move to the OK prompt at the bottom of the screen.

   * Press End to move to the OK prompt, and enter **Y** to approve the screen.

The first screen reappears, and the system begins creating the company on the fixed disk. When the process is complete, the system returns to the G/L menu. Notice that the company ID at the bottom of the screen has changed from \\\\\\ to CORNER.

Viewing the Fiscal Year. Anytime you want to view your company's fiscal year, select the Show Fiscal Year command on the G/L menu. The system

displays the current fiscal year. Press Esc when
you're ready to return to the G/L menu.

Now that you've created the company for Corner,
you're ready to install the demonstration data
diskette in the next section.

INSTALLING THE
DEMONSTRATION DATA DISKETTE

The demonstration data diskette has accounts al-
ready set up and some transactions already entered
to make it easier for you to practice working with
Corner's data.

* Use the Left Arrow key to move to the System
   menu, and select the Install New System
   command.

* Insert the demonstration data diskette in
   drive A and press Return.

* When the installation is complete, remove
   the diskette from drive A and store it in a
   safe place.

You can reinstall the Corner demonstration diskette
each time a new user wants to learn to use the
system. If your fixed disk already contains data
for Corner, be sure to rename the old (existing)
data before reinstalling the demonstration diskette
to avoid losing existing data.

CUSTOMIZING THE COMPANY

With the demonstration data installed, you're ready
to see how Corner customized its books and practice
setting up some information yourself.

* Return to the G/L menu.

SELECT COMPANY

The first step in working with company data is to
select the company. Since you created the company
for Corner earlier in this chapter, Corner is still
selected. However, so that you'll know how the
Select Company command works, let's practice
using it now.

* Select the Select Company command.

* Press Return at Data Drive ID to accept C
  (the default drive).

Since Corner is currently selected, it appears as
the default for Company ID. (If you were just
starting up the system, this field would be blank.)
You can press Return to accept Corner or enter
another company ID. For practice, use the Selector
function to view the valid entries for Company ID.

* Enter * (an asterisk).

A box appears on the right side of the screen, dis-
playing all of the companies you've created so far.
Since Corner is the only company you've created at
this point, it's already highlighted. To select it,
just press Return.

* Press Return to choose Corner.

Since Corner has a password, the prompt Password
appears on the screen. (The section "Change
Password" later in this chapter explains how to set
up a password.)

* Enter **Renroc** at Password.

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Today's Date reflects the date you specified when you turned on the computer or the date you entered with the Set Date and Time command. For the Corner demonstration, change Today's Date to 06/30/86.

* Enter **063086** (without slashes).

The system inserts the slashes for you, and the cursor moves to the OK prompt.

* Enter **Y** at the OK prompt.

EDIT CHART OF ACCOUNTS

The chart of accounts lists the accounts that make up the general ledger. If you choose in the Create Company command to enter your chart of accounts from scratch, you can enter them with the Edit Chart of Accounts command. If you decide to use the automatic chart of accounts (shown in Figure 4-1), you can use the Edit Chart of Accounts command to customize the chart according to your company's needs (adding and deleting accounts and account categories, and changing account names as necessary).

A Assets
    0-101-0 Cash on Hand
    0-102-0 Cash on Deposit
    0-111-0 Accounts Receivable
    0-113-0 Employee Advances
    0-115-0 Inventory
    0-151-0 Furniture and Fixtures
    0-152-0 Machinery and Equipment
    0-155-0 Accumulated Depreciation
    0-180-0 Deposits
    0-181-0 Prepaid Insurance

L Liabilities
    0-201-0 Accounts Payable
    0-203-0 Sales Tax Payable
    0-204-0 FICA W/H Payable
    0-205-0 Federal W/H Tax Payable
    0-206-0 State W/H Tax Payable
    0-207-0 Earned Income Credit ✔
    0-208-0 Payroll Suspense ✔
    0-261-0 Notes Payable

C Capital
    0-301-0 Capital Stock
    0-305-0 Retained Earnings

I Income
    0-401-0 Sales
    0-499-0 Sales Discounts ✔

E Cost of Sales
    0-501-0 Cost of Sales
    0-599-0 Purchase Discounts

E Expenses
    0-601-0 Salaries and Wages
    0-653-0 Franchise Fees

Expenses (Continued)
    0-654-0 Laundry and Uniforms
    0-655-0 Cash (Over)/Short
    0-656-0 Rent
    0-657-0 Utilities
    0-658-0 Telephone
    0-659-0 Garbage Service
    0-660-0 Repairs and Maintenance
    0-661-0 Payroll Taxes
    0-662-0 Other Taxes
    0-663-0 Supplies
    0-664-0 Interest Expense
    0-665-0 Insurance
    0-666-0 Travel
    0-668-0 Auto Expense
    0-669-0 Advertising
    0-670-0 Legal and Professional
    0-671-0 Postage and Office Supplies
    0-672-0 Licenses and Fees
    0-673-0 Machinery and Equip.
            Rental
    0-674-0 Hospitalization and
            Insurance
    0-675-0 Losses on Bad Checks
    0-676-0 Bank Charges
    0-677-0 Security Service
    0-678-0 Depreciation
    0-679-0 Miscellaneous Expense

I Other Income
    0-801-0 Gasoline Income
    0-802-0 A/R Finance Charges
    0-803-0 Other Income ✔

E Other Expenses
    0-851-0 A/P Finance Charges

X Income Transfer
    9-999-9 Income Transfer

Figure 4-1 Automatic Chart of Accounts

Required Accounts

The automatic chart of accounts contains the
accounts that are required by all of the BPI
Enterprise systems. To function properly, your
general ledger must include the following accounts.

- **Capital income account.** This is the balance
  sheet account for retained earnings. The system
  posts net income or loss to this account. If you
  accept the automatic chart of accounts, the
  capital income account is created as Retained
  Earnings, 0-305-0.

- **Control accounts.** A control account contains
  balances for all transactions of an associated
  type. If you're integrating General Ledger with
  other BPI Enterprise systems, the corresponding
  control accounts contain the sums of the balances
  in the associated subledger accounts. Examples
  of control accounts are Accounts Receivable
  (account 0-111-0 in the automatic chart of
  accounts) and Accounts Payable (account 0-201-0).

- **Special-use accounts.** You may need certain
  accounts for special uses. For example, if
  you're using the Payroll system with your
  General Ledger system, you need an account for
  each payroll deduction. If you're using the
  Accounts Receivable system and your company
  collects a sales tax or gives a discount on
  sales, you need corresponding accounts. You can
  add special-use accounts as you need them (that
  is, when you purchase a new system that requires
  them). Sales Tax Payable is 0-203-0 and Sales
  Discounts is 0-499-0 in the automatic chart of
  accounts.

- **Balancing accounts.** The BPI Enterprise Series
  requires two accounts to help keep account
  balances current and reports up-to-date. The
  first is account 9-999-9, **Income Transfer**, which
  the system uses to post income or loss amounts
  to the capital income account. Since the system
  creates this account, you can't change it.

The second balancing account is a suspense account for the Payroll system. **Payroll Suspense**, account 0-208-0, holds net pay amounts between the time you enter payroll information and print payroll checks. As the system prints the checks, it posts the net pay amounts to the cash account assigned to the checkbook for the check run. If you purchase the Payroll System, the suspense account is a required account.

How to Edit Accounts

With the Edit Chart of Accounts command, you can add or delete lines; insert account categories, account titles, and accounts; and move segments from one part of the chart to another.

In the chart of accounts, accounts are grouped in **categories.** Five categories are available (as well as category X, which the system supplies for the Income Transfer account). Each category is represented on the chart of accounts by a single letter in the left column: A (for asset), L (liability), I (income), C (capital), or E (expense). When you enter accounts into the chart of accounts, you must first specify a category for them. After the category letter, you can also enter a **title** to further describe the group of accounts in that category. Although the title is optional, you'll probably want to include one since the title appears as a heading on automatic financial reports. Of course, each account in the category also has an account **name.**

For example, in the automatic chart of accounts, the category for the fifth set of accounts is E (for expense), the title is Cost of Sales, and the account names are Cost of Sales and Purchase Discounts.

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You can add a general ledger account at any time. Also, after you set up the chart of accounts, you can change account names whenever you like, but the only way to change an account ID is to delete the account and then add it again with the correct ID.

You can't delete an account with a nonzero balance. First you must empty the account by using a General Journal entry to move the balance to another account. You also can't delete special-use accounts; before trying to do so, specify a replacement account for the special-use account in the company configuration and transfer any balance from the special-use account to its replacement account. When you delete an account from the chart of accounts, the system removes it at the end of the period when you close the books.

If you wish, you can rearrange the order of accounts and the categories to suit your needs. You can delete categories you don't need or have multiple categories with the same title. Automatic financial reports reflect the order in which you arrange the accounts.

As you probably recall, Corner chose to use the automatic chart of accounts and then edited it to meet specific needs. In the exercises in this section, you can practice editing Corner's chart of accounts. Since the last command you selected was Select Company, your screen should currently show the G/L menu.

* To edit the chart of accounts, press the Right Arrow key to move to the Edit menu, and select the Edit Chart of Accounts command.

Corner's chart of accounts appears on the screen. Notice that some accounts are flagged "New" in the

right column. This designation remains for each account until you make an entry to it.

Remember, the function keys at the bottom of the screen tell you what edit functions you can perform. To edit the accounts, use the Arrow keys to move the cursor around on the screen. When you reach the line where you want to make a change, press the appropriate function key or, if you're changing an account name or category title, either type over the existing one or use the Ins (insert) key to add to it.

Now you're ready to begin editing Corner's chart of accounts by adding a new account category, rearranging accounts, finding a specific account, and deleting and adding accounts. (You would use these same techniques to enter categories and accounts for a new chart of accounts.)

Adding a Category. To add a category and title, first move the cursor to an existing title line.

* Use the Down Arrow key to move the cursor to the line that contains "L Liabilities."

* Press the F6:Title key to add a title.

A new blank line appears above the line where you placed the cursor. Now you can enter the account category and title. You can enter any title, but be sure to precede it with one of the five account categories.

After you type an account ID or title, use the Up or Down Arrow key or the Return key to accept the entry. Keep in mind, however, that pressing Return creates a new blank line for your next entry. If you have no further entries, it's best to use one of the Arrow keys to accept the entry; if you forget

and use Return, delete the blank line with the
F4:Del key. Let's see how it works.

* On the blank line, type **A** for the category and
  press Return.

If you prefer, you can press the space bar instead
of Return after entering the account category.

* Enter **Other Assets** for the account title and
  press Return.

* Since pressing Return created a blank line
  that you don't need, press F4 to delete the
  blank line.

Rearranging Accounts. To rearrange the chart of
accounts, use F8:Mark and F7:Move to move accounts
and titles from one place to another.

To designate what you want to **move**, move the
cursor to the line where the information begins and
press F8 to mark it. Then move the cursor to the
last line of the block of information and press F8
again. (If you're moving one line, move the cursor
to that line and press F8 twice.) The system
marks (highlights) everything between the first and
second locations. If you make a mistake in mark-
ing, press F8 a third time to unmark the
information.

After marking the information you want to move,
use the F7 key to move the highlighted segment to a
new location.

> **NOTE:** If you're using a color moni-
> tor, the highlighting and background
> colors on your monitor must be dif-
> ferent so you can see the marked block.

*   Use Up Arrow to move to the line containing "0-180-0 Deposits" and press the F8 key to mark it as the first line of information to be moved.

*   Use Down Arrow to move to the line containing "0-183-0 Prepaid Interest" and press F8 again to mark it as the last line to be moved.

Now the system highlights the marked segment. To move highlighted information, place the cursor on the line below the line to which you want to move the information. Then press F7 to make the move.

*   Use Down Arrow to move the cursor to the blank line below "A Other Assets."

*   Press F7 to move the marked information.

*   Now that the block is moved, press F8 to unmark it.

Finding Accounts. The next function key to practice using is the F3:Find key. With this key, you can quickly locate a particular account in the chart of accounts.

*   Press the F3 key.

A window appears, asking for the search string. The **search string** is a name or key word that you want to find, such as an account ID or name. When you enter a string, the cursor moves to the first occurrence of that string. To locate the next occurrence of the same string, press the F3 key and then Return. The cursor continues to move to the next occurrence of that string until you define a new string.

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* To find the Postage account, enter **post** at Search String.

The cursor moves to the account.

Deleting Accounts. You can use the F4:Delete key to delete accounts from the chart of accounts.

* Use Down Arrow to move to "0-801-0 Inventory Overage."

> **NOTE:** You can also use the PgUp and PgDn keys to move quickly through the chart of accounts.

* Press F4 to delete the account.

* Press Return to confirm deletion of the account.

Remember, you can delete accounts only when they have no activity. (The Info text has complete details.) If you press F4 to delete an account that contains activity, the system displays a message telling you that it won't delete the account until it contains no historical or current balance.

If you're sure you want to flag the account for deletion, press Return. If you change your mind and don't want to delete it, press Esc. If you press Return, the word "Delete" appears in the column at the right and will remain there until the account contains no balance.

If you decide you don't want to delete an account after flagging it for deletion, move the cursor to that account and press F4. This removes the

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Delete flag, and the system won't remove this account from the chart of accounts.

Also keep in mind that you can use the F9:Undo key to "undo" the last thing that you did. For example, if you delete an account and then decide you want it back, pressing F9 makes the account reappear.

Adding Accounts. With the F5:Acct key, you can create a blank line in which to add a new account. Move the cursor to the line below where you want to place the new account. Press F5 and enter the account ID and name in the space provided.

When you add an account, the system flags it as new on the right side of your screen. This designation remains until you make an entry to the account. Then the system removes the New flag.

* Use Up Arrow to move the cursor to the line containing "0-663-0 Supplies" and press F5.

* On the blank account line that appears, type **06620** for the account ID and press Return.

Next, enter the account name and use either the Arrow keys or the Return key to accept the name. If you use Return, the system creates a blank account line so you can enter another new account. (If you don't need the blank line, press F4 to delete it.)

* Enter **Other Taxes** and then press Up Arrow.

If you add an account and then decide you don't want it, use F4:Del or F9:Undo to remove it.

When you've finished entering or changing the chart of accounts, you can press Esc.

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* Press Esc.

Saving Your Changes. Now the system asks if you want to save the changes you've made. If you enter Y, the system makes the changes. If you enter N, the system doesn't make the changes. In either case, the system then returns to the Edit menu. (Alternatively, you can press F10:Resume to resume entering changes to the chart of accounts.)

* At Save the Changes, enter **N** (since you're just practicing).

This completes the exercises on editing the chart of accounts. In the next section, you learn how to edit the company configuration.

> **NOTE:** Remember, if you need to stop working and turn off your computer at any point, be sure to return to the DOS prompt before turning off the power. Otherwise, you may lose data that hasn't been recorded on the disk.

EDIT COMPANY CONFIGURATION

A company configuration customizes the accounting system to meet your company's special needs. It also lets you choose the automatic actions the system takes.

When you set up your books, you must configure your company with the Edit Company Configuration command. Later, if you need to change the configuration (for example, your company gets a new phone number), you can use Edit Company Configuration to make the necessary revision. You can edit the

company configuration anytime provided you've already set up your chart of accounts.

Let's practice changing Corner's configuration.

* Select the Edit Company Configuration command.

The first prompt, Printed Company Name, requests the full company name as you want it to appear on journals and financial statements. The next prompt requests the company's address. (Consult the Info text if necessary when entering responses to these prompts for your own company.) Since you don't want to change either of these items for Corner, move the cursor to the Phone prompt.

* Press Return four times to move to the Phone prompt.

* Enter the number **212/838-8873** over the displayed number.

Next, you have the option of specifying an identification line of up to 40 characters to appear at the end of each printed report. To change an existing ID line, enter a new message over the displayed message. To delete an ID line, delete each character by pressing the space bar or using the Del (delete) key.

* Enter **Complete Report** for the ID line.

Next the system requests the Capital Income (or retained earnings) account. This is the balance sheet account to which the system posts net income or loss. If you use the automatic chart of accounts, the system provides this account for you. Otherwise, you must enter a capital account that already exists in your chart of accounts.

Create a Company

You can change the Capital Income account ID at any time before you enter your first transaction. Since Corner has already entered transactions and can't change this account, the system skips to the Account ID Separator prompt.

You entered a hyphen as the account number separator earlier with the Create Company command. If you want to change it, you can do so here.

* Press Return to accept the hyphen.

Now the system asks you if the entries you've made are OK. If you see any mistakes on the screen, you can enter N and use the Up and Down Arrow keys to return to the mistake, correct it, and move back to the OK question. (If you prefer, use End to return directly to the OK question.)

* At the OK prompt, enter **Y**.

The Edit menu returns to the screen.

CHANGE PASSWORD

After configuring your company, you may want to provide extra protection for your company books by assigning a password with the Change Password command. (You must configure your company first.) You can enter up to six characters for the password. Corner uses the password Renroc (Corner spelled backwards). Check the Info text for valid characters.

The password is optional. Assigning a password protects the books only for the particular company and system with which you're working when you make the assignment (such as Corner's General Ledger books). If you assign a password, anyone who wants

to work with the company's books needs to know both
the company ID and the password to use the Select
Company command. When you enter a password to
select a company, the system shows blanks instead
of the password on the screen.

You can use the Change Password command to enter
passwords for the first time or to change pre-
viously assigned passwords. For protection, the
passwords don't appear on the screen as you type
them.

To enter a password for the first time, press
Return to skip the Old Password prompt and enter
the password at New Password. The system asks you
to verify the new password by entering it again.
After you enter the password a second time, the
sytem records it and returns to the G/L menu.

Be sure to make a note of the password so that you
won't forget it. Later, if you decide to change the
password, select the Change Password command
again. Enter the current password at Old Password
and the new password at New Password. After you
enter the new password, the system asks you to
enter it again for verification. When you finish,
the system changes the password and returns to the
G/L menu.

EDIT HISTORICAL BALANCES

When you first convert an existing set of books to
the General Ledger system, you can enter historical
(beginning) balances for any account in the general
ledger by using the Edit Historical Balances com-
mand. If your company is new and doesn't have any
previous balances to enter, you can skip this sec-
tion and proceed to "Edit Budgets."

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If you purchase another BPI Enterprise system to use along with the General Ledger system, you may need to use the Edit Historical Balances command to record balances for any additional general ledger accounts required by the new system.

> **NOTE:** Do not use the Enter General Journal command to enter account balances from your previous accounting books. Using Enter General Journal fails to set up any historical balances, so use Edit Historical Balances instead.

Any historical balance that you enter must be a fiscal year-to-date balance. Many companies choose to keep track of account balances from the previous year for budgeting, forecasting, or comparative purposes. Here are some examples of how your company might choose to use historical balances:

● **Previous year.** You can keep records of your account balances for each accounting period during the previous calendar year. Then you can produce balance sheets and income statements that compare current balances with those for the same period during the previous year. To keep these records, enter the fiscal year-to-date balances from the end of each period for all balance sheet, income, and expense accounts.

● **Current year only.** If you set up your system in the middle of your company's fiscal year, you may want to maintain past records only from the beginning of the current fiscal year. Enter the fiscal year-to-date balances from the end of each period.

● **Last period only.** If you don't need comparative reports and don't want to enter historical data for each accounting period, you can just enter year-to-date balances for the last closed period. Enter the ending fiscal year-to-date balances for the previous period only.

> **NOTE:** When entering historical balances, enter all credits as negative (with a minus sign) and all debits as positive.

The balance you enter for the Capital Income account should reflect net income or loss for the fiscal year-to-date. After entering your historical balances, enter the year-to-date net income or loss (that is, the difference between fiscal year-to-date balances for income and expense accounts as of the end of the previous period) into the Income Transfer account. Notice that you make entries to this account only when entering historical balances.

> **NOTE:** Be sure that you enter all balances for the current open period through the journals.

Now you're ready to practice entering historical balances for Corner. Let's say Corner wants to enter historical balances from the beginning of the current fiscal year. Since Corner's current period is June 1986 (period 6 in Corner's fiscal year), you need to enter balances for January through May, 1986.

* Select the Edit Historical Balances command.

The system displays each period for the past calendar year, beginning with the most recently closed period. The first account ID in Corner's chart of accounts also appears. If you want to add account history for this account, press Return. If you want to add history for a different account, enter the appropriate account ID and then press Return. If you can't remember the account ID you want, use the Selector function to display the chart of accounts.

* Enter **08020** to enter historical balances for account 0-802-0, Other Income.

The system displays the account name, and the cursor moves to the amount column for Period 5. Enter the balances for Periods 1 through 5 of the current fiscal year, beginning with Period 5. Notice that the period balances are cumulative; that is, the balance of Period 1 is included in that of Period 2, and so forth.

* At Period 5, enter **12879** (for $128.79).

* At Period 4, enter **11258.**

* Enter **9475** at Period 3, **7626** at Period 2, and **5883** at Period 1.

You can continue entering balances for the earlier periods displayed if you wish. You can also use the Arrow keys to move back and correct any previous entries. Whenever you're ready, you can enter Y at the OK prompt to save your entries and move to the next account.

* Press End to move to the OK prompt.

To record your entries, enter Y at the OK prompt. When the next account in the chart of accounts

appears, you can continue entering balances if you like. However, since you're only practicing, use Esc to return to the Edit menu.

* Press Esc, and enter **Y** at the "Are You Sure?" prompt to return to the Edit menu.

If you need to make changes to the historical balances, select Edit Historical Balances and enter the appropriate account ID. The system displays the account history. Make the changes you want and then approve the entries by entering Y at the OK prompt.

After entering your historical balances, it's a good idea to select the Print Financial Reports command to print a trial balance (selecting YTD - Spreadsheet as the type of data to include in the report). You can then check the report to make sure all of your balances are entered correctly. It's also a good idea to make a backup copy of your company data at this point to avoid accidentally losing the entries you've made and having to reenter them. You can make a backup diskette by choosing Backup Company under the Manage Company Data command, explained in the chapter entitled "Managing Disks and Data."

EDIT BUDGETS

You can set up a budget for any general ledger account. Then, the system can print financial reports that compare actual balances with the projected balances in your account budgets.

You can add an account budget at any time. However, the beginning of each fiscal year is the best time to do so.

The following exercise lets you practice adding a
budget for one of Corner's accounts.

   *   Select the Edit Budgets command.

The system displays Corner's 12 accounting periods
for 1986 and the first income account in Corner's
chart of accounts. You can press Return to add a
budget for this account, or you can enter a differ-
ent account. If you've forgotten the ID of the
account you want, use the Selector function to
display the chart of accounts.

Corner wants to add a budget for an expense account.

   *   Enter account ID **06760.**

The account name appears, and the cursor moves to
the prompt "Budget for year." You can enter an
amount here or press Return to skip this prompt.

● If you enter an amount, the system divides it
   equally among each accounting period in the fis-
   cal year. If the amount doesn't divide equally,
   the system adds the remainder to the amount for
   the last period.

● If you skip this prompt, you can enter an amount
   for each period, and the system calculates the
   total budget.

● You can enter an amount for the total budget and
   then make changes to the period budgets that
   differ from the average amount that the system
   calculates.

   *   Enter **24000** ($240.00) for the total budget.

The system displays the amount for each period.
If you wish, you can change any of the period

amounts, beginning at Period 1. If you change any amounts, the system adjusts the total budget accordingly.

Since Corner has no changes to make, skip ahead to the OK prompt.

* Press End to move to the OK prompt.

If you enter N at the OK prompt, you can go back and make changes to any of the amounts. If you enter Y, the system records the budget.

* At the OK prompt, enter **Y**.

The system displays a new screen that shows the next expense account in Corner's chart of accounts. You can continue adding budgets for any of your accounts, or you can press Esc to return to the Edit menu.

* Press **Esc** since you have no more budgets to add.

With the Print Financial Reports command, you can print a budget report at any time. For each account with a budget, the report compares the budgeted amount to the account's actual balance at the time you print the report.

The system doesn't update or revise budgets. Therefore, you must add budgets for each new fiscal year. When you enter an account ID for an account with a previous budget, the system displays the old budget; you can accept it or make changes as necessary.

EDIT CHECKBOOK ACCOUNTS

Checkbooks are basically bank accounts (checking accounts). In the General Ledger system, you can use checkbooks in Cash Journals that are set up to handle bank deposits. Also, you can debit or credit checkbooks with entries in the Voucher Journal (if you're using the Accounts Payable system) and the Receipts Journal (if you're using Accounts Receivable). If you're using the Payroll system, you can also use checkbooks for payroll checks. When you enter data to the system, you enter the appropriate checkbook number to identify the bank account that you want the system to use.

With the Edit Checkbook Accounts command, you can set up as many as nine checkbooks. You assign a general ledger cash account to each checkbook. You can assign one account for all checkbooks, use a different account for each one, or use a combination of these two methods. After assigning an account, you can change it only at the end of a period.

Use Enter Bank Deposits to transfer amounts to checkbook accounts. You can also enter amounts directly to the cash accounts named in the checkbooks. You can do this through entries in other Cash Journals or in the General Journal. If you enter an amount to a checkbook cash account without going through a checkbook, the entry affects the cash account balance but doesn't show up in bank reconciliation procedures for that checkbook.

Corner has a total of four checkbooks. Let's practice changing the second one.

* Select the Edit Checkbook Accounts command.

* Select Change from the choice box.

The system displays Number of Checkbooks, which indicates that Corner has a total of four. The cursor waits at Checkbook Number, which designates the number of the checkbook in which you want to make a change. When adding a checkbook, you can accept the number that the system assigns or enter a number that you choose. When changing or deleting a checkbook, you must enter that checkbook's number.

*   To change Corner's second checkbook, enter **2** at Checkbook Number.

The information for Corner's second checkbook appears, including the cash account ID (0-104-0) assigned to this bank account.

In the past, Corner has had the system print the company name on the checks it prints with the Accounts Payable and Payroll systems. Now that Corner has preprinted check forms, you need to change the two responses about printing checks.

*   Press Return twice to move the cursor to Print Company Name on Checks and enter **N.**

*   At Print Check Number on Checks, enter **N.**

The next prompt asks if you want to use bank reconciliation (an option if you have the Accounts Payable system) when you balance the checkbook. Corner wants to continue using bank reconciliation with checkbook 2.

*   Press Return to accept the automatic response, Y.

If you enter Y to Print Check Number on Checks, the Starting Check Number is the number for the first printed check. If you enter N, the system

uses this number as an automatic response when recording handwritten checks.

If you've already printed some checks, the system shows the next available check number.

The beginning check number of Corner's preprinted checks is 1001.

*   Enter **1001** at Starting Check Number.

If you enter N at the OK question, you can go back and make additional changes.

*   Enter **Y** to approve your entries.

If you need to make changes to another checkbook, you can do so now by entering its number at Checkbook Number. Corner doesn't want to make any further changes.

*   Press Esc to return to the Edit menu.

You can add a checkbook at any time and change some of the checkbook information at any time.

You can delete a checkbook only at the end of a period. If you're using bank reconciliation for a checkbook, you can delete the checkbook only if it has no unreconciled checks or deposits. After you enter the checkbook number, the system displays the information on that checkbook so you can be sure that you're deleting the correct one. If it's the correct one, enter Y at the Delete prompt.

EDIT CASH JOURNAL PROMPTS

As explained earlier, prompts are words or phrases that appear on the screen to guide you in entering

further information. When you assign general led-
ger accounts as prompts, they appear during data
entry to your journals. This way, you don't have to
reenter the same information repeatedly.

You can use the Cash Journal to record point-of-
entry sales that don't involve invoices. You can
set up as many Cash Journals as you like for cash
register or cash drawer sales. When you're setting
up prompts for use with cash register entries, you
can name each prompt to match keys on the regis-
ter; you can assign any number of keys or other
prompts to a single G/L account ID.

Now let's practice customizing a Cash Journal with
headings and prompts.

> **NOTE:** If you've made entries to a
> Cash Journal, wait until you close the
> period to add, change, or delete any of
> the prompts.

* Select the Edit Cash Journal Prompts
command.

The first prompt requests the name of the Cash
Journal that you want to add, change, or delete. If
you wish, you can use the Selector function to dis-
play the Cash Journals that currently exist. If you
then select one of the existing Cash Journals, the
system asks you to press F3:Change to make changes
in the journal or F4:Delete to delete it.

When you press F3, the system displays the journal
information so that you can make changes. When
you press F4, the system deletes the journal if it
contains no activity; otherwise, you see a message

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telling you that you can't delete a Cash Journal
that contains activity.

Since Corner wants to enter a new Cash Journal,
proceed as follows:

* Enter **Cash Drawer 2 (Sales-Lumber)** at
  Select Cash Journal name.

The system asks if you want to keep deposits for
this cash drawer. If you enter Y, the system keeps
a record of deposits to the journal when you select
the Enter Cash Journal command. The default
response is N.

* Enter **Y** to keep deposits.

Adding Descriptions. The cursor waits at G/L
Account. If you want to add a heading as a de-
scriptive divider on your Cash Journal report, press
Return at G/L Account to move the cursor to
Description, where you can enter the heading you
want.

* Press Return at G/L Account and then enter
  Incoming Cash as a heading at Description.

Next, enter the ID of the G/L account you want to
use as a Cash Journal prompt.

* At G/L Account, enter **04011**.

Changing Prompt Names. When you enter the ID,
the corresponding account name, in this case Sales-
Lumber, appears. If you wish, you can change this
name (for example, to match a cash register key).
Type the new name over the displayed one. (This
doesn't affect the account name in the general
ledger.)

* At Sales-Lumber, press Return to accept the account name as the name of the prompt.

You can add up to 14 lines of Cash Journal prompts.

* At G/L Account, enter **01010.**

The account name Cash on Hand appears.

* At Cash on Hand, change the prompt name by entering **Opening Cash Register Balance.**

You can continue adding as many headings and prompts as you need. When you finish, pressing the End key moves the cursor to the OK prompt.

* At G/L Account, press End.

* Enter **Y** to approve the Cash Journal prompts and headings.

The system enters the journal name and the prompts to your books. Now, you can enter or change prompts for another Cash Journal, or you can return to the Edit menu.

* Press Esc to return to the Edit menu.

EDIT AUTOMATIC JOURNAL ENTRIES

Many companies record regular adjusting and closing entries at the end of each accounting period. These entries cover items such as depreciation, amortization of prepaid expenses, and expense, accruals.

Instead of making the same journal entry each period, you can add it once as an automatic entry with the Edit Automatic Journal Entries command. Then, at the end of the period, you can use the

Enter Automatic Journal Entries command to make all the regular entries in the General Journal simultaneously.

For each automatic journal entry, you can include explanatory notes on the screen and on reports. You can temporarily change the amounts or the explanations at the time of entry. You can add, change, or delete automatic journal entries at any time.

In the following exercise, you can practice adding an automatic journal entry to record depreciation.

* Select the Edit Automatic Journal Entries command.

* Select Add from the choice box.

The system displays Auto Reverse, Reference, and AJE #. **Auto reverse** indicates that the system makes an entry for the current period and then makes a reversing entry in the next period. However, the current period must be the first open period. If you try to use auto reverse with a transaction entered to the second open period, the system displays an error message.

You can accept the default response at Auto Reverse, N, or move the cursor to that position and enter Y if you want this entry to be reversed next period.

The **reference** allows you to identify or group entries in the General Journal. It's a sorting feature for printing and can be up to eight characters long. An example of a reference is the initials of the person who makes the entry. On reports, the system groups together entries with the same reference. The automatic response is

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GENERAL, which means that the entry is of a general nature.

The **automatic journal entry number** (AJE #) appears at the top right corner of the screen. As you add automatic journal entries, the system numbers them. You can accept the number the system assigns or enter a different number.

Since the system enters automatic journal entries in the General Journal, each one must debit at least one account, credit at least one account, and have a final balance of zero. Now you're ready to enter the first account ID.

*   Enter **06780** for the account that you want to debit.

The account name appears, and you can enter the dollar amount that you want debited or credited to that account.

*   At $, enter **47956** to be debited to the Depreciation account.

*   At the next account ID prompt, enter **01550** for the account that is to be credited.

Enter the amount to be credited to this account. Remember to enter credit amounts in the General Journal with a minus sign (-).

*   Enter **47956-** to be credited to Accumulated Depreciation.

The system displays a running total for the entry (in this case, 0). If the entry is out of balance, the system shows the amount that it is out of balance.

At this point, you can either enter other account ID's to be debited and credited for this automatic entry, or you can press Return to indicate you have no more accounts to enter.

* Press Return twice at the account ID prompt.

Now you can enter an explanation (up to 10 lines with 40 characters per line).

* At Explanation, enter **To record depreciation for current month.**

* Press End to move to the OK prompt.

If you enter N at the OK prompt, the cursor returns to the first blank explanation line. Use the Arrow keys to move the cursor to any part of the screen to make corrections. When everything is correct, press End to return to the OK prompt and enter Y to approve the entry.

* Enter **Y.**

Now you can add another automatic journal entry or return to the Edit menu.

* Press Esc to return to the Edit menu.

Changing Entries. If you like, you can make temporary changes (for one period only) to the amounts or the explanations of the automatic journal entries when you enter them with the Enter Automatic Journal Entries command.

You can permanently change an automatic journal entry any time with the Edit Automatic Journal Entries command. After you select Change from the choice box and enter the automatic journal entry number, the system displays all the information

about the entry. Move the cursor to the information you want to change, enter the new information over the existing information, and then approve the changed entry.

Deleting Entries. You can also delete an automatic journal entry any time. Select Delete from the choice box and enter the automatic journal entry number. The system displays the information for that entry. When the system asks if you want to delete the entry, enter Y.

EDIT FINANCIAL REPORT DESIGNS

Although the system can produce reports for you, you may want to change the design of certain reports or design your own to better suit your needs. You can do so with the Edit Financial Report Designs command. The chapter entitled "Printing Reports" discusses this command in detail.

CHECKLIST FOR SETTING UP YOUR OWN BOOKS

The following checklist outlines the steps necessary to set up your company and to transfer your books to the General Ledger system. These steps summarize the exercises you've performed in this chapter. Use this chapter or your Info text for reference as you set up your company.

You may not need to complete all of these steps all at once. For example, you can postpone entering items such as budgets and automatic journal entries until your company is set up and running. The system tells you if you miss a step

that's required before you can start processing your company's records.

___ 1. Select the Create Company command to enter the required information and set up the fiscal year. You may want to review the automatic chart of accounts (shown in Figure 4-1) to help you decide whether to choose the automatic chart of accounts for your company.

___ 2. Use the Edit Chart of Accounts command if you chose the automatic chart of accounts in the Create Company command and want to revise the chart or if you need to enter the chart of accounts for your company from scratch.

___ 3. Enter your company configuration with the Edit Company Configuration command.

___ 4. If you want to assign a password for your company's General Ledger books, enter a password with the Change Password command.

___ 5. If you want to keep historical balances, enter them with the Edit Historical Balances command. If you wish, print a trial balance with Print Financial Reports after entering historical information to verify your balances. Also, you may want to make a backup of your company data at this point to avoid accidentally losing the information you've entered.

     ___   6. Add budgets, checkbook accounts, Cash Journal prompts, and automatic journal entries as necessary. You can add these now or wait until later, although it's probably best to do them now. You may want to make a backup after making these entries to avoid having to reenter them if a power failure or a similar condition causes you to lose data.

When you complete these steps, you're ready to begin entering data for your company.

In this chapter, you learned how to set up a company's books and add historical balances, budgets, checkbooks, and automatic journal entries. The exercises in the next chapter give you a chance to practice entering daily transactions for Corner.

5 Entering Data

5
Entering Data

This chapter lets you practice entering various types of data into the system using Corner's books. The first section explains how to enter transactions to the Cash Journal. Next, you'll learn how to enter bank deposits, make adjusting entries in the General Journal, and record automatic journal entries. The last section discusses entering data from external sources.

> **NOTE:** Remember, if you need to stop working and turn off your computer at any point during data entry, be sure to return to the DOS prompt before turning off the power. Otherwise, you may lose data that hasn't been recorded on the disk.

ENTER CASH JOURNAL

You use the Cash Journal to record all or part of the sales from cash registers or cash drawers. With the Edit Cash Journal Prompts command, you assign cash register key names (or other useful

descriptions) to general ledger accounts. When you use the Enter Cash Journal command, these descriptions appear as prompts to guide you in making cash journal entries.

If your company keeps cash register deposits, an additional screen appears so that you can enter them. You can practice doing so in the next exercise, in which you enter the cash register deposit shown in Figure 5-1.

CORNER HOME IMPROVEMENT CENTER	
CASH REGISTER DEPOSIT	
DATE: _6 /30/86_	
CASH REGISTER NUMBER	DEPOSIT AMOUNT
_1_	_$239.28_
PREPARED BY: _PB_	APPROVED BY: _MR_

Figure 5-1   Cash Register Deposit Form

*   Move to the Enter menu and select the Enter Cash Journal command.

Recording Cash Journal Transactions. The system first requests the name of the Cash Journal in which you want to record transactions. For practice, use the Selector function to display all of the names available.

* Enter * (an asterisk) to list the journal names.

> **NOTE:** In this field and in those where the system asks you to enter information such as a G/L account name, you can enter the first letter or so of the entry you need to make, followed by an asterisk. The Selector function then displays only the valid entries that begin with those letters, making it easier for you to choose the one you want.

* Select CASH DRAWER JOURNAL 1.

The date reflects today's date. You can accept it by pressing Return or enter a new date.

* Press Return to accept the displayed date.

Now the system displays the current G/L period.

* Press Return at GL Period 6.

Next, the system requests the number of the checkbook you want to use for this transaction.

* At Checkbook No., enter 1.

The name of the checkbook (City National) appears, and the cursor moves to Deposit Number. The

deposit number is a means of identifying the
deposit in the system. Enter the deposit slip
number or any other number that is meaningful to
you.

* At Deposit Number, enter **6-30.**

Next, enter the dollar amount of the deposit.

* At Deposit Amount, enter **23928.**

At Total Deposit, the system keeps a running total
of the deposit amounts. If you want to enter an-
other deposit to the same checking account for the
same date, you can do so now. Otherwise, press
Return.

* At Deposit Number, press Return to skip it.

Keeping Deposits. Since Corner chose to keep a
record of deposits, a new screen appears. The
column on the left lists the Cash Journal prompts
that Corner assigned to general ledger accounts with
the Edit Cash Journal Prompts command.

At the amount prompt, enter the amounts you want
to distribute to each general ledger account. Record
incoming cash items, opening cash in the drawer,
and cash over as credit items, indicated by a minus
sign (-). Record cash payouts, deposits, closing
cash in the drawer, and cash short as debit items
(positive amounts). The amount at Total Distribu-
tions must equal zero.

The amount at Total Deposits reflects the total
cash register deposits from the previous screen.

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* For the following prompts, make the following entries:

Sales Tax Payable: Enter **1196-**
Sales-General: Enter **22732-**
Other Income: Press Return
Opening Cash Register
    Balance: Enter **50000-**
Cash Purchases-General: Press Return
Miscellaneous Expense: Press Return
Closing Cash Register
    Balance: Enter **50000**
Cash (Over)/Short: Press Return

Now you can approve your Cash Journal transactions by entering Y at the OK prompt. If you need to make changes, enter N, make the corrections, and then approve the entries.

* At the OK prompt, enter **Y.**

The system requests another Cash Journal name.

* Since Corner has no more transactions to enter, press Esc.

* Enter **Y** when the system asks if you're sure.

The system returns to the Enter menu.

ENTER BANK DEPOSITS

Use the Enter Bank Deposits command to record bank deposits that you don't record through the Cash Journal. You can also use it to transfer funds from one checkbook to another, and to transfer funds from a general ledger account to a checkbook or from a checkbook to a general ledger account.

As in General Journal entries, the system doesn't make automatic balancing entries for bank deposits. You must enter both sides of each bank deposit transaction to create a balancing entry. In other words, the total dollar amount of debits must equal the total dollar amount of credits for each entry. The system verifies that the entry balances, and it won't allow you to proceed if it doesn't balance.

* Select the Enter Bank Deposits command.

The cursor is at Deposit Number. Enter any number you want here; the system uses this number to identify the deposit when you print the General Journal.

* At Deposit Number, enter **10.**

The reference (on the left side of the screen) is an optional way of identifying entries in the General Journal. For reporting purposes, the system can sort out particular groups of entries according to the reference you specify. In other words, you can print a report that lists only the entries made with a certain reference. GENERAL is the default response. If you wish, you can change the reference by entering a different reference of up to eight letters.

The system displays the date and the period, both of which reflect today's date. If you need to post the transaction to a different period, make the change at the corresponding prompt.

* Press Return at Reference, Date, and Period.

Next, enter the number of the checkbook in which you want to enter the bank deposit. When you enter

the checkbook number, the system displays the corresponding account ID and name.

If you want to make an entry to an account that isn't a checkbook account, press Return to move the cursor to the account ID. Then enter the ID of the account to which you want to make an entry.

* Enter 1 at Checkbook No. to enter this deposit in checkbook 1.

Next, enter the amount of the deposit you want to make.

* At Amount, enter **10723.**

Now you can enter another checkbook number for the second half of the entry, or, if the second half is to an account that is not a checkbook, press Return to move the cursor to the account ID.

* At Checkbook, press Return. At Account, enter **08020.**

Enter the amount of the second part of the entry.

* At Amount, enter **10723-.**

If you have another deposit to make, you can enter a checkbook number or press Return to move the cursor to Account. Otherwise, press Return three times to move the cursor to Explanation.

* Press Return three times.

If you want, you can enter an explanation for each bank deposit entry. You have 10 lines of up to 40 characters each for the explanation. If you don't want to enter an explanation, press Return to move the cursor to the OK prompt.

* At Explanation, enter **To record deposit of interest income.**

* Press End to move to the OK prompt.

If your entry is correct, you can approve it by entering Y at the OK prompt. If you want to change any part of the entry, enter N, make the necessary corrections, and then approve the entry.

* At the OK prompt, enter **Y.**

Now you can enter another bank deposit or press Esc to return to the Enter menu.

* Press Esc to return to the Enter menu.

ENTER GENERAL JOURNAL

The General Journal provides access to any G/L account in the system. You can use the General Journal to make correcting or adjusting entries to any general ledger account, and to make entries for accrued, prepaid, and deferred items at the end of an accounting period.

> **NOTE:** If you have historical balances to enter from your previous set of books, do not enter them in the General Journal. Instead, enter them with the Edit Historical Balances command.

The following exercise lets you practice adjusting the general ledger through an entry to the General Journal.

* Select the Enter General Journal command.

The screen displays the prompts Auto Reverse, Reference, Date, and Period, with the cursor at Reference. The reference is an optional way to identify journal entries in the General Journal. For reporting purposes, the system can sort out particular groups of journal entries according to the reference you specify. In other words, you can print a report that lists only the entries made with a certain reference. GENERAL is the default response. If you want a different reference, you can enter a reference of up to eight letters.

If you want, you can change the displayed responses for Auto Reverse, Date, and Period by moving the cursor to those prompts and entering new information. The system enters the adjustment to whatever accounting period you specify. Remember, if you change the response for Auto Reverse from N to Y, the transaction must be entered to the first open period. If you try using auto reverse for a transaction entered to the second open period, the system displays an error message.

The General Journal doesn't make automatic balancing entries. You must enter both sides of each transaction to create a balancing entry. In other words, the total dollar amount of debits must equal the total dollar amount of credits for each entry. The system verifies that the entry balances, and it won't allow you to proceed if it doesn't balance. Enter debits as positive amounts and credits as negative amounts with minus signs.

Corner needs to debit an amount to the Office Supplies account and to credit the amount to the Supplies account. Figure 5-2 shows the information you need to enter.

GENERAL JOURNAL ENTRY DATE 6/30/86						AMOUNT	
ACCOUNT NUMBER					ACCOUNT NAME	DEBIT	CREDIT
0	6	7	1	0	Office Supplies	9 50	
0	6	6	3	0	Supplies		9 50
					TOTAL	9 50	9 50

EXPLANATION

Reverses entry to wrong account.

PREPARED BY BL	APPROVED BY CC	POSTED BY RML

Figure 5-2 Sample General Journal Entry

First, enter the account ID of the account to be debited and the amount of the debit. Then, enter the account to be credited and the amount of the credit.

* Press Return three times to move to the field for the first account number.

* Enter **06710** as the account to be debited.

When you enter the ID, the system displays the account name for you.

* Enter **950** for the dollar amount.

* Enter **06630** for the account to be credited.

* Enter **950-** for the dollar amount. (Since this is a credit, remember the minus sign.)

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Now the system prompts you for another account ID. You can enter up to 12 accounts for a General Journal entry.

* Since you have no more accounts to enter, press Return twice.

If you like, you can enter an explanation for each General Journal transaction. You have 10 lines of up to 40 characters each for the explanation.

* At the cursor, enter **Reverses entry to wrong account** and press End.

Now either approve your entry by entering Y at the OK prompt or enter N, make any necessary corrections, and then approve the entry. Then, the system numbers the entry while recording it. The entry number briefly appears on the screen so that you can make note of it if you like. Later, you can use this number to look up the transaction in the General Journal report.

* At the OK prompt, enter **Y** to approve the entry.

The system is ready for another General Journal entry.

* Since Corner has no more entries to make at this time, press Esc to return to the Enter menu.

ENTER AUTOMATIC JOURNAL ENTRIES

Often, companies require certain standard adjusting and closing entries each accounting period. Instead of reentering these as General Journal entries each

period, you can save time by adding them as auto-
matic journal entries.

You can add, permanently change, and delete auto-
matic journal entries with the Edit Automatic
Journal Entries command.   Then, at the end of the
period, select the Enter Automatic Journal Entries
command to record all of your automatic journal
entries in the General Journal at one time.

* Select the Enter Automatic Journal Entries
  command.

A choice box appears, asking whether you want to
enter the entries without changes or make changes
to them.   Any changes you make are temporary; that
is, they are valid only for the current period and
do not affect the automatic entries for future
periods.

If you choose to enter the automatic journal entries
without changes, the system displays the automatic
entries on the screen while recording them to the
General Journal.

If you choose to make changes, you can make changes
in any of the automatic entries.   For instance, you
can use this option when you enter the same account
each period, but with varying amounts.

If you make a change in any of the automatic jour-
nal entries, you must approve the other automatic
journal entries individually for the system to
write them to the General Journal.

* Select "with Changes" from the choice box.

With the cursor at Automatic JE #, the system
waits for you to enter the number of the entry you
want to make.   Auto Reverse (on the left side of

the screen) has a default of N (for No). If you
change this response to Y (for Yes), the system
makes the entry this period and then makes a revers-
ing entry next period, provided the current period
is the first open period. (In other words, if you
specify auto reversal for a transaction entered to
the second period, the system displays an error
message.) Press Home to move to the Auto Reverse
prompt (after typing the journal entry number).

*   Enter 1 at Automatic JE #.

The screen displays all the information about the
first automatic journal entry and the cursor moves
to Reference. The reference enables you to iden-
tify entries in the General Journal. The default
for Reference, GENERAL, indicates entries of a
general nature.

*   At Reference, press Return to accept the
    default.

The next two prompts request today's date and the
period to which you want to post the transaction.
You can accept the defaults or enter a new date or
period.

*   Press Return twice to accept the displayed
    date and period.

The cursor moves to the first account ID. Corner
set up the account ID's and dollar amounts when it
added this automatic journal entry. In this entry,
Corner credits $70.00 to the Prepaid Insurance
account and debits $70.00 to the Hospitalization and
Insurance account.

If you want to change this entry, move the cursor
to the information you want to change and enter the
new information. If you don't want to make

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changes, press PgDn to move to the second screen of this entry.

* Press PgDn.

The second screen displays the explanation for the entry. The cursor waits at the explanation line, where the explanation you entered with the Edit Automatic Journal Entries command appears. You can enter another explanation, if you wish. However, any explanation you enter here is only a temporary change. To change the explanation for this entry permanently, use the Edit Automatic Journal Entries command.

* Since you don't need to change this explanation, press End to move to the OK prompt.

* Enter **Y** to approve this entry.

The system writes the entry to the General Journal and displays a new entry screen, ready for you to make the next entry.

Making Temporary Changes. In Corner's second automatic journal entry, you'll practice making temporary changes.

* At Automatic JE #, enter 2.

This entry credits $750.00 to the Accumulated Depreciation account and debits $750.00 to the Depreciation account. Corner wants to change the amounts temporarily.

When you make temporary changes to automatic journal entries, remember to enter both sides of the transaction. The total amount debited must equal the total amount credited to create a balancing entry.

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* With the cursor at Reference, press Return
  four times to move to the first amount.

Now change the amount to be debited to the Depre-
ciation account from $750.00 to $775.00 for this
period.

* At 750.00, enter **77500.**

* Press Return to accept the account to be
  credited, Accumulated Depreciation.

* At 750.00-, enter **77500-.**

The cursor moves to a blank space for a new account
ID. You can add an account to this automatic jour-
nal entry, or you can press Return if you don't need
to add an account.

* Press Return twice.

* Since the explanation is OK as is, press End
  to move to the OK prompt.

* Enter **Y** at the OK prompt.

After the system writes the entry to the General
Journal, you're ready to return to the Enter menu.

* Press Esc to return to the Enter menu.

> **NOTE:** Remember, if you want to make
> permanent changes in an automatic
> journal entry, use the Edit Automatic
> Journal Entries command.

ENTER EXTERNAL ENTRIES

An external entry is an entry to the General Journal
from outside the BPI Enterprise Series. If you
have other software packages, you may want to trans-
fer totals from them to the BPI Enterprise Series.

> **NOTE:** Do not attempt to enter ex-
> ternal entries unless you have program-
> ming experience. This chapter doesn't
> include programming instructions for
> building a sequential ASCII file that
> will work with the system. If you
> don't intend to enter external data, you
> can skip this section and proceed to the
> command summary table at the end of
> this chapter.

Follow these rules when you set up your external
entry for use with the General Ledger system:

- Create the data file on the same data disk as
  your General Ledger data.

- Name the file as follows, where the x's rep-
  resent your company ID:

      \bpies\xxxxxx.cc\glej

- Use the format shown in Table 5-1 for a set of
  lines in an entry. (The table shows only two
  accounts, but you can use more if necessary.)

Table 5-1   External Entry Line Format

Line Variable	Type	Range	Description
1 Reference	string	1-8	
2 Auto Reverse	yes no	1	Y or N
3 Date	date	8	xx/xx/xx
4 Account No.	numeric string	1-14	Includes separators
5 Amount	numeric string		
6 Account No.	numeric string	1-14	Includes separators
7 Amount	numeric string		
8 Null line			Separates accounts from text
9 Explanation	string	1-40	Characters of text
10 Null line			Marks end of entry

● The maximum dollar amount is plus or minus $999,999,999.99. If you don't insert decimals in amounts, the system enters 00 for the last two digits. Enter a credit amount with a minus sign. Be certain total debits and credits equal zero in each entry.

● An entry must consist of at least eight lines (including two accounts, one null or blank line separating accounts from text, and one null line marking the end of an entry, or no lines of explanatory text).

- Each entry must have at least two accounts to balance, so that the total amount equals zero.

- Each entry should use no more than 100 lines for accounts and amounts, and no more than 10 lines for explanatory text.

- All accounts must appear in the General Ledger chart of accounts.

- The date must be in this format: mm/dd/yy.

You can enter external entries to the General Journal as many times as necessary during each accounting period with the Enter External Entries command.

> **NOTE:** Before entering external entries, you must have previously created an external data file. Otherwise, when you select the command, the system displays an error message.

When you select the Enter External Entries command, the system informs you that you're about to enter General Journal entries from an external data file. If you decide you're not ready, press Esc to leave the command. Otherwise, enter "go"; the system writes the entries to the General Journal and then returns to the Enter menu.

Please remember, do not attempt to enter external entries unless you have programming experience.

This completes the discussion of entering data. Refer to Table 5-2 for a summary of data entry commands. In the next chapter, you'll learn how to print reports.

Table 5-2 Summary of Data Entry Commands

What You Do	What the System Does
Enter Cash Journal	
You enter both sides of the entry. The total must equal zero. When entering a credit to an account, remember to enter a minus sign.	The system makes no automatic entries for the Cash Journal.
Enter Bank Deposits	
You enter both sides of the entry. The total must equal zero. When entering a credit to an account, remember to enter a minus sign.	The system makes no automatic entries when you enter bank deposits.
Enter General Journal	
You enter both sides of the entry. The total must equal zero. When entering a credit to an account, remember to enter a minus sign.	The system makes no automatic entries to the General Journal.

6
Printing Reports

This chapter discusses preparing your printer, queuing Print commands, and printing various reports. You'll also learn how to design your own financial reports with the Edit Financial Reports command.

Appendix A contains some of the reports you can print. Notice that the reports in Appendix A are for Corner, a company that uses four BPI Enterprise systems (General Ledger, Accounts Payable, Accounts Receivable, and Payroll).

PREPARING THE PRINTER

Use the Prepare Printer command to select the printer you want to use or to define a print font (style of print) that is not already defined for your printer.

SELECTING THE PRINTER

When you choose Select a Printer under the Prepare Printer command, you tell the system whether you

want to print to the disk, the screen, or a printer (parallel or serial). In this section, you'll set up your system to print to your printer.

* Move to the System menu and select the Prepare Printer command.

* From the choice box, select Select a Printer.

The system asks you to specify where you want to print information. You can use the Selector function to list the valid entries and consult the Info text for an explanation of each one.

* Enter * (an asterisk) and select LPT1 if you have a parallel printer or COM1 if you have a serial printer.

If you enter Screen or Disk at the Print To prompt, the cursor moves immediately to the OK prompt. If you specify a printer at Print To, the system requests the following details about how you want to print the report:

● Type of paper on which you're printing.

● Left margin, print width, and lines per page.

● Name of the printer.

● Font you wish to use.

If you specify COM1 or COM2 at Print To, the system displays additional prompts that request further information about your printer (such as the baud rate). For each of these prompts, consult the Info text and your printer manual for the correct response.

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At the Paper Type prompt, you can use the Selector function to list the types of paper on which you can print.

> **NOTE:** Whenever you change the type of paper on which you are printing (for example, if you wish to print checks after printing a report on normal 8 1/2- by 11-inch paper), you should choose Select a Printer to change your answer to this prompt.

* Press Return to accept the default, Plain Paper.

The next three prompts determine where the print will appear on the page.

* Press Return three times to accept the defaults for the left margin, print width, and lines per page.

The cursor moves to Printer Name. Your BPI Enterprise system comes already set up to print in several different print styles for a variety of printers.

* Enter * to see the list of available printers.

* If your printer is listed, select it. If it isn't listed, select Other #1.

If you select Other #1 or #2, you'll need to select Define Fonts from the choice box (discussed below) when you finish answering the prompts on this screen.

* At Font, enter * to list the available styles for the printer you selected at Printer Name.

* From the list of fonts, select Normal.

* If you're using a serial printer, consult your printer manual and enter the appropriate answers for the additional prompts displayed.

Notice that the function key F6:Test Pattern now appears at the bottom of the screen. If you want to test your printer configuration (to see if the paper is aligned properly, for example), press the F6 key. Be sure your printer is turned on and connected to your computer before you do so.

* At the OK prompt, enter Y.

Your system is now set up to print to the printer.

DEFINING PRINT FONTS

Your BPI Enterprise system comes with several print fonts (such as normal, compressed, and bold) defined for a variety of printers. Since these predefined fonts are usually sufficient for your needs, in most cases you won't need to use Define Fonts. However, you do need to define fonts in either of the following cases:

● If your printer isn't on the list of available printers.

● If your printer is on the list, but you wish to define a font in addition to those already defined for your printer.

If your printer isn't on the list of available printers, you need to define each font you wish to use.

At a minimum, you must define the normal font for your printer. You define a font by specifying the control characters the system must send to the printer in order to print in the desired style. (Control characters are discussed later in this section.)

At each prompt, remember to consult the Info text if you need additional information.

Printer Name. When you choose Define Fonts from the choice box for Prepare Printer, the system first asks you to enter the name of the printer you're using. You can use the Selector function to list the available names. If your printer isn't listed, select Other #1 or Other #2.

> **NOTE:** If you choose Other #1 or Other #2 as your printer type, the system lists Normal, Bold, and Compressed as default fonts available for your printer. However, you must define these fonts with Define Fonts before they will work properly.

Old Font Name. The system next prompts you for the old font name. If you're defining fonts for a printer not on the list, select Normal for the first font you'll define.

If your printer is on the list, you don't need to define Normal or the other styles that have already been defined. At Old Font Name, a name such as Custom 1 appears as the default. Press Return to accept this name.

New Font Name. If you're defining a font such as Normal for a printer not on the list, the new font

name should match the old one. If you're defining
a special font for a printer that is on the list,
enter a name for the style (for example, super-
script).

Control Characters. Here you enter the sequence of
numbers representing control characters that in-
struct the printer to print in the font you're de-
fining. Your printer manual should provide this
information. If you're defining the normal print
style for your printer, enter the sequence of
control characters that instruct the printer to
print in normal mode.

OK? (Y/N). When you finish entering the control
characters, press End to move the cursor to the OK
prompt. Answer Y to approve your entries.

The cursor returns to Printer Name. You can de-
fine another font for your printer or press Esc to
leave this command.

This completes the discussion of preparing your
printer. The next section provides some pointers
about queuing Print commands.

QUEUING PRINT COMMANDS

You can enter Print commands in the queue with the
Manage Queue command (explained in Chapter 2).
Then, when you're ready to print, you can run the
queue to print the commands in sequence.

If you want to print reports on paper, set the
printer status to a printer with the Prepare Printer
command before placing commands in the queue.
Also, remember that when you put a number of com-
mands in the queue at once, they should all print on
the same type of paper. In other words, don't

queue commands that require check forms or invoices with commands that print on regular printer paper.

You can enter up to 20 commands in the queue at one time. Also, you can enter a specific command more than once (although the best way to print multiple copies of a report is to print it to the disk and then use the DOS PRINT command to print as many copies as you want).

Now that you know how to set up your printer and queue Print commands, the remainder of this chapter describes the various reports you can print.

PRINTING JOURNALS AND LEDGERS

This section discusses the three commands you use to print journals and the general ledger: Print Cash Journal, Print General Journal, and Print General Ledger.

*   Make sure your printer is turned on and ready to print.

PRINT CASH JOURNAL

With the Print Cash Journal command, you can produce a report of all cash transactions entered into the Cash Journal during the current period. The report lists the general ledger account numbers, names, and amounts for each day of the current period that has cash journal entries. The report also contains daily totals.

*   Move to the Print menu and select the Print Cash Journal command.

The system asks if you want to print all of your
Cash Journals. To print all of them, enter Y at
Print All Journals. To print only selected jour-
nals, enter N.

If you enter N, the system lists the names of each
Cash Journal in your system. Use the Up and Down
Arrow keys to highlight the journal you want to
print and press Return to select it.

* At Print All Journals, enter **N.**

* Highlight CASH DRAWER JOURNAL 1 and
press Return to choose it.

After printing the journal, the system returns to
the Print menu.

PRINT GENERAL JOURNAL

Use the Print General Journal command to print
your General Journal entries. When you select the
Print General Journal command, the system lets
you select the range of periods for which to print
the journal. You can accept the beginning and
ending periods displayed or change them. To print
the General Journal for a single period, specify
that period as both the beginning and ending period.
To print the journal for all periods, press
F10:All.

Next the cursor stops at Reference. If you want to
print only specific entries, enter the reference
associated with those entries. If you want to print
all of the entries in the General Journal, press
F4:Print All. Then the system prints the journal
and returns to the Print menu.

Since you've already practiced printing the Cash Journal, you don't need to print the General Journal. You can see a copy of Corner's General Journal in Appendix A.

PRINT GENERAL LEDGER

The Print General Ledger command prints the posted General Ledger at any time. When you select this command, a choice box lets you choose whether to print the transactions you've entered to the General Ledger in summary or in detail.

If you print them in summary, the report displays summarized information except for General Journal entries. If you print them in detail, the report displays more transaction detail.

Next, specify the range of periods for which to print the ledger. You can accept the beginning and ending periods displayed or change them. To print the ledger for a single period, specify that period as both the beginning and ending period. To print the ledger for all periods, press F10:All.

The system then prints the General Ledger and returns to the Print menu.

PRINTING FINANCIAL REPORTS

Since the system posts for you, you can print current financial reports at any time. Before printing any financial reports, you can practice designing your own reports with the Edit Financial Report Designs command.

DESIGNING YOUR OWN REPORTS

If you want, you can print financial reports using the automatic reports that the system provides for the balance sheet, income statement, and trial balance. However, if you prefer to design your own reports, you can use the Edit Financial Report Designs command to customize the format of your company's reports.

* Move to the Edit menu and select the Edit Financial Report Designs command.

The system instructs you to enter the name of the report you want to design. The automatic reports for the chart of accounts are protected reports, which means you can't make changes in them. (Later in this section, you learn how to use copies of them to create new reports if you want.) However, you can enter the name of any other existing report, or you can enter a new name.

If you want to choose an existing report but don't know the report name, use the Selector function to select the name you want. When you choose an existing report, the system asks whether you want to change it or delete it. To change the report design, press F3:Change to display the report you selected.

If you want to create a new report, enter a new name. Since Corner wants to design a new report, enter its name as follows.

* For the new report name, enter **June Balance Sheet.**

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When the report name is a new one, the system
tells you that the report does not now exist and
asks if you want to create a new report with that
name.

*   Enter **Y** to create the report.

Customizing an Existing Report. Now the system
asks if you want to start from an existing report
and customize it. If you enter N, a blank screen
appears. You can then enter your report from
scratch. If you enter Y, the system asks from
which existing report you want to start.

*   Enter **Y** to start from an existing report.

Now the system asks the name of the existing
report you want to use. Again, you can use the
Selector function to select the name you want.

*   Enter **Automatic Balance Sheet.**

A message appears informing you that the system is
duplicating the report for you to customize. Then,
the system displays a copy of the company's current
report.

The left column with the heading Descr describes
what the line is, such as a title, a total, or an
account ID. The letters "bhro" to the right of
Descr are abbreviated headings: "b" means **balance**,
"h" means **hidden**, "r" means **ratio divisor**, and "o"
means **offset.** If you select certain options with
the F10:Options key, letters appear in the appro-
priate column on the designated line to remind you
of the options you've selected. For more details,
consult the Info text for the F10:Options screen.

You can use the numbered line across the top of the
screen as a ruler to set up the columns of text.

The Descr column and the ruler don't appear on your printed report; they serve only as guides during the design process.

You can use the Arrow keys to move the cursor around on the screen. To move from one page to another, use the PgUp and PgDn keys. To return to the first line of the report, use the Home key. The End key takes you to the last line of the report. In addition, you can use the function keys across the bottom of the screen to assist you in designing the report.

Inserting Space. The first function key listed is F3:Ins. Use F3 to insert a space that you can leave blank or in which you can add lines of text to your report. (Use this key only to add text or blank lines, not titles or accounts. You'll learn how to add titles and accounts later in this section.)

* With the Arrow keys, move the cursor to the line that reads "Liabilities."

* Press F3 to add a blank line between "Total Assets" and "Liabilities."

Deleting Lines. You use F4:Del to delete lines from the report. Use the Arrow keys to move to the line and press F4 to delete it. Although deleted accounts won't appear on the report, they remain unaffected in the general ledger chart of accounts.

Adding Accounts. Use F5:Acct to create space for adding an account in a category. For instance, you may need additional space to add subaccounts under an account. Move the cursor to the line where you want the new account to appear. When you press F5:Acct, a space appears with account separators

already in place. Enter the ID and name of the
account you want to add to the report.

Adding Category Titles and Totals. If you want to
create a new category or subcategory, use F6:Tot to
add a new title that describes the accounts in the
category and a new total line. The title and total
lines appear sequentially on the screen with no
spaces between them. Once you've entered them,
you can enter new accounts with the F5 key or move
existing account lines in between them with the
F7:Move and F8:Mark keys (discussed later in this
section).

Practice using the F6 key now.

* Use the Up Arrow key to move the cursor to
  the line containing "Deposits." Press F6 so
  that two new lines appear, with Title and
  Total in the left column.

Now enter the category title and the total name for
the category you've created.

* At Title, enter **Other Assets.** At Total,
  enter **Total Other Assets.** (Press Return
  after typing each line.)

Marking and Moving Lines. To move lines from one
location to another on the report, use F8:Mark to
mark the information you want to move and then use
F7:Move to move it.

* Use Up Arrow to move to Other Assets.

* Press F8 to mark the line.

* Use Down Arrow to move to Total Other
  Assets, and press F8 again.

To move the highlighted information, move the cursor to the line below where you want to insert the information. When you press F7, the system moves the block to the new location and adjusts the preceding and following lines accordingly.

* Move to the blank line above Liabilities, and press F7 to move the marked text.

* Press F8 to unmark the highlighted text.

If you mark text to be moved and then discover you made a mistake in marking, press F8 a third time to remove the marking. You can also use F9:Undo to remove the marking. (F9 "undoes" the last thing you did; for example, if you delete an account and then decide you want it back, pressing F9 makes it reappear.)

When you press F10:Options, a screen appears containing a list of design options. Refer to the Info text for information about each option.

* Press Esc.

* Enter **Y** to save the changes.

After recording the changes, the system again requests a report name so that you can design another report, if you wish.

* Press Esc to return to the Edit menu.

PRINT FINANCIAL REPORTS

Now you're ready to print a financial report. To print permanent copies of financial reports, your system must be set up to print on a printer. You can also print reports to the disk, edit them, and

print them from the disk (as discussed in the appendix entitled "Managing Disk Documents"). Another alternative is to print reports on the screen (for example, when you just want to check something on the report quickly).

You can produce departmental, divisional, and consolidated income statements that reflect current and year-to-date activity, that compare current and year-to-date activity with budgeted amounts, and that compare current and year-to-date activity with activity for previous periods.

You can print trial balances of your general ledger at any time. Also, you can produce a current balance sheet in summary or in detail, in standard or spread form, or compared with historical account balances.

Printing to the Screen. For this exercise, you'll print an income statement on the screen.

* Change the printer selection to Screen with the Select Printer command.

* Select the Print Financial Reports command.

The system requests the name assigned to the report you want to print. If you can't remember the name, use the Selector function to display the names of all your financial reports and to select the one you want.

* Enter **Automatic Income Statement** for the name.

Next you choose the type of income data you want in the report. Corner wants to print a comparison of year-to-date real income data with year-to-date budget income data.

* To select the kind of data, enter * to list the types of data available.

* Select YTD, Ratio, YTD Budget, Ratio.

Now you choose how much detail you want, and for which department(s) and division(s). The system can print the report by department, by division, or by both. (Corner doesn't have separate divisions or departments.)

At the division ID prompt, enter a division ID if you want to print the report for a specific company division. Enter "sum" to print a summary report across divisions (that is, to collapse account lines that have the same division number into one line). Enter "dtl" to print one detailed report that shows all the division accounts. Enter "all" to print a report for each division.

At the department ID prompt, enter a department ID if you want to print the report only for that specific department. Otherwise, choose "sum" to print a summary report across departments, "dtl" to print a detailed report showing all department accounts, or "all" to print a report for each department.

For this exercise, print a summary of Corner's comparative Income Statement.

* Enter **sum** at the prompt for the division ID.

* Enter **sum** at the prompt for the department ID.

Next the system asks you to specify the last period through which you want to print the report.

* Press Return to accept 6 for the period.

* Check over your report selection, and enter **Y** at the OK prompt.

If you select a spreadsheet, you must enter the beginning period as well as the ending period of the report.

Before printing the report, the system takes a few moments to sort and calculate data, as indicated by a status counter. Then, the report appears on your screen.

PRINTING SCHEDULES AND LISTS

This section briefly summarizes printing the chart of accounts, checkbook accounts, Cash Journal prompts, and automatic journal entries.

PRINT CHART OF ACCOUNTS

You can print the chart of accounts at any time with the Print Chart of Accounts command. When you select this command, the system prints the chart and then returns to the Print menu.

PRINT CHECKBOOKS

You can print a list of the company's checkbooks at any time by selecting the Print Checkbooks command. After you select the command, the system prints the list and returns to the Print menu.

PRINT CASH JOURNAL PROMPTS

The Cash Journal prompts are the general ledger account ID's that you assigned to cash registers or

cash drawers. You can print a list of these prompts anytime using the Print Cash Journal command.

When you select the Print Cash Journal command, the system asks if you want to print the prompt lists for all of your Cash Journals. If so, enter Y. If not, enter N; the system lists the names of your Cash Journals and you can select which one you want. Then the system prints the list or lists and returns to the Print menu.

PRINT AUTOMATIC JOURNAL ENTRIES

When you select the Print Automatic Journal Entries command, you can print some or all of the automatic journal entries you set up for your company. If you press F4:Print All, the system prints all of your automatic journal entries and returns to the Print menu. If you want to print only a particular group of entries, enter the reference name of that group. The system then prints only the associated entries and returns to the Print menu.

This completes the discussion of printing reports. In the next chapter, you'll learn how to close the books at the end of the period.

7
Closing the Books

After entering all of your transactions for an
accounting period, you need to close the books.
Before doing so, you may want to review the status
of your accounts. The first part of this chapter
tells you how to do so. The remainder of the chap-
ter describes the procedure for closing the books.
You can use the checklist at the end of the chapter
as a guide when you're ready to close the books for
your own company.

SHOW G/L ACCOUNT STATUS

You can display the current status of any of your
general ledger accounts with the Show G/L Account
Status command on the G/L menu. The system asks
for the beginning and ending period and the fiscal
year for which you want to examine the account.
For each account you select, the system displays
the beginning balance, activity, and ending balance
for the range specified.

CLOSING

Now you're ready to learn about closing the books. The following sections discuss closing the period and closing the fiscal year.

CLOSE PERIOD

When you select the Close Period command, first the system verifies that the sum of all general ledger balances equals zero. If you made a mistake entering historical balances, the sum won't equal zero and the system will display an error message. You can use the Edit Historical Balances command to make corrections.

Provided your balances equal zero, the Close Period command does the following:

- Adds account balances for the current period to the balance forward for each account and sets current period balances to zero.

- Deletes historical account balances that are over a year old.

- Deletes journal details that are over a year old provided you aren't using any other systems that still need those details.

- Deletes any general ledger account marked for deletion as long as the account has a year-to-date balance of zero for both open periods, has zero balances in all historical periods, and isn't referenced in any journal entry (in a historical period or an open period).

Before closing the period, be sure you've done the following:

● Entered all transactions, including any automatic journal entries you've set up.

● Printed all your journals, posted reports, and financial statements.

● Made backup copies of your company data (explained in Chapter 8).

When you've completed these tasks, practice closing the period for Corner as follows:

* Select the Close command on the G/L menu.

* Select Period from the choice box.

Now the system lists the steps you should have completed before closing the period.

> **NOTE:** Closing the period may erase journal entries (those over a year old). If you haven't already made a backup, be sure to make one before continuing.

If you haven't performed all the steps on the list, press Esc to leave this command. Complete all of the necessary procedures before continuing to close the period.

* Since all of the procedures should be complete for Corner, enter **go.**

The system performs the closing procedure and returns to the G/L menu.

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The following section discusses closing the fiscal year. Since you don't need to run this command now, this completes the Corner demonstration. You can turn off your computer before proceeding to the next section.

* Press Esc to return to the DOS prompt.

* Turn off your computer and monitor.

CLOSE FISCAL YEAR

You also use the Close command to close your company's fiscal year, after closing the period. Closing the fiscal year resets all income and expense account balances, as well as any other year-to-date amounts, to zero. The system checks to be sure it's the end of your company's fiscal year and won't execute this command at any other time during the year.

To close the fiscal year, select the Close command and choose Fiscal Year in the choice box. Remember that closing the fiscal year resets certain year-to-date totals to zero. Be sure to make a backup copy of your company data before running this command.

CHECKLIST FOR CLOSING THE BOOKS

The following list outlines the steps required for closing the books. You can refer to this checklist when you're ready to close the books for your own company.

___ 1. Enter all transactions for the period, including any automatic journal entries you've set up.

___ 2. Print your journals, posted reports, and financial statements.

___ 3. Make backup copies of your company data.

___ 4. Review the status of your accounts, if you wish.

___ 5. Close the period with the Close command.

___ 6. At the end of the fiscal year, close the period and then close the year with the Close command.

This completes the discussion of closing your books. After reading about managing your disks and data in the next chapter, you'll be ready to set up the books for your own company and begin working with your company data. If you need a refresher to help you get started, refer to the checklist at the end of "Setting Up the Books."

8
Managing Disks and Data

As you work with the BPI Enterprise Series, you'll
find that you need to manage the data on your disk-
ettes and fixed disk. This chapter discusses data
management commands, disk-full procedures, and
system capacity.

MANAGE COMPANY DATA

Each company ID identifies a unique set of data
known as the company books. You can manage your
company books with the Manage Company Data
command.

When you select this command, the system gives
you a choice of copying the company books, deleting
them, backing them up, restoring them, or renam-
ing them. The following sections briefly describe
each choice. If you need further details about what
to enter at specific prompts, consult the Info text.

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COPY COMPANY

Copy Company lets you copy company data from one disk drive to another. If your company data fits on a single diskette or if you're copying from one fixed disk to another, you can use Copy Company instead of Backup Company to back up your data.

If your company data won't fit on a single disk- ette, the system displays an error message. In that case, use Backup Company (discussed later in this chapter).

DELETE COMPANY

You can erase company books that you no longer need with Delete Company. Be sure you don't need the company information before deleting it; unless you have a backup copy, there's no way to retrieve the information once you've deleted it.

BACKUP COMPANY

Most companies store copies of their data on backup diskettes. This helps protect valuable company information against accidental loss or damage.

Backing Up Data

If your company data is too big to fit on a single diskette, use Backup Company to make a backup copy. (Remember, if the data fits on a single diskette, you can use Copy Company instead.)

If you select Backup Company and the amount of data you want to store is too great to fit on a single diskette, the system breaks it up for storage

on a series of backup diskettes. A message on the
screen tells you if you need to insert another disk-
ette. The system numbers each backup. Be sure to
record the number and the current date on the disk-
ette label. Also, be sure to format each diskette
before running Backup Company.

Things to Remember

It's a good idea to back up your data after every
period of data entry that you don't want to risk
having to reenter. This may entail backing up at
the end of each hour, day, or week.

If a power surge or failure occurs while you're
working with your system, the data you're process-
ing may be damaged. If so, use your backup copy to
restore your company data, and then reenter all of
the data you entered since making the last backup.

You can reuse backup diskettes when the data is no
longer current. Label, number, and date your back-
ups so that you can choose the oldest diskettes to
recycle. Since diskettes do wear out, this backup
routine lets you replace old diskettes with new ones
periodically.

Some people keep three sets of backups and recycle
the oldest set. If you back up at the end of every
work day, make a set of backups on Monday, a second
set on Tuesday, and a third on Wednesday. On
Thursday, reuse Monday's backup set. This method
ensures that your data is protected.

You may want to keep certain backups longer to pre-
serve records that end-of-period processing would
otherwise erase. Some companies file one set of
diskettes for each accounting period in the year.
This way, original transactions entered to the

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journals for each period are available on a diskette
as well as on paper in the permanent books. You
can also recycle these diskettes when you no longer
need them.

RESTORE COMPANY

Sometimes, the company data with which you're
working can become damaged. For example, a power
failure that occurs during data entry may alter or
destroy the data you're entering. Before using the
data on your backup diskettes, you must restore the
data to the data disk with Restore Company.

Since you can't restore data over an existing com-
pany ID, you must first change the original com-
pany ID on the data disk (with Rename Company) or
delete it (with Delete Company). Then you're
ready to restore the company. After restoring the
company, reenter any data that you entered since the
last backup.

RENAME COMPANY

Rename Company changes a company ID. For exam-
ple, if your data becomes damaged and you want to
continue data entry with no delays, you can rename
the possibly damaged data, set it aside to examine
later, and continue working with restored data.
Use Rename Company to rename the data that might
be damaged, and then restore the data from the back-
up with Restore Company.

FORMAT DISKETTE

When a diskette is new, you need to format it
before using it. The Format Diskette command

arranges the space for data storage on a diskette.
Once you format a diskette, you seldom need to do
so a second time. If you format a diskette that
already has data on it, keep in mind that format-
ting erases all data on the diskette.

To format a diskette, select the Format Diskette
command on the System menu. Insert the diskette
in the diskette drive. If your computer has two
diskette drives, you can insert the diskette in
either one.

When the choice box appears, first select the letter
that designates that drive. Then indicate whether
you want to format the diskette as a system disk-
ette. In most cases, you'll choose N (for no)
since you usually use the Format Diskette command
to format backup diskettes. However, if you pur-
chase a network package for the BPI Enterprise
Series and need to format your own system disk-
ette, choose Y (for yes).

When the system instructs you to insert a new disk-
ette in the designated drive, make sure you've done
so and then press Return. After formatting the
diskette, the system asks if you want to format
another one. If so, enter Y to repeat the proce-
dure. If not, enter N to return to the System
menu.

ERASE JOURNAL DETAILS

The Erase Journal Details command erases journal
and general ledger details for the closed periods
you specify. While erasing journal details clears
space in data files, making room for additional
data, it doesn't reduce the size of these files.

Erasing journal details deletes all transaction details except General Journal details and balance forward totals from all journals and the general ledger, for all periods up to and including the one you specify. Consequently, it's especially important to make backups before you erase these details. You should also print the details you're going to erase so you'll have a record of them.

When you select Erase Journal Details from the G/L menu, the system displays the company's last closed period and year. It also warns you that you won't be able to print journal entries and detailed general ledger posting reports for the periods from which you erase details. (You can still select "in Detail" from the choice box for the Print General Ledger command, but the report that the system produces will be in summary form.)

You must specify the accounting period through which you want to remove details. Then the system instructs you to enter "go." If you need to change the period you specified, you can do so by using the Up Arrow key to move back to the Period prompt. Otherwise, enter "go" when you're ready to erase details for the selected periods.

DISK-FULL PROCEDURES

Whenever you enter information to your system, you use a certain amount of disk space. If you enter a lot of data over a long period, your fixed disk will become full and won't be able to accept more data. The system alerts you if you're running out of disk space.

When your disk begins to fill, you can do the following to recover or preserve disk space.

● Review your disk directories and delete any files you no longer need. These could be BPI Enterprise disk documents or files unrelated to the Enterprise Series. If you have files that you aren't currently using but don't want to lose, you can back them up onto diskettes and then erase them from the fixed disk.

● If you have company books you no longer need on the fixed disk, you can delete them with Delete Company, discussed earlier in this chapter. If you want to save the company books, you can back them up onto diskettes with Backup Company or Copy Company and then delete them from the fixed disk.

● You can erase journal and general ledger details with the Erase Journal Details command. While this command doesn't recover disk space, it does create space in data files to make room for additional data.

SYSTEM CAPACITY

Table 8-1 summarizes the capacities of the General Ledger system.

Table 8-1 General Limits of the System

System Feature	Maximum Limit
Digits in account ID	12
Accounts per General Journal entry	12
Amount per account in General Journal entry	$999,999,999.99
Amount per account in Cash Journal	$9,999,999.99
Cash Journal prompts	9
Departments	9999
Checkbooks	9
General Ledger account number range	0001 to 9998

This completes the discussion of managing disks and data. Now you're ready to begin working with your own company's data. To set up your books, follow the checklist at the end of "Setting Up the Books."

A Sample Reports

A
Sample Reports

This appendix contains copies of some of the reports generated for the Corner Home Improvement Center, a company that uses four BPI Enterprise systems (General Ledger, Accounts Payable, Accounts Receivable, and Payroll). The transactions shown in the reports are for the month of June 1986. All reports are reproduced in this manual at a reduction of their actual size.

To improve the system, BPI may revise a report to include more data or expand its format at any time without notification. Consequently, the sample reports in this appendix may not exactly match what your system produces. For example, some reports shown in 80-column format may actually be in a 132-column format when you print them.

Sample Reports

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```
06/30/86                    Cash Journal                        Page 1
                      Corner Home Improvement Center
Fiscal Year : 86                                      G/L Period : 6
Cash Journal : CASH DRAWER JOURNAL 1
------------------------------------------------------------------------

                                    06/07/86      06/14/86      06/21/86
0-203-0  Sales Tax Payable           (247.49)      (342.18)      (621.51)
0-401-2  Sales-General             (4,949.81)    (6,293.69)    (8,905.28)
0-802-0  Other Income                 (60.00)       (40.00)       (40.00)
0-101-0  Opening Cash Register Balance            (3,500.00)    (3,500.00)
                                   (3,500.00)
0-000-0  Deposits and Cash Expenses
0-501-2  Cash Purchases-General       101.96         57.61        275.00
0-679-0  Miscellaneous Expense         14.89         21.32          7.99
0-101-0  Closing Cash Register Balance             3,500.00      3,500.00
                                    3,500.00
0-655-0  Cash (Over)/Short            18.76         (8.42)       (16.91)

Net Deposits

1: City National                   5,121.69      6,605.36      9,300.71

Totals                                 0.00          0.00          0.00


                                    06/29/86      06/30/86        Totals
0-203-0  Sales Tax Payable           (469.25)       (11.96)    (1,692.39)
0-401-2  Sales-General             (6,034.91)      (227.32)   (26,411.01)
0-802-0  Other Income                 (50.00)         0.00       (190.00)
0-101-0  Opening Cash Register Balance              (500.00)   (15,000.00)
                                   (4,000.00)
0-000-0  Deposits and Cash Expenses
0-501-2  Cash Purchases-General       123.45          0.00        558.02
0-679-0  Miscellaneous Expense         33.67          0.00         77.87
0-101-0  Closing Cash Register Balance               500.00     15,000.00
                                    4,000.00
0-655-0  Cash (Over)/Short           (12.83)         0.00        (19.40)

Net Deposits

1: City National                   6,409.87        239.28
                                                              27,676.91

Totals                                 0.00          0.00          0.00
```

Sample Reports

```
06/30/86                      Cash Journal                      Page 2
                     Corner Home Improvement Center
Fiscal Year : 86                               G/L Period : 6
Cash Journal : CASH DRAWER JOURNAL 1

          Date                   Date                    Date
Deposit ID    Amount    Deposit ID    Amount    Deposit ID    Amount
-----------------------------------------------------------------------

          06/07/86                 06/14/86                06/21/86

6-7         5,121.69    6-14        6,605.36    6-21        9,300.71

Totals      5,121.69                6,605.36                9,300.71


          06/29/86                 06/30/86

6-29        6,409.87    6-30          239.28

Totals      6,409.87                  239.28
```

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```
06/30/86                                                      Page   1
                        Corner Home Improvement Center
                          General Journal Entries
                          G/L Period 6  Fiscal Year 86

   JE #                   Description                    Debit    Credit
-----------------------------------------------------------------------

    1    GENERAL   06/02/86   G/L Period 6
              0-104-0 Commercial USA                   5,875.00
                   0-103-0 City National                         5,875.00

              To cover May Payroll Deposits

    2    GENERAL   06/16/86   G/L Period 6
              0-104-0 Commercial USA                     980.00
                   0-103-0 City National                           980.00
              0-104-0 Commercial USA                   2,325.00
                   0-103-0 City National                         2,325.00

              To cover Payroll checks and Payroll
              Deposit for Pay Period ending 6/16/86

    3    GENERAL   06/23/86   G/L Period 6
              0-104-0 Commercial USA                   1,080.00
                   0-103-0 City National                         1,080.00
              0-104-0 Commercial USA                   2,380.00
                   0-103-0 City National                         2,380.00

              To cover Payroll Checks and Payroll
              Deposits for Pay Period ending 6/23/86

    4    GENERAL   06/30/86   G/L Period 6
                   0-111-0 Accounts Receivable                     105.00
              0-401-1 Sales-Lumber                       100.00
              0-203-0 Sales Tax Payable                    5.00

              To correct Invoice 6013

    5    GENERAL   06/30/86   G/L Period 6
              0-103-0 City National                      107.23
                   0-802-0 Other Income                            107.23

              To record deposit of interest income

    6    GENERAL   06/30/86   G/L Period 6
              0-671-0 Office Supplies                      9.50
                   0-663-0 Supplies                                  9.50

              Reverses entry to wrong account

    7    GENERAL   06/30/86   G/L Period 6
              0-674-0 Hospitalization and Insurance       70.00
                   0-181-0 Prepaid Insurance                        70.00

              To recognize Insurance expense for
              this period

    8    GENERAL   06/30/86   G/L Period 6
              0-678-0 Depreciation                       775.00
                   0-155-0 Accumulated Depreciation                775.00
```

Sample Reports

```
06/30/86                                                       Page    2
                          Corner Home Improvement Center
                             General Journal Entries
                          G/L Period 6  Fiscal Year 86

JE #                        Description                    Debit  Credit
-------------------------------------------------------------------------

                   To record Depreciation Expense for
                   this period

     9    GENERAL   06/30/86   G/L Period 6
                        0-111-0 Accounts Receivable                40.00
                   0-675-0 Losses on Bad Checks            40.00

                   Direct write-off of bad debt

                                                      -------------------
                                                      13,746.73
                                                                13,746.73
                                                      ===================
```

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```
As of                    Corner Home Improvement Center
06/30/86                     General Ledger Detail                 Page    1
                           G/L Period 6 Fiscal Year 86

    Account                                        Balance    Current
    ID    Name                    Folio            Forward    Period    Balance
---------------------------------------------------------------------------------

0-101-0 Cash on Hand
                                                   500.00
         Cash
               6021              IJ  06/30/86                   26.25
                                                                        526.25

0-103-0 City National
                                                 2,553.73
         JE #   1               GJ                           5,875.00-
         JE #   2               GJ                             980.00-
         JE #   2               GJ                           2,325.00-
         JE #   3               GJ                           1,080.00-
         JE #   3               GJ                           2,380.00-
         JE #   5               GJ                             107.23
         C2        Fosbeck,  Donald G.
                   4186          RJ  06/02/86                  118.87
         C2        Fosbeck,  Donald G.
                   5047          RJ  06/02/86                  468.07
         C2        Fosbeck,  Donald G.
                   CM5047        RJ  06/02/86                   45.87-
         C2        Fosbeck,  Donald G.
                   FC2           RJ  06/02/86                    1.78
         C13       Hornsby, Michael
                                 RJ  06/02/86                  750.00
         C17       Perry, Alexander
                                 RJ  06/02/86                  447.37
         C12       Castleberry, Raymond
                   5308          RJ  06/03/86                  103.30
         C12       Castleberry, Raymond
                   FC12          RJ  06/03/86                    1.55
         C14       Youngblood, Jack A.
                   4495          RJ  06/04/86                  211.72
         C14       Youngblood, Jack A.
                   4621          RJ  06/04/86                1,319.20
         C14       Youngblood, Jack A.
                   5283          RJ  06/04/86                1,478.33
         C14       Youngblood, Jack A.
                   5398          RJ  06/04/86                1,136.79
         C14       Youngblood, Jack A.
                   FC14          RJ  06/04/86                   22.96
         C16       Ray, William H.
                   5225          RJ  06/05/86                  650.41
         C16       Ray, William H.
                   5232          RJ  06/05/86                  536.22
         C3        Foster, Joe T.
                   4661          RJ  06/09/86                1,321.35
         C3        Foster, Joe T.
                   5175          RJ  06/09/86                   42.85
         C3        Foster, Joe T.
                   5187          RJ  06/09/86                  114.22
         C3        Foster, Joe T.
                   5189          RJ  06/09/86                1,756.17
         C3        Foster, Joe T.
```

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Sample Reports

```
   As of                Corner Home Improvement Center
  06/30/86                   General Ledger Detail                   Page    2
                           G/L Period 6 Fiscal Year 86

     Account                                        Balance   Current
     ID    Name                  Folio              Forward    Period    Balance
  ---------------------------------------------------------------------------
            5297              RJ  06/09/86                      485.78
        C3          Foster, Joe T.
            5794              RJ  06/09/86                       75.87
        C11         Nunn, Alton B.
            5310              RJ  06/11/86                      111.56
        C8          Collier, A. W.
            5235              RJ  06/13/86                      334.50
        C8          Collier, A. W.
            5315              RJ  06/13/86                       84.54
        C20         Howard, Timothy S.
                              RJ  06/17/86                    3,000.00
        C5          Moody, Cynthia
            4969              RJ  06/30/86                      107.01
        C7          Ogelsby, W. H.
                              RJ  06/30/86                      100.00
        Junk dealer
                              RJ  06/30/86                       25.00
        Check Register        CR                           11,050.54-
        Manual Check          CR                            1,345.74-
        On Account Check      CR                            6,681.56-
        Cash Journal          CJ                           27,676.91
                                                       ------------------
                                                           10,825.85
                                                                    13,379.58


  0-104-0 Commercial USA
                                                    794.58
        JE #    1             GJ                            5,875.00
        JE #    2             GJ                              980.00
        JE #    2             GJ                            2,325.00
        JE #    3             GJ                            1,080.00
        JE #    3             GJ                            2,380.00
        Manual Check          CR                            5,153.57-
        Payroll Register      PR                            6,751.42-
                                                       ------------------
                                                              735.01
                                                                     1,529.59


  0-111-0 Accounts Receivable
                                                 29,453.90
        JE #    4             GJ                              105.00-
        JE #    9             GJ                               40.00-
        Receipts Journal      RJ                           14,734.55-
        Finance Charges       FC                              118.71
        Invoice Journal       IJ                           39,618.72
                                                       ------------------
                                                           24,857.88
                                                                    54,311.78


  0-111-1 COD Receivables
                                                    242.46
                                                                       242.46


  0-113-0 Employee Advances
```

```
  As of                  Corner Home Improvement Center
06/30/86                     General Ledger Detail              Page    3
                           G/L Period 6 Fiscal Year 86

    Account                                  Balance   Current
    ID    Name                Folio          Forward   Period    Balance
---------------------------------------------------------------------------
                                              500.00
          Payroll Register    PR                       100.00
                                                                  600.00

0-115-0 Inventory
                                           39,760.09
                                                                39,760.09

0-151-0 Furniture and Fixtures
                                           15,863.52
                                                                15,863.52

0-152-0 Machinery and Equipment
                                           44,603.42
                                                                44,603.42

0-155-0 Accumulated Depreciation
                                           13,795.00-
          JE #    8          GJ                        775.00-
                                                                14,570.00-

0-180-0 Deposits
                                              250.00
                                                                   250.00

0-181-0 Prepaid Insurance
                                              350.00
          JE #    7          GJ                         70.00-
                                                                   280.00

0-183-0 Prepaid Interest
                                            1,885.50
                                                                 1,885.50

0-201-0 Accounts Payable
                                           24,246.28-
          Check Register      CR                     11,050.54
          On Account Check    CR                      6,681.56
          Voucher Journal     VJ                     10,825.92-
                                                     ------------------
                                                      6,906.18
                                                                17,340.10-

0-203-0 Sales Tax Payable
                                            1,815.53-
          JE #    4          GJ                          5.00
          C6        Montgomery, Darrell
                    6000        IJ   06/16/86           50.00-
          C4        Hunter, Thomas
                    6001        IJ   06/17/86           75.00-
          C12       Castleberry, Raymond
                    6002        IJ   06/18/86          125.00-
          C7        Ogelsby, W. H.
                    6003        IJ   06/19/86           50.00-
```

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Sample Reports

```
  As of                Corner Home Improvement Center
06/30/86                  General Ledger Detail                Page   11
                       G/L Period 6 Fiscal Year 86

    Account                                    Balance   Current
    ID    Name                    Folio        Forward   Period    Balance
------------------------------------------------------------------------
       C18       Peterson,  Margaret
              AC18            IJ  06/30/86                10.00-
                                                                   210.00-

0-854-0 A/P Finance Charges
                                                57.98
                                                                   57.98

9-999-9 Income Transfer
                                             25,964.03
          Net Income (Loss)      NI                     40,215.87
                                                                66,179.90

              --------------------------------------------
                                                0.00
                                                          0.00
                                                                   0.00
              ============================================
```

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```
                        Corner Home Improvement Center
            Income Statement Summarized By Division and Department
                          YTD, YTD Budget, and Ratios
                          6 Periods Ending June 30, 1986


                          Year-to-Date    %        YTD Budget     %
Income
    Sales                   440,063.11   89.4      350,900.00    90.2
    Construction Income      54,021.00   11.0       40,000.00    10.3
    Sales Discounts            (797.40)   0.2         (800.00)    0.2
    Customer Returns           (996.97)   0.2         (900.00)    0.2
                          ------------              ------------
    Total Income            492,289.74  100.0      389,200.00   100.0

Cost of Sales
    Cost of Sales           186,250.45   37.8      221,380.00    56.9
    Cost of Construction     34,932.60    7.1       20,000.00     5.1
    Purchase Discounts       (6,328.09)   1.3       (6,500.00)    1.7
                          ------------              ------------
    Total Cost of Sales     214,854.96   43.6      234,880.00    60.3
                          ------------              ------------
Gross Profit (Loss)         277,434.78   56.4      154,320.00    39.7

Expenses
    Salaries and Wages      154,617.46   31.4       78,000.00    20.0
    Construction Commissions 14,940.00    3.0       10,500.00     2.7
    Laundry and Uniforms      3,350.00    0.7        4,200.00     1.1
    Cash (Over)/Short            26.73      0            0.00       0
    Rent                      9,200.00    1.9        7,800.00     2.0
    Utilities and Telephone   3,475.46    0.7        3,800.00     1.0
    Freight                     452.33    0.1          380.00     0.1
    Postage                   1,200.68    0.2        1,260.00     0.3
    Repairs and Maintenance   2,211.13    0.4        3,000.00     0.8
    Payroll Taxes             7,229.90    1.5        6,000.00     1.5
    Supplies                  1,153.90    0.2        2,100.00     0.5
    Interest Expense          1,202.31    0.2        1,800.00     0.5
    Travel                      875.00    0.2        1,200.00     0.3
    Advertising               1,475.00    0.3        1,550.00     0.4
    Office Supplies             524.08    0.1          540.00     0.1
    Machinery and Equip. Renta 1,625.00    0.3        2,100.00     0.5
    Hospitalization and Insura  3,420.00    0.7        3,600.00     0.9
    Losses on Bad Checks        301.13    0.1          290.00     0.1
    Bank Charges                 0.00       0         .120.00       0
    Depreciation              4,425.00    0.9        4,200.00     1.1
    Miscellaneous Expense       279.02    0.1          300.00     0.1
                          ------------              ------------
    Total Expenses          211,984.13   43.1      132,740.00    34.1
                          ------------              ------------
Operating Income (Loss)      65,450.65   13.3       21,580.00     5.5

Other Income
    Inventory Overage            0.00       0            0.00       0
    Other Income               322.23    0.1            0.00       0
    A/R Finance Charges        255.00    0.1            0.00       0
    Delivery Charges           210.00       0            0.00       0
                          ------------              ------------
    Total Other Income         787.23    0.2            0.00       0

Other Expenses
    Inventory Shrinkage          0.00       0          380.00     0.1
```

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```
                      Corner Home Improvement Center
           Income Statement Summarized By Division and Department
                         YTD, YTD Budget, and Ratios
                        6 Periods Ending June 30, 1986


                              Year-to-Date     %       YTD Budget      %
      A/P Finance Charges           57.98      0            0.00       0
                              ------------           ------------
      Total Other Expenses          57.98      0          380.00      0.1
                              ------------           ------------
Net Income (Loss)               66,179.90   13.4       21,200.00      5.4
                              ============           ============
```

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```
                      Corner Home Improvement Center
                              Trial Balance

                             June 30, 1986

Assets
  0-101-0 Cash on Hand                              526.25
  0-102-0 Cash on Deposit                             0.00
  0-103-0 City National                          13,379.58
  0-104-0 Commercial USA                          1,529.59
  0-111-0 Accounts Receivable                    54,311.78
  0-111-1 COD Receivables                           242.46
  0-113-0 Employee Advances                         600.00
  0-114-0 Retainage on Contracts                      0.00
  0-115-0 Inventory                              39,760.09
  0-118-0 Labor Control                               0.00
  0-151-0 Furniture and Fixtures                 15,063.52
  0-152-0 Machinery and Equipment                44,603.42
  0-155-0 Accumulated Depreciation               14,570.00-
  0-180-0 Deposits                                  250.00
  0-181-0 Prepaid Insurance                         280.00
  0-183-0 Prepaid Interest                        1,885.50

Liabilities
  0-201-0 Accounts Payable                       17,340.10-
  0-203-0 Sales Tax Payable                       5,390.60-
  0-203-1 Sales Tax Payable-New York             1,597.67-
  0-203-2 Sales Tax Payable-New Jersey             181.55-
  0-203-3 Sales Tax Payable-Connecticut            36.31-
  0-204-0 FICA W/H Payable                          53.82-
  0-205-0 Federal W/H Tax Payable                   25.43
  0-206-0 State W/H Tax Payable                      0.00
  0-206-1 New York SIT W/H                         754.97-
  0-206-2 New Jersey-New York SIT W/H             447.21-
  0-206-3 Connecticut-New York SIT W/H              0.00
  0-206-4 New York City Tax W/H                   333.30-
  0-207-0 Earned Income Credit                      0.00
  0-208-0 Payroll Suspense                       3,171.46-
  0-209-0 FET Payable                              42.46-
  0-214-0 Savings Plan                           2,250.00-
  0-261-0 Notes Payable                         16,987.46-

Capital
  0-301-0 Capital Stock                          3,000.00-
  0-305-0 Retained Earnings                    107,100.71-

Income
  0-401-0 Sales                                      0.00
  0-401-1 Sales-Lumber                         201,102.63-
  0-401-2 Sales-General                        238,960.48-
  0-402-0 Construction Income                   54,021.00-
  0-439-0 Sales Discounts                          797.40
  0-440-0 Customer Returns                         996.97

Cost of Sales
  0-501-0 Cost of Sales                              0.00
  0-501-1 Cost of Sales-Lumber                  96,535.89
  0-501-2 Cost of Sales-General                 89,714.56
  0-502-0 Cost of Construction                  34,932.60
  0-539-0 Purchase Discounts                     6,328.09-
```

```
                    Corner Home Improvement Center
                            Trial Balance

                           June 30, 1986

Expenses
  0-601-0 Salaries and Wages                            0.00
  0-601-1 Salaries and Wages-Lumber               62,565.58
  0-601-2 Salaries and Wages-General              92,051.88
  0-602-0 Construction Commissions                14,940.00
  0-654-0 Laundry and Uniforms                     3,350.00
  0-655-0 Cash (Over)/Short                           26.73
  0-656-0 Rent                                     9,200.00
  0-657-0 Utilities and Telephone                  3,475.46
  0-658-0 Freight                                    452.33
  0-659-0 Postage                                  1,200.68
  0-660-0 Repairs and Maintenance                  2,211.13
  0-661-0 Payroll Taxes                            7,229.90
  0-663-0 Supplies                                 1,153.90
  0-664-0 Interest Expense                         1,202.31
  0-666-0 Travel                                     875.00
  0-669-0 Advertising                              1,475.00
  0-671-0 Office Supplies                            524.08
  0-673-0 Machinery and Equip. Rental             1,625.00
  0-674-0 Hospitalization and Insurance            3,420.00
  0-675-0 Losses on Bad Checks                       301.13
  0-676-0 Bank Charges                                 0.00
  0-678-0 Depreciation                             4,425.00
  0-679-0 Miscellaneous Expense                      279.02

Other Income
  0-801-0 Inventory Overage                            0.00
  0-802-0 Other Income                               322.23-
  0-805-0 A/R Finance Charges                        255.00-
  0-806-0 Delivery Charges                           210.00-

Other Expenses
  0-851-0 Inventory Shrinkage                          0.00
  0-854-0 A/P Finance Charges                         57.98

Income Transfer
  9-999-9 Income Transfer                         66,179.90
                                                 ------------
Total                                                  0.00
                                                 ============
```

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```
                        Corner Home Improvement Center
                   Balance Sheet Summarized By Division and Department

                                June 30, 1986


Assets
          Cash on Hand                                 526.25
          Cash on Deposit                                0.00
          City National                             13,379.58
          Commercial USA                             1,529.59
          Accounts Receivable                        54,554.24
          Employee Advances                            600.00
          Retainage on Contracts                         0.00
          Inventory                                  39,760.09
          Labor Control                                  0.00
          Furniture and Fixtures                     15,863.52
          Machinery and Equipment                    44,603.42
          Accumulated Depreciation                  (14,570.00)
          Deposits                                     250.00
          Prepaid Insurance                            280.00
          Prepaid Interest                           1,885.50
                Total Assets                                      158,662.19
                                                                 =============


Liabilities
          Accounts Payable                           17,340.10
          Sales Tax Payable                           7,206.13
          FICA W/H Payable                               53.82
          Federal W/H Tax Payable                       (25.43)
          State W/H Tax Payable                        1,535.48
          Earned Income Credit                            0.00
          Payroll Suspense                            3,171.46
          FET Payable                                    42.46
          Savings Plan                                2,250.00
          Notes Payable                              16,987.46
                Total Liabilities                                 48,561.48

Capital
          Capital Stock                               3,000.00
          Retained Earnings                         107,100.71
                Total Capital                                    110,100.71
                                                                 ------------
                Total Liabilities and Capital                    158,662.19
                                                                 =============
```

A-15

B Solving Problems

B
Solving Problems

This appendix can assist you in solving some of the problems that might occur as you use your system. The first section answers questions that new users frequently ask. The next section discusses hardware and software errors that require special recovery procedures; although you probably won't encounter an error of this type, you need to know what to do if one does occur. The remainder of this appendix lists the other error messages you might see and explains the recovery procedure for each. These messages are listed in alphabetical order.

If you encounter an error message while working with your system, look it up in this appendix and follow the suggested recovery procedure. If the message isn't listed in this appendix, it's a special hardware or software error and you should consult the corresponding section of this appendix.

TROUBLESHOOTING YOUR SYSTEM

Q: What can I do to prevent accidental power failure or environmental damage to my system?

A: Although you can't eliminate the risk of ac-
cidental damage, you can minimize it by taking the
following precautions:

- If the floor in the computer area is carpeted,
  use an antistatic spray or buy an antistatic mat
  to eliminate static.

- Keep the room temperature below 80 degrees
  Fahrenheit.

- If possible, plug the computer into a dedicated
  connection (a circuit that has no other equipment
  or household appliances connected to it).

- Refrain from eating or drinking near your
  computer.

- Keep current backup copies of your data at all
  times. Store your backups in a cool, dry place.
  Keep them in their paper envelopes when you
  aren't using them. Never write on them with a
  ball-point pen or other writing instrument that
  could damage the recording surface.

**Q: If an accidental power failure occurs, what
should I do?**

A: Wait until the power comes back on. Then,
reactivate your system. The data stored on the
fixed disk may not be reliable anymore. Use your
most recent backup diskette to replace the data
stored on the fixed disk, and update it as neces-
sary.

To avoid losing data when a power failure occurs,
it's a good idea to use an uninterrupted power sup-
ply with your computer.

Q: What steps should I take if my printer won't print?

A: If nothing happens after you select a Print command, do the following:

1. Return to a menu if possible and make sure the printer status shown at the bottom of the screen indicates that a printer is currently selected. If it doesn't, use the Prepare Printer command to select a printer and try again.

2. Make sure the printer power cord is connected, the power switch is in the ON position, and the "On Line" indicator (if applicable to your printer) is lit. Also, be sure the printer ribbon is good and properly installed.

3. Check the printer configuration that you set up with Select Printer under the Prepare Printer command to be sure that your printer is configured properly.

4. Choose Select a Printer under the Prepare Printer command, reselect your printer, and then press F6:Test Pattern. If the test pattern prints successfully, the problem is with your printer. If the test pattern doesn't print, something is wrong with your data. In either case, this information will be helpful if you need to consult outside assistance.

If the printer is set up and configured correctly to the best of your knowledge and still isn't working, consult your computer dealer.

Q: When can I safely turn off the computer?

A: Always return to the DOS prompt before turning off your computer. Also, if you have a diskette in

the diskette drive, remove it before turning off the computer.

Q: Should I keep a parallel set of manual books for a while? How long?

A: It's a good idea to keep a manual set of books running parallel with your computerized system for at least 30 days, or until you're sure that you've learned to operate the system correctly.

Q: What information should I gather before calling about a problem?

A: You should provide the following information:

● Computer system identification, including name and model number of all components.

● The name and version of your BPI Enterprise system, shown on the diskettes that came with your system.

● The name of the command you were running or the activity you were performing when the problem occurred.

● A complete description of the problem. If you receive an error message, write it down exactly as it appears on the screen.

SPECIAL HARDWARE AND SOFTWARE ERRORS

Occasionally, you might encounter a hardware or software problem that requires special assistance. These messages aren't listed in this appendix. Copy the message exactly as it appears on the screen. Then use the Esc key to exit the operation in progress. If you can't exit the operation, press

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the Ctrl (Control), Alt (Alternate), and Del
(Delete) keys simultaneously to restart the
system. (If you're working on server--that is, the
central computer of a network--be sure to inform
everyone on the network before restarting the
system.)

When the DOS prompt appears, reenter the system
and try to perform the task you were attempting
when the error occurred. If the system seems to
work properly, restore the company data from your
most recent backup (as described in "Managing
Disks and Data"); the data you were using when the
error occurred probably isn't reliable. If the
error recurs, contact either your dealer or, if
you've subscribed to it, the Online BPI Customer
Service.

ERROR MESSAGES

This section describes the messages that the system
displays if you attempt to perform incorrect proce-
dures. When you receive a message, look it up here
and read the accompanying recovery procedure.
Then, press the Return key to erase the message
from the screen before performing the recovery pro-
cedure.

A Data Entry Batch Is Currently Using This Checkbook

The system is using the checkbook that you want
to delete. Wait until the batch is finished to
delete this checkbook.

Account Already Exists

You tried to create an account that exists
already. Make sure you typed the account ID

correctly. Otherwise, select a new account ID
for the account you want to add.

Automatic Entry Already Exists
You tried to create an automatic entry that
already exists. Either set up a new automatic
entry or exit this command.

Automatic Entry Does Not Exist
You can't change, enter, or delete this entry
until you set up the automatic entry by choosing
Add from the choice box for the Edit Automatic
Journal Entries command.

Backup Company Failed
For some reason (possibly a bad diskette or a
fixed disk error), your attempt to back up the
company failed. Check the diskette and try
again. If the problem recurs, follow the pro-
cedure recommended in "Special Hardware and
Software Errors" earlier in this appendix.

Bad X (X) in External Entries File
The system can't read the external entries file.
The second word of the error message tells you
what the system expected to be in the file, and
the string in parentheses tells you what was
actually in the file. Refer to the chapter en-
titled "Entering Data" for more information
about making external entries.

Can Enter Reversing Entries Only in the Current
Period
You can't tell the system to auto reverse a jour-
nal entry unless you're making the entry in the
current (first) open period.

Cannot Use a New Account
The system can't use this account because no data has been posted to it. Specify an account that has been used.

Cannot Use the Capital Income Account
You can't use the capital income account here. Choose another account.

Cannot Use the Transfer Account
The transfer account is a special account. You can't use it here. Choose another account.

Can't Add an Account Here--Only at an Account Line or a Blank Line
The system can't accept an account here. Move the cursor to another account line or to a blank line and press F5:Acct.

Can't Add a Title Here--Only at Another Title Line
The system can't accept a title here. Move the cursor to the title line where you want to add a new title and press F6:Title.

Can't Begin a Mark on a Blank Line
You can't use the Mark function on a blank line. Move the cursor to a title or account line and begin the mark there.

Can't Change an Automatic Report
The system can't accept changes to automatic reports. Select another report to change.

Can't Delete a Title Containing Accounts
You can't delete this title because it has accounts listed beneath it. You can change the title name if you wish. Alternatively, you can move the accounts to another title or delete them; then you can delete this title line.

Can't Delete the Income Transfer Account

You tried to delete the Income Transfer account. Since the system needs this account to operate properly, you can't delete it.

Can't Delete This Line--Move Cursor to Account Line or Title Line

You can't delete this line. Move the cursor to an account or title line that you can delete.

Can't Move a Block Within Itself

You tried to move a block while the cursor was still within the block. Move the cursor out of the block of marked text before using the move function.

Can't Move the Marked Accounts into a Different Accounting Category

When you move accounts, move them to the same type of category. For example, move accounts in one asset category to another asset category, not to a liability category.

Can't Move the Marked Lines in Front of a Title

You can't move marked lines in front of a title. Move the marked lines to a place following the title.

Can't Press Total Key While Mark Is in Progress

You pressed F8:Mark once to begin marking lines but you didn't press it a second time to end the mark. Finish the mark by pressing F8 again.

Checkbook Already Exists

The checkbook you're trying to create already exists. If you typed the checkbook number incorrectly, retype it. Otherwise, select a new checkbook number.

Checkbook Is Not There
The checkbook you specified doesn't exist. Either create it first with the Edit Checkbook Accounts command and then choose it, or choose another checkbook.

Checkbook Number Must Be from 1 to 9
The system can accept checkbook numbers only in the range of 1 through 9. You selected a number outside this range. Enter a number between 1 and 9, inclusive.

Company Already Exists
You tried to restore, copy, or create a company using a disk that already contains that company, or you tried to change the name of a company to a name that already exists. Either choose another name or delete the existing company with the Manage Company Data command and then try again.

Copy Company Failed
For some reason (possibly a bad diskette or a fixed disk error), your attempt to copy the company failed. Check the diskette and try again. If the problem recurs, follow the procedure recommended in "Special Hardware and Software Errors" earlier in this appendix.

Current Fiscal Year Must Be Between 80 and 99
You entered an invalid fiscal year. For the current fiscal year of the company you're creating, enter a number in the range of 80 through 99, inclusive.

Delete Company Failed
For some reason (possibly a fixed-disk error), your attempt to delete the company failed. Try again. If the problem recurs, follow the

procedure recommended in "Special Hardware and
Software Errors" earlier in this appendix.

Diskette in Drive A Belongs to Another Series
You inserted a diskette in drive A that is not
part of this series. For example, you may be
installing the Accounts Receivable system and
inadvertently inserted an Accounts Payable disk-
ette. Replace the diskette in drive A with the
proper diskette for the accounting system you're
installing.

Diskette in Drive A Is Not an Enterprise Instal-
lation Diskette
The system requires the installation diskette
(labeled Diskette 1) for the system you're
installing. Replace the diskette in drive A
with the proper diskette.

Diskette Is Out of Sequence: This Is Part X
The diskette you're trying to install isn't the
next one the system needs. Check the screen and
the diskette label to determine the right number
and insert the correct diskette.

Drive X Does Not Respond
The diskette drive isn't ready. Check to see if
a diskette is positioned correctly in the drive.
Then, make sure the printer is connected,
plugged in, and turned on. If the drive still
isn't ready, you may have a hardware problem.
In that case, call your computer dealer.

Ending Date Must Not Overlap Other Dates
The ending date you entered for an accounting
period overlaps the date for another period.
Enter a date that doesn't overlap with any other
period.

Ending Period Cannot Be Less Than Beginning Period
You selected a date on which the period ends for
this report, but that date precedes the date for
the beginning of the period. Enter an ending
date that comes after the beginning date.

Ending Period Can't Precede the Beginning Period
The ending period you specified chronologically
precedes the beginning period. Specify an ending
period that is the same as or comes after the
beginning period.

Enter at Least One Debit and One Credit Account Detail Line
You can't make an entry that has no detail
lines. Enter at least one debit line and one
credit line.

Enter Y or N
The system requires a Y or N response for this
field. Enter one or the other.

Error While Reading Diskette in Drive A
The system detected a problem with the diskette
in drive A. Be sure you inserted the diskette
properly, and inspect it for signs of physical
damage. If the diskette is a backup diskette,
replace it by making another backup copy from
the fixed disk.

File XX Not Found
The system can't find the file for which you're
searching. Either it isn't available or you
entered it incorrectly. Try again.

First You Must Create an External Entries File
You can't use the Enter External Entries com-
mand until you set up an external entries file.
Refer to the section on entering external data in
the chapter entitled "Entering Data."

If the First Mark Is on a Title, the Second Mark Can't Precede the First

Since you began a mark on a title, the system won't accept a second mark that comes before the title. Move the cursor to a blank line past the first mark and press F8:Mark.

If the First Mark Is on a Title, the Second Mark Must Be on a Blank Line

When your first mark is on a title, the second mark must be on a blank line following the first mark. Move the cursor to the place where you want the second mark and press F8:Mark.

If the First Mark Is an Account, the Second Mark Can't Include Titles or Blank Lines

Since you selected an account line to mark, the system can't accept a marked group of lines that includes titles or blank lines. Remove the mark with F9:Undo and try again.

Installation Aborted—System Operation Unpredictable

You pressed the Esc key before all diskettes in the installation series had been installed. Reinstall to ensure proper operation of the system.

Installation Failed—System Operation Unpredictable

Due to an unexpected input/output error, one or more of the programs weren't installed. Reinstall to ensure proper operation of the system.

Insufficient Disk Space for Installation

You don't have enough room on your fixed disk for the system you're trying to install. Use the disk-full procedures discussed in "Managing

Disks and Data" to make more space available
and then reinstall.

Invalid Account
You entered an account ID that isn't in your
chart of accounts or one that isn't acceptable
for this entry. Make sure you typed it cor-
rectly. Otherwise, enter an asterisk (*) to see
the list of valid accounts.

Invalid Category--Enter A, L, C, I, or E
The system accepts these categories of accounts:
A (asset), L (liability), C (capital), I
(income), and E (expense). Enter the appro-
priate letter.

Invalid Checkbook
You entered a checkbook number that doesn't cur-
rently exist for this company. Make sure you
typed the number correctly. If necessary, add
the checkbook with the Edit Checkbook Accounts
command.

Invalid Company Code
You entered either the wrong number of charac-
ters or characters that are unacceptable to the
system. Read the Info text to find out how
many spaces are available and what characters
are acceptable.

Invalid Date
The system doesn't accept nonexistent dates
(such as 06/31) or dates before 01/01/01 or after
12/31/99. Enter a valid date.

Invalid Day for Month Specified
You entered a day that isn't valid for this
month. Choose a valid day.

Invalid Department
You entered an invalid response for the department number. Make sure you typed your response correctly. If necessary, read the Info text for a description of the acceptable responses, and enter a valid response.

Invalid Disk Name or Disk Not Online
Either the disk drive you specified hasn't been defined to the operating system or the drive doesn't contain a diskette. Specify a different drive ID or insert a diskette in the specified drive.

Invalid Division
You entered an invalid response for the division number. Make sure you typed your response correctly. If necessary, read the Info text for a description of the acceptable responses, and enter a valid response.

Invalid General Ledger Account
The account you specified doesn't exist. Choose a general ledger account that does exist.

Invalid Password
You entered either too many characters or characters that are unacceptable to the system. Read the Info text to find out how many spaces are available and what characters are acceptable.

Invalid Reference
You entered a reference that doesn't exist or one that is unacceptable to the system. Make sure you typed the reference correctly. You can also read the Info text to determine what entries are valid for the reference and respond accordingly.

Invalid Selection

You entered a number outside the range of selec-
tions. Read the Info text to determine the
acceptable responses and enter the correct one.

Invalid Time

You entered a time that doesn't exist. Enter a
valid time.

Invalid User ID

You entered either too many characters or charac-
ters that are unacceptable to the system. Read
the Info text to find out how many spaces are
available and what characters are acceptable.

Left Margin Must Be 1 to 32

You specified a number outside the acceptable
range. Enter any number between 1 and 32,
inclusive.

No Enterprise Companies Found on Selected Drive

You attempted to manage company data using a
disk drive that contains no Enterprise com-
panies. Reenter the drive ID.

Number of Digits Must Be X to X

You specified an invalid number for the divi-
sion, account, or department number. Enter a
number between X and X, inclusive (where the
X's represent numbers shown on your screen).

Only One Transfer Account Is Allowed

The system sets up a single transfer account for
you. You can't delete it or add another one.

Only One Transfer Category Is Allowed

The system sets up a single transfer title or
category for you. It contains the transfer
account. You can't delete this title or add
another transfer title.

Out of Memory--Can't Load XX

Your computer doesn't have sufficient memory to load program XX (where XX represents the number shown on your screen). Either your computer doesn't have the minimum amount of memory required to run this system or you have too many programs installed. You need to obtain more memory.

Period Is Open--Period Must Be Closed

You specified an open period. However, the system can process only a closed period. Specify a closed period.

Period X Is Closed--Period Must Be Open

You specified a closed period. However, the system can process only an open period. Specify an open period.

Please Use 0.01, 1.00, 1000.00, or 1000000.00

Specify rounding to the penny, dollar, thousands of dollars, or millions of dollars.

Printer Width Must Be 1 to 132

You specified a number outside the acceptable range. Enter any number between 1 and 132, inclusive.

Range of Periods Cannot Span Fiscal Year

The periods you specified are in different fiscal years. Specify periods within the same fiscal year.

Rename Company Failed

For some reason (possibly a fixed disk error), your attempt to rename the company failed. Try again. If the problem recurs, follow the procedure recommended in "Special Hardware and Software Errors" earlier in this appendix.

Restore Company Failed

For some reason (possibly a bad diskette or a fixed disk error), your attempt to restore the company failed. Check the diskette and try again. If the problem recurs, follow the procedure recommended in "Special Hardware and Software Errors" earlier in this appendix.

Same Foreground/Background Color Makes Screen Unreadable

You chose the same color or intensity for the screen background and foreground (what appears on the screen). With this selection, you won't be able to read anything on the screen. Change one of the settings.

Second Mark Can Be on Any Blank Line After the First Mark

You made the second mark on a line that isn't blank or that doesn't come after the first mark. Move the cursor to a blank line after the first mark and press F8:Mark.

Second Mark Must Be on an Account Line

You must place the second mark on an account line. Move the cursor to the position where you want the second mark and press F8:Mark.

Selected Company ID Not Found

The system can't find the company ID you entered. Enter the ID again, making sure that you enter the correct characters. If the system still can't find it, either it doesn't exist or it's been changed.

Starting Date Will Cause Calendar to Overlap--Please Select Another Date

The starting date you selected causes two fiscal years to overlap. Enter a date that doesn't overlap.

Tabs Must Be Between 1 and 10

You didn't specify a valid number for tabs.
Specify a number between 1 and 10, inclusive, to
indicate the number of columns between tabs in a
financial report.

Test Pattern Not Available for This Printer

You tried to print a test pattern using a printer
type that doesn't have a test pattern. Make sure
you chose the correct printer type.

That User ID Already Exists

You tried to set up a user ID that is already in
use. Enter a different ID.

The First Sum Control Line in the Marked Block Must Be a Title

You can't move a group of lines containing ti-
tles and totals unless the first line is a title
line. Try again, making sure the first line
contains a title.

The Ledger Details Do Not Exist for This Closed Period

You tried to erase journal or ledger details for
a period that doesn't contain details; either
they were previously erased or none were ever
entered.

The Marked Lines Can Be Moved Only in Front of a Title

Move the marked lines in front of a title or in
front of the "End of Document" line.

The Maximum Number of Periods Is X

You entered a number that exceeds the maximum
number of periods your company can have in its
fiscal year. The system allows a maximum of
12 or 13 periods in each fiscal year. Enter the
appropriate number.

The Name Selected Contains Current Journal Entries--Can't Change or Delete

You tried to change or delete a Cash Journal that contains entries. You can't do so until the journal contains no current or historical activity.

There Are Fields Remaining That Require an Answer

You can't approve this screen until you answer all of the required fields. Enter the appropriate responses.

There Are No Automatic Entries to Enter, Change, or Delete

You can't enter automatic journal entries with the Enter Automatic Journal Entries command or change or delete them until you've set them up with the Edit Automatic Journal Entries command.

There Are No Cash Journal Entries to Print

You tried to print Cash Journal entries, but the system can't find any. You must first enter the entries with the Enter Cash Journal command.

There Are No Erasable Journal Details

You tried to erase details but there aren't any details. Use the Erase Journal Details command only if the journals contain details.

There Are No X

There are no items from which you can select (where X represents the item indicated on your screen).

There Are Open Periods in This Fiscal Year--Close Periods First

You tried to close the fiscal year before closing all of the accounting periods in the year. Close the periods first and then close the year.

There Are Unreconciled Checks for This Checkbook

You tried to delete a checkbook, but the system can't delete it until you reconcile all outstanding checks with the Enter Bank Reconciliation command in the Accounts Payable system.

There Must Be an Equal Number of Title and Total Lines in the Block

You tried to move a block that doesn't contain an equal number of title and total lines. Make sure the group of lines you want to move has equal pairs of titles and totals.

This Account Description Is Invalid

You didn't enter any characters or you entered unacceptable characters. Read the Info text to determine the valid entries for a description, and enter a valid description.

This Account Is a Subledger Control or Required Account

You tried to delete a subledger control or required account. Since the system requires this account to operate properly, don't delete it.

This Account Has a Special Use and Can't Be Deleted Now

This account is currently being used as a prompt. You can't delete it until you remove it from use as a prompt.

This Account Has Been Deleted

The account that you selected has been set for deletion. Don't make entries to this account if

you want to delete it. If you want to make entries to this account, remove the delete status with the Edit Chart of Accounts command.

This Account Is a Subledger Control Account
You selected a control account for data entry. Although the system allows the entry, it's not a good idea to debit or credit control accounts directly. You may prefer to select another account to debit or credit.

This Account Is Not a Capital Account
You entered an account other than a capital account. Enter a capital account.

This Account Is Not an Asset Account
When you're making entries to checkbooks, the system reminds you that checkbook accounts should be asset accounts.

This Account Is Used as a Control Account by X/X
The system indicated by X/X uses this account as a control account. You can't use this account here. Select another account.

This Account Is Used as a Prompt Account by X/X
The system indicated by X/X uses this account as a prompt account. You can't use this account here. Select another account.

This Account Is Used by X for X
The system uses this account for a special purpose. You can't use it with this command. Select another account.

This Checkbook Does Not Exist
The checkbook you selected doesn't exist. Either select another one or set up this checkbook with the Edit Checkbook Accounts command.

This Company Must Be Configured Before Using This Command

You must set up the company configuration with the Edit Company Configuration command before you can run the currently selected command.

This G/L Period Is Closed

You tried to make an entry to a closed period. The system doesn't accept entries to closed periods.

This Name Does Not Exist

You selected a Cash Journal that the system can't find. Enter the name of a Cash Journal that exists or set up a Cash Journal for this name with the Edit Cash Journal Prompts command.

This Name Has Already Been Selected

The name you selected for this Cash Journal is already assigned to another Cash Journal. Enter a different name.

This Period Is Closed--Enter an Open Period

You can't select a closed period. Choose one that is open.

This Report Contains Too Many Levels of Subtotals--Maximum Is 20

While editing a report, you tried to enter more than 20 subtotal lines. The maximum is 20.

This Report Doesn't Exist

The report you selected to edit doesn't exist. Make sure you typed the name correctly and try entering it again. If the system still can't find it, enter an asterisk (*) to see what reports do exist.

This Report Is Being Edited and Can't Be Deleted Now

You tried to delete a report that is being edited. Either select another report to delete or wait until the edit is finished.

This Set of Cash Journal Prompts Requires at Least One More Prompt

The system requires at least two prompts for the Cash Journal. You can add prompts with the Edit Cash Journal Prompts command.

Total Must Be Zero

The total debits must equal the total credits. Recheck your entries.

Unknown Data Type--Enter * to Select from Available Types

The system can't recognize your entry. Enter an asterisk (*) to list the available responses and select the one you want.

Unknown Report Name

You specified a report that the system can't find. Make sure you typed the name correctly and try entering it again. If the system still can't find it, enter an asterisk (*) to find out what reports do exist.

You Cannot Debit or Credit the Transfer Account

You selected the transfer account for data entry, but the system can't accept direct debits or credits to this account. Select a different account.

You Cannot Use the Same Drive ID/Company ID

You tried to copy a company to and from the same drive, or you tried to change the name of a company to its current name. Choose a different drive or name.

You Can't Add Any More Checkbooks--Max. Is 9
You tried to add more than nine checkbooks.
Nine is the limit.

You Can't Use This Command--You Are in Suspend Mode
You can't use this command while using the Suspend function. Finish the items you were working on before you chose the Suspend function, and then return to this command.

You Must Answer This Field
The program requires an answer before you can proceed. Enter a valid response.

You Must Define Cash Journal Prompts First
Before continuing, you must set up Cash Journal prompts with the Edit Cash Journal Prompts command.

You Must Edit Historical Data--Accounts Don't Balance
The system can't end the period until the accounts balance. Select the Edit Historical Balances command to balance the accounts. To determine which accounts are out-of-balance, print the Trial Balance. Remember, if you forgot to make entries to the Income Transfer and Retained Earnings accounts when entering historical balances, your accounts will be out-of-balance.

You Must First Mark Some Lines
You need to mark the lines you want to move before the system can move them. Mark them with the F8:Mark key.

You Must Select a Valid Company Before Executing This Command

You tried to run this command before selecting a valid company. Select a company and then select this command again.

Zero Amount Invalid

The system can't accept a response of zero for this entry. Enter an amount greater than zero.

C Managing Disk
Documents

C
Managing Disk Documents

The documents you store on your fixed disk are
called **disk documents.** These documents can in-
clude any report, list, or financial statement that
the system produces or you design. After printing
a document to the disk, you can add to it or change
it with an ASCII text editor. (When you edit a
document, you make changes in the disk document
only.) You can print hard copies of any document
stored on the disk by using the DOS PRINT com-
mand.

To print a document to the disk, choose Select a
Printer under the Prepare Printer command and
change the current printer status to Disk. To de-
lete a document printed to the disk, use the DOS
DEL (Delete) command along with the appropriate
filename from the list of filenames in this ap-
pendix.

Although you can store any number of documents on
the disk, keep in mind that each document uses valu-
able disk space. Therefore, be selective when print-
ing to the disk, and delete documents when you no
longer need them.

Disk documents are contained in the company direc-
tory, which is a subdirectory of the BPIES direc-
tory. The name of the company directory is
xxxxxx.cc, where xxxxxx represents the company
code.

To work with disk documents from DOS, enter the
appropriate DOS command, the pathname (that is,
the BPIES directory followed by the company direc-
tory), and the filename (discussed below). For
example, to list Corner's disk documents, enter
the following (making sure that you leave a blank
space after dir):

dir \bpies\corner.cc*.rpt

The following is a list of all of the General Led-
ger documents you can store on your disk and their
filenames. The extension .rpt follows each
filename.

Filename	Document Name
coabyimg	Chart of Accounts
glcbs	Checkbooks
glcrj	Cash Journal
glcrp	Cash Journal Prompts
gldetail	General Ledger in Detail
glpje	General Journal
glpse	Automatic Journal Entries
glsummry	General Ledger in Summary

In the remaining filenames, xxxxxx represents the company code. In the last filename, ?? represents the two alphanumeric characters that the system assigns as part of a financial report's filename when you create that report.

Filename	Document Name
xxxxxxzx	Automatic Trial Balance
xxxxxxzy	Automatic Income Statement
xxxxxxzz	Automatic Balance Sheet
xxxxxx??	User-designed financial report

If you don't recognize a name in the list and want to know which report it signifies, enter the DOS TYPE command as follows to display the report on the screen:

    type \bpies\xxxxxx.cc\xxxxxx??.rpt

Again, replace the xxxxxx with your company code, and replace xxxxxx?? with the appropriate filename.

Glossary

Glossary

This glossary contains definitions for selected terms as they are used in this manual. For standard technical definitions, consult any technical dictionary or accounting reference book.

Accounting period
 A time period, such as a month, quarter, or year, to which the accounting data relates. Your company can have two accounting periods open simultaneously.

Adjusting entry
 An entry in any journal to correct an earlier entry.

Application
 A particular type of software, installed on program diskettes or on a fixed disk, that enables you to use your computer for various tasks. The BPI Enterprise General Ledger system is an example of an application.

As-of date
A date shown on a report. Usually this is the ending date of a period of time and not necessarily the actual date on which you enter and process the information.

Backups
A set of diskettes with duplicate data from the fixed disk. You store the backups in a safe place to guard against losing valuable information in case of accident or power failure.

Balance
The cumulative net amount of all transactions entered to an account to date. Income and expense account balances are cleared at the end of the fiscal year.

Balance forward
The balance carried over from the previous accounting period. The balance forward plus current activity equals the balance.

Baud rate
The speed with which the computer sends information to the printer.

Blank diskette
A diskette with no information recorded on it.

Byte
A unit of storage space in the computer memory or on a diskette or fixed disk that is approximately equal to one character.

Cash Journal
A journal in which you record point-of-entry sales that don't involve invoices, such as sales using a cash register or a cash drawer.

Character
> A single letter, numeral, or symbol used to represent data. A character could also include a space, a tab, or a carriage return.

Chart of accounts
> A list of the ID's and names of all general ledger accounts.

Choice box
> A list of choices that appears after you select certain commands, allowing you to choose exactly how you want the system to process the command you selected.

Closing the period
> Closing the books for an accounting period, such as a month, in which there are no more entries to be made.

Command
> An instruction you give to the computer, telling it to perform a certain task.

Company
> A set of books containing accounting and system information.

Company configuration
> Information you use to customize your system and designate accounts that the system debits or credits according to the kind of data being entered.

Company ID
> An identifying combination of six characters. This ID is stored by the system and identifies company data. If you have more than one company on the system, the company ID protects you

from accidentally entering data to the wrong company's records.

Control account

An account, also called a controlling account, in the general ledger. This account contains the sum of the balances in the associated subledger accounts.

Cursor

The blinking rectangle on the computer screen that indicates the next point of data entry.

Data

Information that an application program uses, creates, or processes.

Data disk

A disk that holds information for accounting reports.

Default response

The system's automatic response to entries and commands, appearing at the cursor before you make an entry. You can accept the default response by pressing Return, or you can change it by typing a different response and then pressing Return.

Demonstration data diskette

The practice diskette containing the books for a fictitious company, the Corner Home Improvement Center.

Disk drive

A computer storage device that stores information magnetically on a recording disk that's either built-in (like the fixed disk) or removable (like diskettes).

Disk operating system

The collection of programs that controls the overall operation of a computer.

Diskette

A removable storage device that stores information magnetically in a way similar to magnetic recording tape.

Double-entry accounting

A self-checking system of bookkeeping. Each transaction lists at least two accounts, where the total dollar amount of debits always equals total credits.

End-of-period processing

Procedures performed at the end of an accounting period including printing reports, making backups, and closing the books for the period.

Entry

Any transaction that you put on the fixed disk or data disk.

Error message

A message displayed on the screen indicating that you have made a mistake in an entry, or that some other part of the computer or program is not responding correctly.

Expense

Any money spent or accrued to operate a business.

Field

A place where the system asks you to enter data.

Financial reports

Automatic reports that the system supplies to provide financial information about your company

(including the Income Statement, Balance Sheet, and Trial Balance) and any reports you design yourself.

Fixed disk
A computer storage device that stores information on a recording medium that can't be removed from the computer.

Font
A style of print, such as Normal, Compressed, or Bold.

Formatting
The process by which the computer marks and arranges the storage space on a diskette, allowing the system to store and retrieve information on the diskette. Formatting also erases any data stored on the diskette.

Functions
Special features that help you work with your data. The purpose of each function is explained at the bottom of the screen when that function is available.

General Journal
A journal that contains adjusting, closing, and automatic entries in numeric order for an accounting period. The General Journal accepts entries to any general ledger account.

General ledger
The entire group of general ledger accounts that contain summaries of the company transactions posted from the journals, and beginning and ending balances for each account.

Hard copy

Information that the system prints on paper rather than scrolls on the monitor screen.

Hardware

The physical components of the computer, such as the computer itself, the fixed disk, disk drive, printer, monitor, and cables.

Info text

Text that appears on the screen when you press F1 at a data entry field. The text explains what to enter at this field.

Journal

A chronological record of daily debit and credit transactions for an accounting period. The debits and credits are posted from the journals to accounts in the general ledger.

Keyboard

The hardware component of the computer that includes standard typewriter keys, a numeric keypad, function keys, and other keys used to enter data to the system and to control the computer's operation.

Ledger

A written record that contains a list of accounts. It shows the activity in the ledger accounts posted to it from the journals, as well as the balance of each account.

Menu

A list of commands on the screen with which you give the computer instructions.

Monitor

The hardware component that contains the viewing screen.

Network
A group of computers using programs and company data stored on the fixed disk of a central computer.

Offline
The condition of hardware components not presently inserted, plugged in, or turned on.

Online
The condition of hardware components properly connected and turned on, and the condition of software properly installed and functioning.

Password
A six-character security code used to gain access to the company books.

Posting
The process of summarizing transaction amounts in each journal according to account ID and crediting or debiting these amounts to the accounts in the general ledger.

Printer configuration
The specifications that allow the printer to work with the rest of the system.

Prompt
A phrase or account ID that appears on the screen as a signal to you to enter a specific kind of data.

Queue
The list of commands waiting in line to be run in sequence by the system.

Reconciliation
Balancing your bank statements with your company books.

Reversing entry
A method of correcting an entry by making another entry with the same dollar amounts and accounts as the original entry, but with credits and debits switched. This has the effect of canceling the original entry.

Scrolling
Displaying accounts or information by rolling the data from bottom to top on the screen.

Selector function
The feature that allows you to list the valid entries for a field by entering an asterisk.

Software
Any set of instructions for a computer.

Status
The indication of how far the system has gone in processing information for a certain command.

Submenu
A list of commands with which you further define a task specified by a command on a previous menu.

Suspend function
The process of putting the current activity on hold temporarily while you go elsewhere in the system to perform another task.

System
The integrated unit of different programs working together to perform related functions, such as the BPI Enterprise General Ledger system.

Update calendar
A system-supplied personal calendar on which you can record appointments and schedules.

User ID
    The identification you enter each time you start
    up the system.

Write-protected diskette
    A diskette that either has no notch or has a
    notch covered with a tab. As long as the tab
    covers the notch, the system can't write informa-
    tion to the diskette; it can only read informa-
    tion from the diskette.

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P

YOUR COMPANY NAME, TOWN, AND STATE

YOUR BANK NAME
TOWN, STATE

CHECK NO.

AMOUNT

DATE

VOID

YOUR BANK IDENTIFICATION NUMBERS

YOUR COMPANY NAME
1234 ANY STREET
ANYTOWN, USA 99999

PAY
TO THE
ORDER
OF

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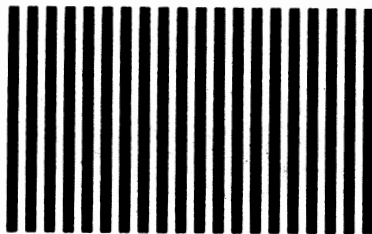_____

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