MCBA®

Mini-Computer Business Applications Inc.

Digital Equipment Corporation

MCBA **Mini-Computer Business Applications, Inc.**
2441 Honolulu Avenue
Montrose, California 91020

Specializing in Business Applications for Mini-Computers

SYSTEM REFERENCE MANUAL

ACCOUNTS PAYABLE

DIBOL-11 Disk, RELEASE 6

MAY, 1981

CONTACTING FIELD SUPPORT

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

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

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

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

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

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

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

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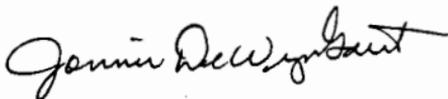
Jonnie DeWynGaert
Vice President of Support

MINI-COMPUTER BUSINESS APPLICATIONS, INC.
2441 Honolulu Avenue
Montrose, California 91020
(213) 247-9050

Date: _____

Software Performance Report

Licensee Contact: _____ Phone: _____

Licensee Name: _____

Address: _____

City: _____ State: _____

1. MCBA Package Involved:

   A/D ___ A/P ___ A/R ___ G/L ___ O/E ___ PR ___ I/M ___ BOMP ___ COP ___

   SFC ___ J/C ___ SPC ___ SPR ___ Base MRP ___ P/O ___ L/P ___ Full MRP ___

   CWU ___ LAW ___ ML ___ PTB ___ TAB ___ Other _____

   _____ Release Number: _____

   Program(s): _____

   Is the code as released by MCBA, or has it been modified or tailored to a
   specific application? _____

   Latest MCBA patch installed:

   _____

2. Specify Hardware Configuration by Manufactuer and Model:

   A. CPU: _____ Memory: _____

   B. Mass Storage Devices: _____

   C. Terminals: _____

   D. Printers: _____

3. Specify Operating System Software Configuration: _____

   _____

What was the sequence of actions leading up to the failure:

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

g) _____

h) _____

What phase of operation was the program in? _____

_____

Has this program run successfully before? _____ yes/no _____

If so, have there been any recent changes in the programs, the Hardware, System Software, or Operating Procedures? _____

(describe any changes) _____

_____

_____

Applicable MCBA documentation (please note page numbers)

_____

Any other data that may help isolate the problem: _____

_____

_____

Has it now been fixed? _____ yes/no _____ How? _____

_____

_____

Listing/Media Included? _____

_____

_____

_____

_____

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

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The rest of this section is organized by application module and
includes any Operator Instructions, and File Load Sheets necessary
for the day-to-day use of the system.

It also contains any Program Specifications, Video Terminal
Formats and Report Formats. These documents are used by
programmers to maintain and modify the system.

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5. Common Program Specifications

    This section contains the Standard Program Specifications.

6. File Definitions

    This section contains the File Definitions for all files used in
    the system.

T A B L E   O F   C O N T E N T S

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Checked by _____ Date _Nov 2, 81_

INSTALLATION INSTRUCTIONS

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

GENERAL INSTALLATION INSTRUCTIONS

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

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

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

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

                SWAP.SYS
                RT11SJ.SYS (or RT11FB.SYS or RT11XM.SYS)
                TT.SYS
                LP.SYS
                BA.SYS   (not needed if using TSX)
                PIP.SAV
                DIR.SAV
                DUP.SAV
                LINK.SAV
                EDIT.SAV   (or other Editor, such as TECO, KED, K52, etc.)
                BATCH.SAV   (not needed if using TSX)
                LIBR.SAV
                RESORC.SAV

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

   CAUTION:

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

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

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

If Using DICOMP - the DIBOL Language Compiler Supplied by DEC

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

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

NOTE:

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

See the following section on TSGEN considerations for further information.

If Using DBL - The DBL Language Compiler Supplied by DISC

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

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

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NOTE:

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

See the following section on TSGEN considerations for further information.

3. DBL 2.2 Sysgen Considerations

    a. Optional patch PCHO1.MAC MUST be installed for proper functioning of
       MCBA programs. This patch causes ENVRN to return a value of 1 for
       SYSTEM.

    b. Optional patch PCHO8.MAC MUST be installed. MCBA's code has been
       designed to add 1 to the value of the terminal number returned by
       TNMBR.

    c. TSX anomalies should not be masked (see DBL PCHO9.INF for additional
       information).

    d. It is recommended that you sysgen a shared run-time system.

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

    f. It is not necessary to remember the last STOP device or extension.

    g. If MCBA patch MUT2-D11D-1 has been installed for XPAND or you have
       received your package after mid-September, 1981, then use the new
       standard form of RENAM. Otherwise, use the old standard form.

    h. MCBA does not use ISAM files. ISAM support is not needed.

    i. Default blocking factors should be honored.

4. TSX-PLUS 2.0 Sysgen Considerations

    a. MXSPAC - MCBA programs require 10 activation characters per line.
       Since you should not be masking TSX anomalies, that is all that is
       needed.

    b. MAXSF - Most MCBA programs open 8 files or less at any one time.
       Since not all of these are likely to be shared at any one time, you
       will probably not need to set MAXSF at any more than 4 x (number of
       terminals on line at any one time).

    c. MAXSFC - Should be set to 8 x (number of terminals on line at any one
       time).

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    d. MXLBLK - Should be set to 7.

    e. MAXMC - TSX message support is not needed if the message pool facility
       is sysgenned in DBL. No MCBA programs send more than one message at a
       time in any case. If TSX message support is being used, MAXMC should
       be at a minimum equal to the number of terminals on line.

    f. MSCHRS - If needed, should be set to 80 characters.

    g. MAXMSG - If needed, should be equal to MAXMC.

    h. It is highly recommended that TSX be sysgenned to support a shared
       run-time system as recommended by DISC. This will conserve memory and
       allow more users to run at any one time without swapping. It is
       especially important since the DBL 2.2 run-time system is considerably
       larger than DBL 1.3

    i. DFLMEM - Can be as low as 26KB if a shared run-time is being used.
       Otherwise, should be 46KB.

5. Mount and boot the "MCBA Generation Disk".

6. Next, mount the MCBA Distribution disk and copy all the files onto the
    "MCBA Generation Disk". This is done using PIP with the wild card option.

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

7. Remove the MCBA distribution disk. The "MCBA Generation Disk" now
    contains all the files and programs necessary to build the package(s) per
    the specific Installation Instructions on the following pages.

8. For your convenience, a listing command file has been provided to
    facilitate the listing of your source programs to the printer (device
    "LP:").

    Define the input device by typing:

        ASS   dev   DK

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

    Set up the listing by typing:

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

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To run, type:

    @LISTXX.XXX

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

I N S T A L L A T I O N   I N S T R U C T I O N S

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

HOW TO INSTALL THE ACCOUNTS PAYABLE SYSTEM

1. Perform steps 1-5 of the "General Installation Instructions".

2. Label a formatted disk: "Accounts Payable Master" and mount it on another
    drive. This disk must be pre-formatted and initialized with the same
    directory size as the "MCBA Generation Disk".

3. Define the devices for the build procedure's input and output.

    Type .ASS dev IN

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

    and .ASS dev OUT

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

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

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

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

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

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

    This will transfer the operating system files.

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

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

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

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

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

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

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

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

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

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

   ```
   .R PIP
   *dev:COMPNY.DDF=dev:COMPNY.DDE/R
   *dev:SECURE.DDF=dev:SECURE.DDE/R
   *dev:DEVICE.DDF=dev:DEVICE.DDE/R
   *dev:SPLDIR.DDF=dev:SPLDIR.DDE/R
   ^C
   ```

   dev is the device containing the A/P system.

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

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8. You are now ready to begin using the Security System Initialization and
    Conversion programs needed to make the Accounts Payable system
    operational. See the Suggested Conversion Procedure, Security System and
    File Initialization sections for more details.

9. Make sure you assign the logical BAP to the physical device containing
    your Accounts Payable programs. Also, assign the logical SRT to the
    physical device which will hold the sort work files. The MCBA Accounts
    Payable programs will not run if these two logicals are not assigned.

10. If you are using the MCBA Release 6 General Ledger system, which you
    received before October 1, 1981, replace the GLFACE program in the one
    newly supplied with this Accounts Payable system. The new one contains
    the interface to Accounts Payable, whereas the old one does not.

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GUIDELINES FOR FILE SIZING

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

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

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

VENDOR MASTER FILE

        Vendor Master Record - 285 characters
        Vendor Index   - 12 characters

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

A/P VALID G/L ACCOUNT FILE

        Record Length - 39 characters

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

NEW PAYABLES TRANSACTION FILE

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

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

A/P OPEN ITEM FILE

        Record Length - 120 characters

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

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

A/P DISTRIBUTION FILE

        Record Length - 37 characters

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

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

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

    4 + number of expense distributions + number of variance distributions

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

A/P CHECK FILE

        Record Length - 91 characters

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

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

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

CHECK RECONCILIATION FILE

        Record Length - 77 characters

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

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

PARTIAL PAYMENTS FILE

        Record Length - 81 characters

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

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After posting, this file is completely cleared.

NON-G/L INTERFACE FILE

        Record Length - 100 characters

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

I N S T A L L A T I O N   I N S T R U C T I O N S

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SETTING UP THE MCBA ENVIRONMENT

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

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

These files and programs are as follows:

	DEVICE.DDF
	COMPNY.DDF
Data Files	SECURE.DDF
	SPLDIR.DDF
	MESARA.DDF (this is created by the INITMS program, described below).

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

CLRFIL	PRTDEV
CLROF2	PRTPAS
CONMNT	RSTART
DPMENU	SECCTL
INITMS	SECSYS
LKSEE	SRTSEC
MSGMNT	XPAND

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

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

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

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

1. Assign your DK device and make sure the MSMENU program is on this device.
    Assign your UT device (and insert this assignment into your start-up file
    for RT-11 or TSX, whichever is applicable.) Make sure the utility
    programs and files listed above are on the UT device. Assign the logical
    SRT to the device you wish to contain Sort Work files. Type RU INITMS,
    and create the Message file (MESARA.DDF) on the same device as is assigned
    to UT. INITMS may only be run under RT-11 directly or under TSX. It may
    not be run under TSD. See the Operator Instructions for the Initialize
    Message File application in the MCBA System Functions and Utilities manual
    for details on running this program.

3. To comply with the system performance note that is displayed at the end of
    the INITMS program, the build batch that created your master disk
    has already placed the COMPNY.DDF, DEVICE.DDF, and SECURE.DDF files in
    front of all of the other application program files.

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

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

        .DEL/LOG SRTSEC.SAV

        .RENAME SRTSEC.BAK SRTSEC.SAV

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

        .RENAME MESARA.BAK MESARA.DDF

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

        RUN UT:SECSYS.

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

                                2132479050

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

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Now do the following:

i) Select #10 from the Security System menu, to add your first Company
   code. When you are requested to enter "FIELD # TO CHANGE", enter 1
   and then enter the Company code for your main company (this
   designation is arbitrary and is completely at your discretion, except
   that the Company code cannot end in a number, and no two Company
   codes may begin with the same two characters).

ii) Next, select #1 from the Security System menu and add a new password.
    This will be the password for the system manager, so set the Access
    code for _every_ file to "U".

iii) Now, select #11 from the Security System menu and enter the devices
     for all of your files. For each package you must only insure that
     the files listed in the Technical Notes section entitled Device Table
     Assignments for ..... are assigned to devices. Press the TAB key for
     any file that you wish to skip.

5. When you end the Security System Maintenance application in step 4, by
   pressing the BACKSPACE key for the menu selection, you will get a message:

                   "DPSECU FILE UNAVAILABLE - CR TO RECOVER.

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

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

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

   Press RETURN.

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

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

   i) The company name as you wish it to be printed on the headings of all
      reports. You need not center it. It will be centered automatically.

   ii) The types of your printers. You may not have four different
       printers. However, for the printers you do have, you must have the
       logical assignments shown on this screen in order for the MCBA print
       programs to access them properly.

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

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

RETURN defaults to "C" for Character Printer.

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

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

iv) Enter "1" for the next report sequence number. Every printed report
is assigned a sequence number, and this number is automatically
incremented by "1" before each new report is printed. Entering "1"
here tells the system to start numbering reports at 1.

v) Spooling option: You should consider the needs of your installation
before answering this question. If you have a small installation
with limited disk space, and a relatively small volume of data, you
should probably enter "0" for no spooling. In this case, all reports
will either be printed immediately, or optionally displayed, if you
are on a VT100 terminal.

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

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

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

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

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

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

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

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

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

8. After you have entered all the Company file information and have no more
   changes, you will automatically be transferred to the MCBA System
   Functions menu. Select #3, Message Maintenance.

9. You will now use selections 5 and 6 on the submenu displayed. It does not
   matter which order you do these in; number 5 will be described first.

10. Select #5 from the Message Maintenance menu. An array of all logicals
    used by the MCBA packages will be displayed, along with a numbered array
    going from 1 to 27. Note that the number of system-wide logicals is only
    16, but you can make up to 27 different assignments. This allows you to
    add additional non-MCBA (or future MCBA) packages in the same environment
    as the MCBA packages run under.

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

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

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

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

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

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

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

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

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

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

PART 1:   CONVERTING FROM A MANUAL SYSTEM

Pre-Set Up

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

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

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

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

File Initialization

1. It is assumed that you have carried out all the steps in the Installation
    Instructions section entitled Setting Up the MCBA Environment, and
    specified the devices where you wish your A/P files to reside and that the
    physical disks that are to contain these files are mounted and ready.

2. From RT-11 or TSX, run the INITAP program. This creates all the major
    files for the A/P system. This is a stand alone program and is not run
    under the Security control of the Master Menu program.

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

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

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

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

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

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

3. Now enter the G/L account numbers you wish to use in the A/P system using
    the A/P Valid G/L Account File Maintenance application. This should
    include all of the debit and credit accounts you use to record payables,
    expense, discounts taken and cash disbursed. If you are using the MCBA
    General Ledger system, a program has been provided which transfers all
    posting accounts from the G/L Chart of Accounts file into the A/P Valid
    G/L Account file. You may use this program (selection #5 on the A/P Valid
    G/L Account File Maintenance menu) to save the time required to re-enter
    all these accounts and their descriptions. Just make sure that you
    created the A/P Valid G/L Account file large enough to hold all of the
    posting accounts in the General Ledger.

4. Next, enter the voucher number you wish to start numbering new payables
    from (see the Operator Instructions for the Set Starting Voucher Number
    application). If you do not enter a specific number, the system will
    automatically start numbering vouchers with #1.

5. Enter all your vendors via the Vendor Master File Maintenance application.
    See the Operator Instructions for this application and use the
    corresponding File Load Sheet.

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6. Building the A/P Open Item File

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

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

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

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

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

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

NOTE:

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Run Parallel to Existing A/P System:

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

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

8. Convert to New A/P System:

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

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PART II: CONVERTING FROM THE MCBA RELEASE 5 VERSION

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

Overview

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

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

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

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

CONVERTING A STAND-ALONE A/P SYSTEM

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

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

                Zip Code (if expanded)
                Phone Number
                Federal ID Number and Type
                Type of 1099

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

2. Make sure that there are no unposted new payables transactions, no
    unposted partial payment transactions, no purge zero totals payables in
    progress, and no incomplete check printing run in progress.

3. Enter all the payables, cash and discount accounts that you are currently
    using, or plan to use, into the A/P Valid Account file if they are not
    already there.

4. Print the G/L Distribution Cross Reference Report, using a cut-off date
    such as 12/31/99, so that everything on file is printed on the report,
    then answer "Y" to the "PURGE FILE THRU REPORT DATE ?" question.

5. Print the A/P Aged Trial Balance (still in Release 5) showing detail,
    using an arbitrarily large aging date, such as 12/31/99, so that any
    future-dated vouchers will be included. (This is to be used for checking
    purposes, comparing it to the A/P Aging Report in Release 6 after the
    conversion is done).

6. You have now completed all the actions necessary within Release 5. Now
    replace all Release 5 A/P programs with the Release 6 A/P programs. On
    the running Release 6 disk you must also have the following data files:
    SECURE.DDF, COMPNY.DDF, and SPLDIR.DDF, as well as the new, Release 6
    version of DEVICE.DDF (which replaces the Release 5 version).

7. After replacing the DEVICE.DDF file, to assign the desired devices for all
    A/P files in the new Release 6 system (see Technical Notes section for a
    list of these files), follow the procedure outlined in the Installation
    Instructions section entitled Setting Up the MCBA Environment, which
    includes running the SECSYS program (see Operator Instructions for the
    Security System). These need not be on the same devices as the
    corresponding Release 5 files. Verify that there is enough room on these
    devices to hold all new files in addition to the files already there.
    This is necessary for the conversion programs to run, since these programs
    create the new files at the same number of records as the old files, while
    the old files are still in existence.

8. You may delete the following files before you begin the file conversion:
    NEWAP.DDF, NEWGLD.DDF, GLDIST.DDF, PRTIAL.DDF. Also, if any of the
    following files exist, they may be deleted: TVNIDX.DDF, PURGAP.DDF,
    APTOGL.DDF.

9. Now, run the NEWVEN program. This converts the Vendor Master file to the
    Release 6 format and then rebuilds the Vendor Index file and initiates a
    full sort of this file.

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

10. Next, either rename the EXPACT.DDF file to EXPACT.ccc where ccc is your
    new Company code; or, if you have specified a different device for your
    Release 6 A/P Valid G/L Account file from the Release 5 Expense Account
    file, use COPY or PIP to copy EXPACT.DDF to EXPACT.ccc on the new device.

11. Next, run the NEWAPO program. This converts the Release 5 A/P Open Item
    file to the Release 6 format. You will be requested to enter the device
    of the old and new APOPEN files, and the Company code for the new file,
    and three General Ledger account numbers:

                    Payables account number
                    Cash account number
                    Discount account number

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

12. Now, create the remainder of your Release 6 A/P files by running the
    INITAP program (see Operator Instructions for the Initialize Accounts
    Payable Files application). Make sure **not** to create the Vendor Master
    file and A/P Open Item file.

13. Print the A/P Aging Report in your new Release 6 system, and compare it to
    the Release 5 Aged Trial Balance printed at step 5 above. The Release 5
    report ages by invoice date.

14. When you are satisfied that the conversion has gone okay, enter the vendor
    data collected at step 1 using the new Vendor Master File Maintenance
    application.

15. You are now ready to begin using your MCBA Release 6 Accounts Payable
    package. Make sure you assign the logical AP to the physical device
    containing the Accounts Payable programs, by using the Message Maintenance
    application on the System Functions menu, and the logical SRT to the
    physical device to be used for sort work files (the device which has the
    most free space on it). It is highly recommended that you put this last
    device assignment into your RT-11 and/or TSX start-up file.

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

1. If you are close to your fiscal year end, it is best to wait until you
    have completed all year-ending activity in both the A/P and G/L systems
    before converting.

2. General Ledger should be converted first. In preparation for this, within
    the Release 5 A/P system, print the G/L Distribution Cross-Reference
    Report using 12/31/99 as the cut-off date (it is assumed that you have not
    entered any invoices into the A/P system that are dated later than the end
    of the current fiscal year). Then answer "Y" to the "PURGE FILE THRU
    REPORT DATE ?" question.

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

3. It is advisable to convert the G/L and A/P systems separately, on separate
    disks, and then when each conversion has been successfully accomplished,
    consolidate the two Release 6 systems on one disk by insuring that there
    is only one valid copy of the DEVICE.DDF, COMPNY.DDF, SECURE.DDF,
    SPLDIR.DDF and CONAME.ccc files (where ccc is your Company code extension).

4. After the G/L system is converted, convert the A/P system according to
    steps 1-16 "Converting a Stand-Alone A/P System". Do not begin entering
    any new payables transactions until the Release 6 A/P and G/L systems are
    consolidated (i.e. are sharing the same .DDF files and CONAME.ccc file),
    nor print computer checks.

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

1. Convert A/P as described in the "Converting a Stand-Alone A/P System"
    section, on a disk completely separate from the Release 6 G/L system. Do
    not yet enter any new payables transactions or print computer checks in
    the Release 6 system.

2. Enter all A/P Distribution activity that has already occurred, manually
    into the Release 6 G/L system.

3. Make sure the G/L interface is activated, using the Initialize Accounts
    Payable Files application.

4. Consolidate the .DDF files and CONAME.ccc file onto the same running disk,
    from the A/P and G/L Release 6 systems.

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5. Relace the GLFACE program you received with your G/L system with the
    updated GLFACE program provided with this A/P system.

6. You are now ready to start using the Release 6 Accounts Payable system.

A C C O U N T I N G   C O N S I D E R A T I O N S

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HANDLING UNCOMMON CONDITIONS

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

Paying a Voucher With a Manually Written Check

Situation:

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

Handling:

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

Adjusting an Incorrectly Entered Expense Distribution

Situation:

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

Handling:

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

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Showing a Void Check (Not Printed by the Computer)

Situation:

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

Handling:

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

Backing Out an Incorrectly Posted Regular Voucher

Situation:

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

Handling:

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

Backing Out an Incorrectly Posted Prepaid Voucher

Situation:

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

Handling:

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

ACCOUNTING CONSIDERATIONS

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Reversing an Incorrect Full Payment

Situation:

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

Handling:

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

Reversing an Incorrect Partial Payment

Situation:

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

Handling:

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

GENERAL MCBA SYSTEMS APPROACH

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

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

The typical flow would be:

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

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

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

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NORMAL MODE OF OPERATION OF THE A/P PACKAGE

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

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

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

2. On a daily or weekly basis you will be using the New Payables Entry and
    Editing application to enter new invoices as you receive them from your
    vendors and enter manual payments made against existing invoices.

3. On a weekly basis (normally), you will be doing all the steps necessary to
    produce computer checks to pay outstanding invoices. This involves
    printing the Cash Requirements Report, running the Payment Preparation
    application, including printing of the Pre-Check-Writing Report, and going
    back and forth between these three functions until you know that you have
    accurately selected everything you want to pay on the next check printing
    run.

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

    A possible sequence for the above would be:

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

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

4. On a monthly basis, possibly in the sequence given below at the end of the
    month:

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   a. Print the A/P Distribution to G/L Report.
   b. Interface A/P distributions into G/L (from the MCBA General Ledger
      system).
   c. Purge the A/P Distribution file.
   d. Do Check Reconciliation (when you receive your bank statement).
   e. Print the Vendor Analysis Report.
   f. Run the Month-End Processing application.

5. On an on-request basis, any time you wish, you will:

   a. Inquire into a vendor's account, using the Vendor Account Inquiry
      application.
   b. Print an Aging Report, in summary or in detail, for all or selected
      vendors, using the Print A/P Aging Report application.
   c. Use the Change A/P Open Item Data application to correct or change due
      date and discount information for invoices that have been posted.
   d. Use the Purge Zero Total Payables application to remove totally
      inactive vouchers from the A/P Open Item file.

6. At year-end, you will do the following:

   a. Do all the steps for the end of the month to close out the last month
      of the year.
   b. Print Federal 1099 forms, if you have been using the A/P package to
      pay subcontractors.
   c. Run the Year-End Processing application to close out the year.

S Y S T E M   N O T E S

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NOTE ON PRINTER ALIGNMENT

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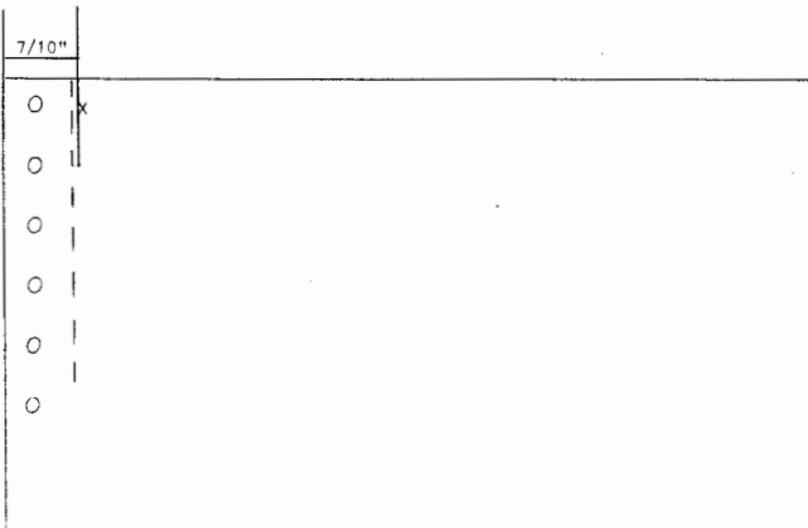
TECHNICAL   NOTES

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Compilation

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

1. For CTS-300:

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

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

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

2. For DBL:

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

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

Linkage

Nearly all programs are linked as follows:

1. For CTS-300:

        .RUN LINK
        *pgmnam.TSD=pgmnam.TMP,UTIL,TDIBOL/B:100000
        .RUN REDUCE
        *pgmnam.TSD/N

    (See Note about "UTIL" below.)

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

        .RUN LINK
        *pgmnam=pgmnam.TMP,UTIL,DIBOL

3. For DBL:

        .RUN LINK
        *pgmnam=pgmnam.TMP,UTIL,DLIB

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

Sort Programs

Sort programs within the MCBA pacakges are built in a slightly different way.
Under CTS-300, the sequence is as follows:

```
    a.    .RUN GSORT
              INFILE  = srtnam.ext
              OUTFILE = srtnam.DBL

    b.    .RUN DICOMP
          *srtnam.TMP=srtnam,SORT.MAN/0

    c.    .RUN LINK
          *srtnam=srtnam.TMP,UTIL,TDIBOL/B:100000
```

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

"UTIL" - The External Subroutine Library

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

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

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

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

"DEVICE" - The Physical Device Assignment Table

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

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

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

The record layout for DEVICE is:

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

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

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

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

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

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

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

"FILES" - The File Protection Subroutine

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

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

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Briefly, here's how "FILES" works:

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

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

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

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

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

"DELETED RECORDS MUST BE PURGED" message

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

REPORT SEQUENCE NUMBERS

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

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

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

AFLAG PROCESSING

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

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

New Payables Entry and Editing

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

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

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

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

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

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

Specify Partial Payments

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

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

                        8   to   9
                        $\emptyset$ to   1
                        4   to   1
                        5   to   1
                       -1   to   6

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

Removing Posted Partials

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

Print Payables Checks

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

a. Pass 1: A test is made for $\emptyset$ or CR total vendors, who will not have checks
    printed on this run.

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

                        AFLAG = $\emptyset$, 1, 4, 5, 6, 7, -1

    All other values of AFLAG are ignored.

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

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

If PRTTOT is more than Ø:

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

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

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

If CHKTOT is equal to Ø and PRTTOT is equal to Ø:

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

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

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

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

    Then, AFLAG is changed as follows:

                          6   to   7
                          Ø   to   3

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

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

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

Check Posting

a. The Check Posting Preparation program (CHKPRP) creates G/L Distribution
   Transaction records for records with AFLAG = 3 and 7 and updates the
   Vendor records.

b. APCHEK records are then created for <u>every</u> manual, prepaid and void check
   voucher that has not yet appeared on a Check Register. This is one record
   per <u>voucher</u>, which can be more than one voucher per check. This is done
   for $\overline{AFLAG} = -4$, -3, -2 and 2. An APCHEK record is also created for every
   computer paid voucher from the current check run, i.e. AFLAG = 3 and 7.

c. The FLGPDS program does the following:

   Closes out voids and prepaids:

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

   Marks partial manual payments and partial computer payments as paid:

        AFLAG = -4 and 7 are changed to 8.

   Undefers unpaid partials:

        AFLAG = -1 is changed to 6.

   Closes out computer paids and fully manually paids:

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

   along with all partials associated with them

        AFLAG = 8 and 9 are changed to -9.

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

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

Payment Preparation

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

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

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

$$
\begin{array}{rcl}
-1, 7 & \text{to} & 6 \\
1, 4, 5 & \text{to} & \emptyset \\
9 & \text{to} & 8
\end{array}
$$

All other AFLAG values are unchanged.

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

$$
\begin{array}{rcl}
-1, 7 & \text{to} & 6 \\
\emptyset, 4, 5 & \text{to} & 1 \\
8 & \text{to} & 9
\end{array}
$$

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

All other AFLAG values are unchanged.

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

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

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

PRINT-OUT OPTIONS

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

Display a Report

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

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

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

Printing a Report

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

                 Printer Number   Device Code

                        1   LP:
                        2   LQ:
                        3   LR:
                        4   LS:
                        5   Remote Printer (TT:)

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

                    "ENTER NUMBER OF PRINTER TO USE"

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

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

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

                 "PRINTER NOT AVAILABLE - WILL YOU WAIT ?"

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

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

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

Spooling a Report

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

Setting up spooler operation during installation:

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

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

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

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

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

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

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

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

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

DEVICE TABLE ASSIGNMENTS FOR ACCOUNTS PAYABLE

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

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

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

LIST OF PROGRAMS BY APPLICATION
(Programs in parentheses are subroutines of the main program)

1. Initialize Accounts Payable Files

INITAP

2. Accounts Payable Menu

APMENU

3. Vendor Master File Maintenance

VENMNT
VENPRT
SRTVID
VENCNT
ORGVEN

4. Print Alphabetical Vendor List

VLIST
STVNLS
VENLST

5. Valid A/P Acct File Maintenance

APAMNT
APALST
SRTAPA
APACNT
ORGAPA
GLTOAP

6. New Payables Entry and Editing   J/C-SPC-P/O Version

VCHENT   VCHENT
VCHENO (VCHEO, VCHE1, VCHE2)   VCHEN1 (OPNAP, CLSAP, AP3,
VCHREG   AP4, VCH10, VCH11, VCH12,
SRTVCH   APSC2)
NAPPRP   VCHRG2
SRTAPD   SRTVCA
APDSUM   NAPPR2
PSTAPD   SRTAPD
SRTVC2   APDSUM
PSTAPO   PSTAPD
CLRVCH   SRTVCB
                         PSTAP2
                         APTOJP
                         STAPIN
                         APICNT
                         CLRVC2

TECHNICAL NOTES

7. Print Payables Aging Report

            AGEDAP

8. Vendor Account Inquiry

            VENINQ

9. Change A/P Open Item Data

            DUEDIS

10. Print Cash Requirements Report

            CSHREQ

11. Payment Preparation

            DEFSEL
            PRECHK

12. Specify Partial Payments

            PRTIAL
            SRTPTL
            PTLREG
            PSTPTL
            CLRPTL
            DELPTL

13. Print A/P Checks

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

14. Purge Zero Total Payables

            PRGAPO
            PRGRPT

TECHNICAL NOTES

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

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

                APXREF
                BGLX1X
                SRTAGX
                APGLXV

16. Check Reconciliation

                CHKREC
                CHKLST

17. Print Vendor Analysis Report

                VENANL

18. Print Federal 1099 Forms

                AL1099
                PR1099

19. Other Special Functions

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

FILE USAGE MAP

3.6.1

LEGEND

O = Output
U = Updated
I = Input
D = Deleted
P = Protected
C = Use Count Set
* = Happens only under certain conditions

	VENMAS	VENIDX	EXPACT	NEWAPØ	NEWAPD	APDIST	APOPEN	TVNIDX	PTLPAY	APCHEK	RECONC	PURGAP	APINTR	APGLIX	GLAMAS	GLAIDX	GLWORK
INITAP	O	O	O U*	O U*		O U*	O U*		O	O	O		O				
APMENU																	
VENMNT	U	U C															
VENPRT	I	I C															
ORGVEN	U	U P															
SRTVID	U	P															
VENCNT	U	U P															
VLIST	I	I C						O P									
SRTVLS								U P									
VENLST	I	I C						I P D									
APAMNT			U C														
APALST			I C														
ORGAPA			U P														
SRTAPA			U P														
APACNT			U P														
GLTOAP			U P											I C			
VCHENT				U C													
VCHENØ	U	U C	I C	U C			I C										

Date: JUN-81

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FILE USAGE MAP

System: A/P

Version: DIBOL-11 Disk

Release: 6

MCBA Licensed Material

3.6.2

LEGEND

O = Output
U = Updated
I = Input
D = Deleted
P = Protected
C = Use Count Set
* = Happens only under certain conditions

	VENMAS	VENIDX	EXPACT	NEWAPB	NEWAPD	APDIST	APOPEN	TVNIDX	PTLPAY	APCHEK	RECONC	PURGAP	APINTR	APGLIX	GLAMAS	GLAIDX	GLWORK
SRTVCH				U P													
VCHREG				I C / I P*	U P*												
NAPPRP	I	C		U P	O P	U P	U P										
SRTAPD					U P												
APDSUM					I P												
PSTAPD					I P D	U P											
SRTVC2					U P												
PSTAPD	U	I			I P		U P										
CLRVCH					U P												
VENINQ	I	I C					I C										
AGEDAP	I	I C					I C										
DUEDIS							U C										
CSHREQ	I	I C	I				I C										
DEFSEL	I						U C										
PRECHK	\						I C										
PRTIAL							I C		U C								
SRTPTL									U P								
PTLREG	I	I C					I P*		I C / I P*								

FILE USAGE MAP

Version: DIBOL-11 Disk

System: A/P

Release: 6

MCBA Licensed Material

LEGEND

O = Output
U = Updated
I = Input
D = Deleted
P = Protected
C = Use Count Set
* = Happens only under
    certain conditions

	VENMAS	VENIDX	EXPACT	NEWAPD	NEWAPB	APDIST	AROPEN	TXNIDX	PTLPAY	APCHEK	RECONC	PURSAP	APINTR	APGLIX	GLAMAS	GLAIDX	GLWORK
PSTPTL							U P		I P								
CLRPTL							U P										
DELPTL							U C										
ALAPCK	I	I C	I		P	P	U P			P	P						
CHECKS	I	I					U P										
CHKPRP	I	I C			O P	I P	U P			U P						'	
STAPCH										U P							
CHKREG										I P							
FLGPDS						U P											
PSTCHK									I P	U P							
SRTRCN											U P						
RECCNT											U P						
PRGAPO	I	I C					U P					O P					
PRGRPT	I	I										I P					
APXREF	I	I C	I C			I C / U P*	I C										
BGLXIX						I C								O P			
SRTAGX														U P			
APGIXV	I	I C	I C			I C	I C							I P / D			

Date: JUN-81

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FILE USAGE MAP

Version: DIBOL-11 Disk

System: A/P

Release: 6

3.6.4

LEGEND

O = Output
U = Updated
I = Input
D = Deleted
P = Protected
C = Use Count Set
* = Happens only under certain conditions

	VENMAS	VENIDX	EXPACT	NEWAP0	NEWAPD	APDIST	APOPEN	TVNIDX	PTLPAY	APCHEK	RECONC	PURGAP	APINTR	APGLIX	CLACTS	GLAIDX	GLWORK
CHKREC	I*		I C								U C						
CHKLST			I C								I C / U P*						
VENANL	I	I C															
CLRMAP	U	U P					U P										
CLRYAP	U P	U P															
CLRPDS							U P										
APOCTL							I C										
SETVCH				U P													
AL1099																	
PR1099	I	I C															
APSPDL																	
APFILS	I		I	I		I	I		I	I	I		I				
APFACE							U P								I C	I C	U P

FILE USAGE MAP

****** INTERFACE VERSION ******

MCBA Licensed Material

3.7.1

LEGEND

O = Output
U = Updated
I = Input
D = Deleted
P = Protected
C = Use Count Set
* = Happens only under certain conditions

	VENMAS	VENIDX	EXPACT	NEWAPR	NEWAPD	APDIST	APOPEN	TVNIDX	PTLPAY	APCHEK	RECONC	PURGAP	APINTR	APCLIX	ITMMAS	ITMIDX	JOBIDX	JOBTBL	CSTIDX	CSTMAS	PORDHD	PORDLN
VCHEN1	U	U C	I C	U C			I C								I C	I C	I C	I C	I C	I C	I C	I C
SRTVCA				U P																		
VCHRG2				I C / I P*	U P*																	
NAPPR2	I	C		U P	O P	U P	U P						U P									
SRTVCB				U P																		
PSTAP2				I P			U P															
APTOJP				I P									U P									
STAPIN													U P									
APICNT													U P									
CLRVC2				U P																		

G E N E R A L   O P E R A T O R   I N S T R U C T I O N S

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

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

1. On data entry, the "cursor", a flashing underscore character, shows where
    the next character to be entered from the keyboard will be displayed on
    the screen. When data is to be entered in a field displayed on the
    screen, the cursor is located at the first position of the field.

2. Always end every entry by pressing the RETURN key.

3. Nearly all programs are accessed by means of a menu. The Master menu
    program is named MSMENU. The menu choices are displayed on the screen,
    each with a number at the left. To make a selection, enter the number of
    the desired item followed by a RETURN.

    For example, consider the following fictitious menu:

        Please Select Application -

            1. Application A
            2. Application B
            3. Application C

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

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

        Please Select Application -

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

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

4. In almost all programs, the DELETE key (DEL) will erase the last character
    entered on the screen.

5. To erase the contents of a complete field (before you have ended data
    entry by pressing the RETURN key) use the CTRL/U key combination. That
    is, you press the CTRL and U keys simultaneously. This erases whatever
    has been entered in the field so far and repositions the cursor at the
    beginning of the field.

G E N E R A L   O P E R A T O R   I N S T R U C T I O N S

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

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

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

7. Optional fields (fields not required) may be skipped by pressing the
    RETURN key. This sets numeric fields to zero and alphanumeric fields to
    all blanks.

8. A number of screen entry fields allow entry of data, but also default to a
    particular value if the RETURN key is pressed.

    For example:

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

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

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

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

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

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

GENERAL   OPERATOR   INSTRUCTIONS

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

    DA   DD-MMM-YY

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

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

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

11. In most cases, the BACKSPACE key can be pressed in the first field on the screen and processing will proceed to the next action or end, whichever is programmed to occur. The BACKSPACE key will be referred to as the END key in this manual.

12. Several types of error can be made while entering data. For example, alphabetic characters can be entered into a field that is defined as numeric. Or an attempt can be made to enter too many characters into a field. Or a negative value may be entered into a field that will accept only positive values. In these and other cases of data entry errors, the system diagnoses the type of error and displays an appropriate message at the bottom of the screen, advising you how to recover easily. If the error made is not immediately apparent, refer to the Data Entry Specifications for the field for which an attempted data entry caused an error message.

13. Occasionally, the TAB key or CTRL/U key combination will serve a special purpose. If this is the case, it will be clearly indicated in the Operator Instructions for the program(s) concerned.

14. HOW TO READ DATA ENTRY SPECIFICATIONS

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

    ITEM #   The number assigned to the field on the screen.

    DESCRIPTION   The name of the field. (The name displayed on the screen is often more abbreviated.)

G E N E R A L   O P E R A T O R   I N S T R U C T I O N S

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

REQ?   When this column has an "X" in it you must enter some value
              into this field. When this column has a "d" in it, the
              field is a default field and the particular default
              instructions will be described beside the item. If the
              "Required" column is blank, you may skip over it by
              pressing the RETURN key.

TYPE   "D" means only decimal characters can be entered here.
              "D-" means decimal characters and a minus sign (optional)
              may be entered. (The minus sign may be entered immediately
              before or after the numbers.) "D" applies to Number
              fields, Dollar fields and Date fields. "A" means that any
              characters (numbers, letters, or special characters) may be
              entered into the field. "A" applies to names, addresses,
              and other alphanumeric information.

MIN   The minimum number of characters that may be entered into
              the field.

MAX   The maximum number of characters that may be entered into
              the field.

DEC PLACES   Means "Decimal Places": The number of digits to the right
              of the assumed decimal point that must be entered. When
              entering data, you do not enter the decimal point; the
              system "knows" how many decimals a given field is supposed
              to have.

COMMENTS   Useful information concerning data entry or defaults.
              Comments often refers to a particular remark in the
              "Remarks" section that usually follows the Data Entry
              Specifications.

15. When data entry is complete on a screen, a message is typically displayed
    asking "ANY CHANGE ?". If you enter an "N" (No) response, the data on the
    screen is accepted as correct and the program moves on to the next action.
    Pressing the RETURN key defaults to an "N" response at this point. If you
    answer "Y" (Yes), the question "WHAT NUMBER ?" is displayed. You then
    enter the number of the item (field) you want to change. The data in that
    field is then deleted and the cursor is positioned at the beginning of the
    field for entry of the changed data. After the new data has been entered,
    you are again asked "ANY CHANGE ?". Only when you respond "N", or press
    the RETURN key to default to "N", does the program accept the data on the
    screen and move on to the next action.

GENERAL OPERATOR INSTRUCTIONS

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

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

OPERATOR   INSTRUCTIONS

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

Application: SECURITY SYSTEM MAINTENANCE

Paper Requirements: STANDARD

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

Run Instructions

1. Select #7 from the Systems Function menu or, while under TSD, TSX or RT-11
    (depending on your operating system environment), type "RU SECSYS".

2. Enter the system password. As received from MCBA, the system password is
    2132479050 (which is MCBA's telephone number). This, however, may be
    changed according to step #4.

3. Select the desired function from the Security System menu (see Operation
    Notes for more details).

4. To change the password, once you have entered the current password
    successfully, press the TAB key for the application. You will then be
    prompted to enter a new password. Press the CTL/W key combination to
    return to the Security System menu without entering a new password. Enter
    10 blanks to revert to the original password stated at step 2.

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

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

Operation Notes

1. Add New Password:

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

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

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

OPERATOR INSTRUCTIONS

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

Application: SECURITY SYSTEM MAINTENANCE

              Blank   =   No access
              "I"   =   Inquiry access only
              "u"   =   Unlimited access

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

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

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

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

2. Change Password File Access:

    Select #2 from the Security System menu.

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

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

3. Delete Password:

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

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

4. Print Passwords:

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

5. Reorganize Passwords:

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

O P E R A T O R   I N S T R U C T I O N S

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

Application: SECURITY SYSTEM MAINTENANCE

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

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

6. Add Filename To Device File:

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

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

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

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

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

7. Change Filename Device Assignment:

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

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

8. Delete Filename From Device File:

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

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

O P E R A T O R   I N S T R U C T I O N S

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

Application: SECURITY SYSTEM MAINTENANCE

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

9. **Print Device File Assignments:**

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

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

10. **Add/Change/Delete Company Codes:**

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

Select #10 from the Security System menu.

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

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

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

11. **Enter Device Assignments For New Company:**

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

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

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

PROGRAM SPECIFICATIONS

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

Module Name: SECURITY SYSTEM MAINTENANCE

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

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

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

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

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

Program Functions and Notes:

SECSYS

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

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

   1. The user-defined password (if any) is retrieved from its secret place.
       If it is non-blank, then it is used instead of the password hard-coded
       into this program.

   2. When a new password is entered, or when the user is entering a
       password in order to perform some other function connected with it,
       the password is first scrambled according to a fairly complicated
       algorithm before being inserted in the SECURE.DDF file, or matched
       against an already existing password in the SECURE.DDF file.

   3. When a Company code is entered, it is checked against the COMPNY.DDF
       file to see that it exists and to get the position (between 1 and 8)
       in the Company code array in this file. (COMPNY is a one-record
       file.) This position is used when adding or changing devices in the
       DEVICE.DDF file, to index the eight field array, DEVNAM, in DEVICE.DDF.

   4. When a password/Company code combination is deleted, the entire record
       in the SECURE.DDF file is changed to right-bracket characters. There
       is no special delete flag. Initially, the entire SECURE.DDF file is
       pre-extended with dummy bracket records (except for the Control

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

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

Module Name: SECURITY SYSTEM MAINTENANCE

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

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

SRTSEC

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

SECCTL

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

PRTPAS

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

PRTDEV

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

V I D E O   T E R M I N A L   F O R M A T

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

MCBA Licensed Material

4.2.7

```
SECURITY SYSTEM MAINTENANCE


PLEASE SELECT APPLICATION  X

1. ADD NEW PASSWORD                    7. CHANGE FILENAME DEVICE ASSIGNMENT

2. CHANGE PASSWORD FILE ACCESS         8. DELETE FILENAME FROM DEVICE FILE

3. DELETE PASSWORD                     9. PRINT DEVICE FILE ASSIGNMENTS

4. PRINT PASSWORDS                    10. ADD/CHANGE/DELETE COMPANY CODES

5. REORGANIZE PASSWORDS               11. ENTER DEVICE ASSIGNMENTS FOR NEW COMPANY

6. ADD FILENAME TO DEVICE FILE

   (1)  ENTER NEW PASSWORD   XXXXXXXXXX
```

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

VIDEO TERMINAL FORMAT

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

```
SECURITY SYSTEM MAINTENANCE


SECURITY FILE - ADD

    1. PASSWORD  XXXXXXXXX

    2. COMPANY CODE  XXX

    3. ACCESS CODE FOR FILE  ******  X  ' ','I','U' ACCEPTED
```

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

V I D E O   T E R M I N A L   F O R M A T

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

```
SECURITY SYSTEM MAINTENANCE


SECURITY FILE - CHANGE

    1. PASSWORD    XXXXXXXXXX

    2. COMPANY CODE   XXX

    3. FILENAME    XXXXXX

    4. ACCESS CODE   X  'I','II','U' ACCEPTED













FIELD # TO CHANGE   XX
```

V I D E O   T E R M I N A L   F O R M A T

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

MCBA Licensed Material

4.2.10

```
SECURITY SYSTEM MAINTENANCE

SECURITY FILE - DELETE

   1. ENTER PASSWORD AND COMPANY CODE COMBINATION TO BE DELETED

   PASSWORD   XXXXXXXXXX

   COMPANY CODE   XXX

   DELETE PASSWORD "***********" AND COMPANY CODE "****" COMBO FROM SECURITY FILE

   - ARE YOU SURE ?   X
```

MCBA Licensed Material

4.2.11

VIDEO TERMINAL FORMAT

```
SECURITY SYSTEM MAINTENANCE


DEVICE FILE - ADD

     1. FILE NUMBER    XXX              2. FILENAME    XXXXXX

     3. COMPANY CODE   ***   DEVICE CODE   XXX

     4. COMPANY CODE   ***   DEVICE CODE   XXX

     5. COMPANY CODE   ***   DEVICE CODE   XXX

     6. COMPANY CODE   ***   DEVICE CODE   XXX

     7. COMPANY CODE   ***   DEVICE CODE   XXX

     8. COMPANY CODE   ***   DEVICE CODE   XXX

     9. COMPANY CODE   ***   DEVICE CODE   XXX

    10. COMPANY CODE   ***   DEVICE CODE   XXX

FIELD # TO CHANGE   XX
```

VIDEO TERMINAL FORMAT

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

```
SECURITY SYSTEM MAINTENANCE

DEVICE FILE - CHANGE

   1. FILENAME   XXXXXX

   2. COMPANY CODE   ***   DEVICE CODE   XXX

   3. COMPANY CODE   ***   DEVICE CODE   XXX

   4. COMPANY CODE   ***   DEVICE CODE   XXX

   5. COMPANY CODE   ***   DEVICE CODE   XXX

   6. COMPANY CODE   ***   DEVICE CODE   XXX

   7. COMPANY CODE   ***   DEVICE CODE   XXX

   8. COMPANY CODE   ***   DEVICE CODE   XXX

   9. COMPANY CODE   ***   DEVICE CODE   XXX

FIELD # TO CHANGE   XX
```

4.2.12

V I D E O   T E R M I N A L   F O R M A T

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

```
SECURITY SYSTEM MAINTENANCE


DEVICE FILE - DELETE

   1. ENTER FILENAME TO BE DELETED   XXXXXX

   DELETE FILENAME "*******" FROM DEVICE FILE - ARE YOU SURE ?   X
```

MCBA Licensed Material

4.2.13

VIDEO TERMINAL FORMAT

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

```
SECURITY SYSTEM MAINTENANCE

COMPANY FILE - ADD,CHANGE,DELETE

     1. COMPANY CODE    XXX

     2. COMPANY CODE    XXX

     3. COMPANY CODE    XXX

     4. COMPANY CODE    XXX

     5. COMPANY CODE    XXX

     6. COMPANY CODE    XXX

     7. COMPANY CODE    XXX

     8. COMPANY CODE    XXX




FIELD # TO CHANGE    XX
```

4.2.14

VIDEO TERMINAL FORMAT

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

```
SECURITY SYSTEM MAINTENANCE


DEVICE FILE - ADD NEW COMPANY DEVICE CODES

    1. COMPANY CODE   XXX    FILENAME   ******   DEVICE CODE   XXX
```

MCBA Licensed Material

4.2.15

O P E R A T O R   I N S T R U C T I O N S

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

Application: MASTER MENU

Paper Requirements: NONE

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

Run Instructions

1. From the operating system you are running under (TSD, TSX or from RT-11
    directly), type "RU MSMENU".

2. If the password and Company code from a previous user of the system, at
    the current terminal, are still in effect, the master menu screen will be
    displayed automatically. Note carefully that in this case, all of the
    access privileges, and the Company code, for the previous user will still
    be in effect. The Company code will be displayed in the upper right-hand
    corner of the screen. If you wish to change the Company code or password
    access privileges, press the BACKSPACE key for the application. You will
    be asked "DO YOU WISH TO LOG OUT ?". Answer "N", and proceed to step 3.

3. Enter your password (as set up via the Security System application) and
    the Company code for which you wish to do processing. The password will
    be echoed on the screen as all asterisks. If the Company code/password
    combination is not valid, the message "PASSWORD/COMPANY COMBINATION
    INVALID" will be displayed, and you will be requested to enter the
    password again.

4. Once the password is accepted, some processing will occur. Then the
    Master menu will be displayed. Select the package you wish to run.

5. To end off on the password/Company code combination you are running under,
    press the BACKSPACE key for the application. You will then be asked "DO
    YOU WISH TO LOG OUT ?". If you want to end off all processing, answer
    "Y". Some processing will occur and control will be returned to the
    operating system.

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

Operation Notes

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

OPERATOR INSTRUCTIONS

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

Application: MASTER MENU

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

PROGRAM SPECIFICATIONS

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

Module Name: MASTER MENU

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

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

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

Enter Module From: Monitor   When Done Return To: Monitor

Programs in Module: MSMENU

Program Functions and Notes:

MSMENU

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

    There are two main paths taken by this program:

    a. If the password/Company code combination has been previously entered,
        and the user is still logged on at the terminal, then this program is
        chained to automatically when the user ends off from any of the
        application menus. In this case, MSMENU knows that a password/Company
        code combination is already in effect, and simply displays the Master
        menu screen.

    b. When the user is entering MSMENU for the first time after having
        previously logged off (i.e., completely ended MCBA package processing
        from the terminal), MSMENU proceeds as follows:

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

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

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

PROGRAM SPECIFICATIONS

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

Module Name: MASTER MENU

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

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

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

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

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

MCBA Licensed Material

4.3.5

V I D E O   T E R M I N A L   F O R M A T

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

```
 1 MASTER APPLICATION MENU
 2
 3
 4
 5
 6
 7
 8
 9
10
11
12        PLEASE ENTER YOUR SYSTEM PASSWORD   XXXXXXXXX    COMPANY CODE   XXX
13
14
15
16
17
18
19
20
21
22
23
24
```

V I D E O   T E R M I N A L   F O R M A T

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

```
MASTER APPLICATION MENU


PLEASE SELECT APPLICATION  XX

    1.  CUSTOMER ORDER PROCESSING              9.  M R P

    2.  INVENTORY MANAGEMENT                  10.  ACCOUNTS RECEIVABLE

    3.  BILL OF MATERIAL PROCESSOR            11.  ACCOUNTS PAYABLE

    4.  SHOP FLOOR CONTROL                    12.  PAYROLL

    5.  JOB COSTING                           13.  GENERAL LEDGER

    6.  LABOR PERFORMANCE                     14.  FIXED ASSETS & DEPRECIATION

    7.  STANDARD PRODUCT COSTING              15.  PURCHASE ORDER & RECEIVING

    8.  STANDARD ROUTINGS                     16.  SYSTEM FUNCTIONS
```

4.3.6

V I D E O   T E R M I N A L   F O R M A T

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

MCBA Licensed Material

4.3.7

```
MASTER APPLICATION MENU







                                   DO YOU WISH TO LOG OUT ?  X     COMPANY CODE   XXX
```

OPERATOR   INSTRUCTIONS

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

Application: INITIALIZE ACCOUNTS PAYABLE FILES

Paper Requirements: NONE

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

Run Instructions

1. Type: "RUN INITAP" while in RT-11 or TSX. (This program does not run
    under TSD.)

2. You are first requested to enter the Company code for the files to be
    created. This must be a code that has been previously entered via the
    Security System.

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

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

3. The next screen requests the maximum number of records to be specified for
    nine files. Enter the data as requested.

4. Processing is automatic and may require several minutes, depending on the
    number of records you have specified for the files. (See the Installation
    Instructions for recommendations on how to properly size these files.)

5. When the files specified have been created, the program returns to step 2.

Data Entry Specifications

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
	** FIRST SCREEN **						
1	Is General Ledger Interface to be Used ?	X	A	1	1		"Y"=Yes, "N"=No.

4.4.1

OPERATOR   INSTRUCTIONS

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

Application: INITIALIZE ACCOUNTS PAYABLE FILES

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

Remarks

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

OPERATOR INSTRUCTIONS

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

Application: INITIALIZE ACCOUNTS PAYABLE FILES

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

Operation Notes

1. The physical devices for the files being created are obtained from the
   DEVICE file. You must have already specified the physical devices for
   these files, via the Security System.

2. The Company code entered is used as the extension for all files being
   created. (Make sure the CONAME file also exists with this Company code
   extension.)

PROGRAM   SPECIFICATIONS

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

Module Name: INITIALIZE ACCOUNTS PAYABLE FILES

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

Input: KBD   Files Updated: VENMAS   Output: None
                                   VENIDX
                                   EXPACT
                                   NEWAPØ
                                   APDIST
                                   APOPEN
                                   PTLPAY
                                   APINTR
                                   APCHEK
                                   RECONC

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

Enter Module From: TSX or RT-11   When Done Return To: TSX or RT-11

Programs in Module: INITAP

Program Functions and Notes:

INITAP

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

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

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

PROGRAM SPECIFICATIONS

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

Module Name: INITIALIZE ACCOUNTS PAYABLE FILES

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

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

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

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

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

If any of the Job Costing, Standard Product Costing or Purchase Order
interfaces are active, the NEWAP$\emptyset$ file will be created with a record size
of 894. Otherwise, it is created with a record size of 291.

V I D E O   T E R M I N A L   F O R M A T

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

```
INITIALIZE A/P FILES


              PLEASE ENTER COMPANY CODE  XXX



              ACTIVE A/P INTERFACES:


                    1. GENERAL LEDGER          X

                    2. JOB COSTING             X

                    3. STD PRODUCT COSTING   X

                    4. PURCHASING              X






FIELD # TO CHANGE   X
```

MCBA Licensed Material

4.4.7

V I D E O   T E R M I N A L   F O R M A T

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

```
INITIALIZE A/P FILES



              PLEASE ENTER COMPANY CODE   XXX


              PLEASE ENTER THE MAX # RECORDS
              TO ALLOW FOR EACH FILE BELOW:

              1. VENDOR MASTER            XXXXX
              2. VALID A/P ACCOUNTS       XXXXX
              3. PAYABLE VOUCHERS         XXXXX
              4. A/P DISTRIBUTIONS        XXXXX
              5. A/P OPEN ITEMS           XXXXX
              6. PARTIAL PAYMENTS         XXXXX
              7. J/C-P/O-SPC INTERFACE    XXXXX
              8. A/P CHECK TRX FILE       XXXXX
              9. RECONCILIATION FILE      XXXXX



              (LEAVING A FIELD BLANK WILL
              SKIP CREATING THAT FILE.)

FIELD # TO CHANGE  XX
```

OPERATOR   INSTRUCTIONS

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

Application: ACCOUNTS PAYABLE MENU

Paper Requirements: NONE

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

Run Instructions

1. Make sure that you have assigned the sort work device logical "SRT", and
    the programs device logical "BAP" before proceeding.

2. Select #11 from the Master Menu.

3. Select the desired application:

            1. Vendor Master File Maintenance
            2. Print Alphabetical Vendor List
            3. Valid A/P Account File Maintenance
            4. New Payables Entry and Editing
            5. Print Payables Aging Report
            6. Vendor Account Inquiry
            7. Change A/P Open Item Data
            8. Print Cash Requirements Report
            9. Payment Preparation
           10. Specify Partial Payments
           11. Print A/P Checks
           12. Purge Zero Total Payables
           13. Print A/P Distrib to G/L Report
           14. Check Reconciliation
           15. Print Vendor Analysis Report
           16. Special Functions

4. The special functions accessible through selection #16 above are:

            1. Month-End Processing
            2. Year-End Processing
            3. Print Federal 1099 Forms
            4. Display Total Value of Open Payables
            5. Set Starting Voucher #
            6. Print Spooled Reports
            7. Display A/P File Control Data

OPERATOR INSTRUCTIONS

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

Application: ACCOUNTS PAYABLE MENU

5. When program execution is complete, control always returns to the Accounts
    Payable menu.

6. To return to the Master Menu, press the BACKSPACE key as the menu
    selection.

PROGRAM SPECIFICATIONS

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

Module Name: ACCOUNTS PAYABLE MENU

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

Input: KBD   Files Updated: Output: None

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

Enter Module From: Master Menu   When Done Return To: Master Menu

Programs in Module: APMENU

Program Functions and Notes:

APMENU

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

   If Special Functions is selected (#16), the program displays a separate
   menu. If Print A/P Distribution to G/L Report is selected (#13), the
   program displays a submenu of the two types of reports that may be printed
   (see the separate section on this application). If Check Reconciliation
   is selected (#14), APMENU first sends its name to the CHKREC program, so
   that CHKREC will return to the correct program when it is done (since the
   Payroll system also shares this application.)

V I D E O　　T E R M I N A L　　F O R M A T

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

```
ACCOUNTS PAYABLE




PLEASE SELECT APPLICATION  XX

    1.  VENDOR MASTER FILE MAINTENANCE        9.  PAYMENT PREPARATION

    2.  PRINT ALPHABETICAL VENDOR LIST       10.  SPECIFY PARTIAL PAYMENTS

    3.  VALID A/P ACCT FILE MAINTENANCE      11.  PRINT A/P CHECKS

    4.  NEW PAYABLES ENTRY AND EDITING       12.  PURGE ZERO TOTAL PAYABLES

    5.  PRINT PAYABLES AGING REPORT          13.  PRINT A/P DISTRIB TO G/L REPORT

    6.  VENDOR ACCOUNT INQUIRY               14.  CHECK RECONCILIATION

    7.  CHANGE A/P OPEN ITEM DATA            15.  PRINT VENDOR ANALYSIS REPORT

    8.  PRINT CASH REQUIREMENTS REPORT       16.  SPECIAL FUNCTIONS
```

4.5.4

V I D E O   T E R M I N A L   F O R M A T

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

```
ACCOUNTS PAYABLE
SPECIAL FUNCTIONS




            PLEASE SELECT APPLICATION  X

                1. MONTH-END PROCESSING

                2. YEAR-END PROCESSING

                3. PRINT FEDERAL 1099 FORMS

                4. DISPLAY TOTAL VALUE OF OPEN PAYABLES

                5. SET STARTING VOUCHER #

                6. PRINT SPOOLED REPORTS

                7. DISPLAY A/P FILE CONTROL DATA
```

OPERATOR   INSTRUCTIONS

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

Application: VENDOR MASTER FILE MAINTENANCE

Paper Requirements: STANDARD

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

Run Instructions

1. Select #1 from the Accounts Payable menu.

2. Select the desired application from the Vendor Master File Maintenance
   menu.

3. For add, change/inquire and delete modes, enter the data requested on the
   screen.

4. To terminate add, change/inquire or delete modes, press the BACKSPACE key
   in the Vendor field.

5. If Print Out Vendors is selected, enter the starting and ending vendor
   numbers you wish to print. Pressing RETURN for the starting vendor will
   give a print-out of "ALL" vendors. Pressing RETURN for the ending vendor
   will default the ending vendor to the same as the starting vendor.
   Pressing the BACKSPACE key for the starting vendor will return you to the
   Vendor Master File Maintenance menu.

6. To terminate the entire application, press the BACKSPACE key in response
   to "PLEASE SELECT APPLICATION".

Data Entry Specifications

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

OPERATOR INSTRUCTIONS

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

Application: VENDOR MASTER FILE MAINTENANCE

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
5	City		A		15		
6	State		A		10		See Remark B.
7	Zip		A		10		See Remark C.
8	Telephone Number		A		12		See Remark D.
9	Federal ID Number		D		9		See Remark E.
	ID Type		A		1		See Remark E.
10	Type of 1099		A		1		See Remark F.
11	Number of Due Days		D		2		See Remark G.
12	Number of Discount Days		D		2		See Remark H.
13	Discount Percent		D		3	1	See Remark I.
14	Amount Billed Month-to-Date		D		8	2	
15	Number of Vouchers Month-to-Date		D		3		
16	Amount Billed Year-to-Date		D		9	2	
17	Number of Vouchers Year-to-Date		D		4		
18	Amount Paid Month-to-Date		D		8	2	See Remark J.
19	Amount Paid Year-to-Date		D		9	2	See Remark J.

Remarks

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

O P E R A T O R   I N S T R U C T I O N S

Application: VENDOR MASTER FILE MAINTENANCE

B. Ten characters are allowed for the state. However, on the 1099 forms, only the first 5 will be printed.

C. You are allowed 10 characters for the zip code, in any format you wish.

D. You are allowed 12 characters for the telephone number, in any format you wish.

E. This is the Federal Identification Number that will print on the 1099 form. Any one character Type code is allowed. However, if the type is "S", then the number is formatted as the Social Security Number (i.e. XXX-XX-XXXX); and if the type is "F", it is formatted as "XX-XXXXXXX" (as Federal Employer's Identification Number).

F. This is an arbitrarily assigned code. It is used so that you may group classes of vendors together for printing 1099 forms. If a vendor is not a subcontractor and does not get a 1099 form at the end of the year, leave this field blank. If the vendor does get a 1099 form, then be sure to enter some value for this field.

G. This is the usual number of days after the invoice date by which the vendor expects payment. This and the following two fields are used for default purposes by the New Payables Entry and Editing application.

H. This is the usual number of days allowed by the vendor after the date of the invoice for the discount to remain valid.

I. This is the usual discount percent given by the vendor.

J. This is the actual cash paid to the vendor and does not include discounts taken.

Operation Notes

1. If a vendor was entered as a temporary vendor during the New Payables Entry and Editing application, and you wish to make him permanent, call the vendor up in change mode and enter any missing data for the vendor. The vendor will automatically be made permanent. If this is not done, the vendor will be automatically deleted during Month-End Processing as long as the vendor has no open items remaining in his account, either paid or unpaid.

2. If you select the print-out function, you will be asked "SORT BEFORE PRINTING ?". If you have added new vendors since the last time you ran a print-out, answer "Y" to this question. Otherwise, the newly entered vendors will appear at the end of the print-out, regardless of their vendor numbers.

O P E R A T O R   I N S T R U C T I O N S

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

Application: VENDOR MASTER FILE MAINTENANCE

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

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

VENDOR MASTER FILE MAINTENANCE LOAD SHEET

1) Vendor Number   _ _ _

2) Name   _

3) Address 1   _

4) Address 2   _

5) City   _ _ _ _ _ _ _ _ _ _ _ _ _ _

6) State   _ _ _ _ _ _ _ _ _

7) Zip Code   _ _ _ _ _ _ _ _ _

8) Telephone Number   _ _ _ _ _ _ _ _ _ _ _

9) Federal ID Number   _ _ _ - _ _ - _ _ _ _   Type: S = Social Security
        OR   _ _ - _ _ _ _ _ _ _   F = Federal ID

10) Type of 1099   _

11) Due Days   _ _

12) Discount Days   _ _

13) Discount Percent   _ _ · _

14) $ Billed MTD $ _ _ _ , _ _ _ · _ _

15) No Vouchers MTD   _ _ _

16) $ Billed YTD $ _ , _ _ _ , _ _ _ · _ _

17) No Vouchers YTD   _ , _ _ _

18) $ Paid MTD $ _ _ _ , _ _ _ · _ _

19) $ Paid YTD $ _ , _ _ _ , _ _ _ · _ _

==
Date entered _____ by _____   Date verified _____ by _____

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

MCBA Licensed Material   4.6.5

PROGRAM SPECIFICATIONS

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

Module Name: VENDOR MASTER FILE MAINTENANCE

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

Input: KBD   Files Updated: VENMAS   Output: Vendor File Print-Out
                                   VENIDX

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

Enter Module From: APMENU   When Done Return To: APMENU

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

Program Functions and Notes:

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

VENMNT

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

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

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

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

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

PROGRAM SPECIFICATIONS

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

Module Name: VENDOR MASTER FILE MAINTENANCE

VENPRT

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

ORGVEN

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

SRTVID

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

VENCNT

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

MCBA Licensed Material

4.6.8

V I D E O   T E R M I N A L   F O R M A T

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

```
VENDOR MASTER FILE MAINTENANCE




              PLEASE SELECT APPLICATION  X

                     1.  ADD NEW VENDORS

                     2.  CHANGE/INQUIRE VENDORS

                     3.  DELETE VENDORS

                     4.  PRINT OUT VENDORS




```

V I D E O   T E R M I N A L   F O R M A T

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

```
VENDOR MASTER FILE MAINTENANCE
CHANGE/INQUIRE

                                           10.  TYPE  1099      X

      *1.  VENDOR   XXXX                    11.  DUE DAYS        XX

       2.  NAME     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   12.  DISC DAYS  XX

       3.  ADDR-1   XXXXXXXXXXXXXXXXXXXXXXXXXX   13.  DISC PCT  XX.X

       4.  ADDR-2   XXXXXXXXXXXXXXXXXXXXXXXXXX   14.  BILLED MTD  XXX,XXX.XX-

       5.  CITY     XXXXXXXXXXXXXXXX       15.  #VOUCH MTD   XXX

       6.  STATE    XXXXXXXXXX             16.  BILLED YTD   X,XXX,XXX.XX-

       7.  ZIP      XXXXXXXXXX             17.  #VOUCH YTD   XXXX

       8.  PHONE    XXXXXXXXXXX            18.  PAID MTD     XXX,XXX.XX-

       9.  FED ID   XXXXXXXXXXX  TYPE  X (1)    19.  PAID YTD  X,XXX,XXX.XX-

FIELD # TO CHANGE   X
```

```
TEMPORARY VENDOR WILL BE MADE PERMANENT                        CR TO CONTINUE
```

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

MCBA Licensed Material

4.6.9

Date: MAY-81 REPORT FORMAT Page 1 of 1

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: VENPRT   Report: VENDOR FILE PRINT-OUT

```
RUN DATE: XX-XXX-XX  TIME: XX:XX  XX          COMPANY NAME PRINTS HERE                    TERM #XX    SEQ #XXX    PAGE XXX

VENDOR  FILE  PRINT-OUT

VEN#   VENDOR                        ADDRESS                     PHONE            DAYS      DISC        PURCHASES  #VCH   PAYMENTS
       NAME                          CITY          STATE         ZIP              DUE/DISC   %

XXXX   XXXXXXXXXXXXXXXXXXXXXXXXXXX   XXXXXXXXXXXXXXXXXXXXXXXXX   XXXXXXXXXXX      XX- XX-   XX.X    MTD: XXX,XXX.XX-/ XXX   XXX,XXX.XX-
       FED ID#: XXX-XX-XXXX  TYPE: X XXXXXXXXXXXXXXX XXXXXXXXXX  XXXXXXXXX        TYPE 1099: X     YTD: XXXX,XXX.XX-/ XXX   XXX,XXX.XX-


XXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXX VENDORS ON FILE
```

4.6.10

OPERATOR   INSTRUCTIONS

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

Application: PRINT ALPHABETICAL VENDOR LIST

Paper Requirements: STANDARD

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

Run Instructions

1. Select #2 from the Accounts Payable menu.

2. You will be asked:

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

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

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

PROGRAM SPECIFICATIONS

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

Module Name: PRINT ALPHABETICAL VENDOR LIST

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

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

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

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: VLIST, SRTVLS, VENLST

Program Functions and Notes:

VLIST

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

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

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

SRTVLS

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

VENLST

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

PROGRAM SPECIFICATIONS

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

Module Name: PRINT ALPHABETICAL VENDOR LIST

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

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

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

Report: ALPHABETICAL VENDOR LIST

```
RUN DATE: XX/XX/XX  TIME: XX:XX                              TERM #XX   SEQ #XXX   PAGE XXX

A L P H A B E T I C A L   V E N D O R   L I S T

VEN#  VENDOR NAME      ADDRESS-1        ADDRESS-2      COMPANY NAME PRINTS HERE     CITY        STATE   ZIP
XXX   XXXXXXXXXXXX     XXXXXXXXXXXX     XXXXXXXXXXXX   XXXXXXXXXXXXXXXX             XXXXXXXX    XX      XXXXXXXXX
XXX   XXXXXXXXXXXX     XXXXXXXXXXXX     XXXXXXXXXXXX   XXXXXXXXXXXXXXXX             XXXXXXXX    XX      XXXXXXXXX
XXX   XXXXXXXXXXXX     XXXXXXXXXXXX     XXXXXXXXXXXX   XXXXXXXXXXXXXXXX             XXXXXXXX    XX      XXXXXXXXX

X,XXX VENDORS ON FILE
```

4.7.4

O P E R A T O R   I N S T R U C T I O N S

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

Application: VALID A/P ACCT FILE MAINTENANCE

Paper Requirements: STANDARD

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

Run Instructions

1. Select #3 from the Accounts Payable menu.

2. Select the desired application.

3. For add, change/inquire and delete modes, enter the data requested on the
   screen.

4. To end add, change/inquire or delete modes, press the BACKSPACE key in the
   Expense Account Number field.

5. In print-out mode enter the starting and ending account numbers you wish
   to print. Starting number defaults to "ALL" if RETURN is pressed. Ending
   number defaults to the same as the starting number if RETURN is pressed.
   Press the BACKSPACE key for the starting number to return to the Valid A/P
   Account File Maintenance menu.

6. Press the BACKSPACE key in response to "PLEASE SELECT APPLICATION" to
   return to the Accounts Payable menu.

Data Entry Specifications

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

Remarks

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

PROGRAM SPECIFICATIONS

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

Module Name: VALID A/P ACCT FILE MAINTENANCE

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

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

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

Enter Module From: APMENU   When Done Return To: APMENU

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

Program Functions and Notes:

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

APAMNT

    The delete field is the last six characters of the Account Description
    field (DESCR), which is set to "ØØØØØØ" to indicate a deleted record.

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

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

APALST, APACNT, ORGAPA

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

SRTAPA

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

PROGRAM SPECIFICATIONS

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

Module Name: VALID A/P ACCT FILE MAINTENANCE

GLTOAP

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

V I D E O   T E R M I N A L   F O R M A T

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

```
VALID A/P ACCT FILE MAINTENANCE




PLEASE SELECT APPLICATION   X

1. ADD NEW ACCOUNTS

2. CHANGE/INQUIRE ACCOUNTS

3. DELETE ACCOUNTS

4. PRINT OUT ACCOUNTS

5. TRANSFER ACCOUNTS FROM G/L SYSTEM
```

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4.8.4

V I D E O   T E R M I N A L   F O R M A T

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

```
VALID A/P ACCT FILE MAINTENANCE


 *1. ACCOUNT NUMBER      XXXX-XXX

  2. ACCOUNT DESCRIPTION XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX




FIELD # TO CHANGE X
```

Date: MAY-81   **R E P O R T   F O R M A T**   Page 1 of 1

Version: OIBOL-11 Disk   System: A/P   Release: 6   Program: APALST   Report: VALID A/P ACCOUNT LIST

```
RUN DATE: XX-XXX-XX   TIME: XX:XX XX          --------COMPANY NAME PRINTS HERE-------          TERM #XX   SEQ #XXXX   PAGE XXX
VALID  A/P  ACCOUNT  LIST
------------ACCOUNT--------
  NO    DESCRIPTION
XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXX ACCOUNTS ON FILE
```

4.8.6

O P E R A T O R   I N S T R U C T I O N S

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

Application: NEW PAYABLES ENTRY AND EDITING

Paper Requirements: STANDARD

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

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

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

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

                            Run Instructions

1. Select #4 from the Accounts Payable menu.

2. Select the application mode (add, change, delete, edit list, or post) from
    the submenu that is displayed.

3. Add Mode: A screen will appear requesting the A/P, Cash and Discount
    account defaults and the default vouchering date. If this is the first
    time you have entered this application, you will be requested to enter all
    fields. If you have run this application before, but you do not currently
    have any unposted new payables transactions on file, the master default
    values will be displayed automatically, and you will be requested to enter
    the default vouchering date. You will then be allowed to change the
    defaults for this entry session. If there are already unposted new
    payables transactions on file, all current default values will be
    displayed and you will have the chance to change any of them.

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

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

OPERATOR INSTRUCTIONS

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

Application: NEW PAYABLES ENTRY AND EDITING

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

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

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

5. Delete Mode: Enter the voucher number, and enter "Y" or "N" to the "OK TO
   DELETE TRX ?" question, which appears after the voucher is displayed.

6. To terminate add, change or delete modes, press the BACKSPACE key in the
   Voucher Number field.

7. If you select the edit list function, you will be given the opportunity to
   display it on the screen, or spool it to a disk file, or print it
   directly. See the Technical Notes section for more information on report
   printing options.

8. If you select the posting function, you will be asked "ARE YOU SURE YOU
   WANT TO POST ?". If you answer "N", you will return to the submenu. If
   you answer "Y", the posting job stream will begin. The first program in
   this job stream checks to see if you have enough room in the main A/P
   files to post all new vouchers. If you do not, a screen will be displayed
   showing which files are too small, and how much extra room they need. You
   will have to end off and run the XPAND program to expand these files, then
   re-enter this application and reselect the posting function. No
   transactions will be posted unless there is room to post all transactions.

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

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

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

OPERATOR INSTRUCTIONS

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

Data Entry Specifications

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
	** FIRST SCREEN **						
1	Multiple A/P Accounts ?	Xd	A	1	1		"Y"=Yes, "N"=No. See Remark A.
2	Default A/P Account Number	Xd	D		7		XXXX-XXX. See Remark B.
3	Multiple Cash Accounts ?	Xd	A	1	1		"Y"=Yes, "N"=No. See Remark A.
4	Default Cash Account Number	Xd	D		7		XXXX-XXX. See Remark B.
5	Multiple Discount Accounts ?	Xd	A	1	1		"Y"=Yes, "N"=No. See Remark A.
6	Default Discount Account Number	Xd	D		7		XXXX-XXX. See Remark B.
7	Vouchering Date	Xd	A	5	6		MMDDYY. See Remark C.
	** SECOND SCREEN **						
0	Voucher Number	Xd	D	1	6		See Remark D.
	Voucher Date	Xd	D	5	6		See Remark E.

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ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
	A/P Account Number	d	D		7		See Remark F.
	Cash Account Number	d	D		7		See Remark F.
	Discount Account Number	d	D		7		See Remark F.
1	Vendor Number	X	A		4		
	Name		A		30		See Remark G.
	Address Line 1		A		25		See Remark G.
	Address Line 2		A		25		See Remark G.
	City		A		15		See Remark G.
	State		A		10		See Remark G.
	Zip Code		A		10		See Remark G.
2	Invoice Number		A		8		See Remark H.
	Purchase Order Number		A		8		See Remark H.
3	Reference		A		25		
4	Invoice Date	X	D	5	6		
5	Invoice Amount		D		8	2	See Remark I.
	Non-Discount Amount		D		7	2	See Remark J.
6	Discount Date	d	D	5	6		See Remark K.
7	Discount Percent	d	D		3	1	See Remark L.
	Discount Amount		D		6	2	See Remark L.
8	Due/Check Date	Xd	D	5	6		See Remark M.
9	Check Number		D		6		See Remark N.

O P E R A T O R   I N S T R U C T I O N S

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

Remarks

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

B. The default accounts are used as in Remark A if the user has answered "N" to any of the "Multiple" questions. If the user has answered "Y" to "MULTIPLE A/P ACCTS ?" then on the second screen the user will first be shown the corresponding default account number and be allowed to accept it or override it. Similarly for the cash and discount accounts. (See Operation Notes for more details.)

C. This will default to the system date on pressing RETURN, on initial entry. If there are any transactions already on file, it will default to the last date entered.

D. This number is controlled automatically by the system, for new vouchers. When adding vouchers, you may only press RETURN for this field to call up the next available voucher number. However, if you are making a manual payment, once you have answered "Y" to the "MANUAL PYT ?" question, the voucher number will automatically be changed to that of the original invoice.

E. This defaults on RETURN to the default vouchering date on the first screen. It is used as the transaction date for all General Ledger distributions generated by this voucher.

F. These three account numbers are handled in add mode as follows:

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   a. Regular Voucher - If you have answered "N" to the "MULTIPLE A/P ACCTS
      ?" question on screen 1, then you are not prompted for the A/P account
      when entering the voucher. The default A/P account number is
      automatically used for the voucher. If you answered "Y" to the
      "MULTIPLE A/P ACCTS ?" question, then you will be prompted for the A/P
      account number. The default A/P account will display. Press RETURN
      to accept it, or press the CTL/U key combination to override it and
      enter a different account number. The account should be on the Valid
      G/L Account Number file. The description will display on screen line
      2 for one second, after you have entered the account. When you are at
      "FIELD # TO CHANGE" you may change the A/P account number, even if the
      automatic default was used.

   b. Prepaid Vouchers and Manual Payments - The operation is similar to (a)
      above except it is the Cash and Discount accounts that are considered
      and not the A/P account.

G. If the vendor number is on file, the vendor name will be automatically
   displayed and the cursor will move down to the next screen item. If the
   vendor number is not on file, the message

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

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

H. The screen tag for the purchase order number is not displayed until after
   the invoice number has been entered. If you answer "2" to "FIELD # TO
   CHANGE", the cursor is positioned first to the left of the invoice number.
   Press RETURN to accept the current value, or press the CTL/U key
   combination to override it. Then the cursor is positioned to the left of
   the purchase order number. Again, press RETURN to accept the value and
   CTL/U to override. If you press the CTL/W key combination in the Purchase
   Order Number field, the cursor will move back to the Invoice Number field.

I. When making a manual payment, the amount entered is the total amount that
   the invoice net is reduced by (cash paid plus discount taken). You will
   not be allowed to enter an amount greater than the current invoice net.

J. After you have entered the invoice amount, a left parenthesis will be
   displayed and you will be prompted to enter the non-discountable portion
   of the invoice amount. Press RETURN if there is no non-discountable
   amount. If you press the CTL/W key combination in this field, the cursor
   will move back to the Invoice Amount field.

OPERATOR   INSTRUCTIONS

Application: NEW PAYABLES ENTRY AND EDITING

If you are making a manual payment, you will not be prompted for the non-discount amount.

K. If the number of discount days is not zero on the vendor's record, then as soon as the non-discount amount is entered, the discount date will be automatically calculated and displayed using this vendor default. If the number of discount days is zero on the vendor's record, then you will be prompted for the discount date.

L. If the discount percent on the vendor's record is nonzero, this value will be automatically displayed. Otherwise, the screen tag will change to "7. AMT" and you will be prompted for the discount amount. If you press the TAB key, the screen tag will change back to "7. PCT"; press it again and it will change back to "7. AMT" etc.

M. For a prepaid voucher or manual payment, you must enter the check date here, and not the due date. For a regular voucher, if the number of due days on the vendor's record is non-zero the due date will be automatically calculated and displayed. Otherwise, you will be prompted to enter it manually.

N. Only enter a check number if this is a prepaid voucher or a manual payment, or a void check entry.

O. You must distribute the entire invoice amount to expense accounts (debit accounts), so that the final value in the "TOTAL-DIST" column is zero.

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

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

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

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Application: NEW PAYABLES ENTRY AND EDITING

Operation Notes

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

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

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

3. The voucher number of a manual payment will be the same as the voucher number of the original voucher (this will be done automatically by the program).

4. When entering a manual payment, the sequence of events is as follows:

   a. The original voucher is displayed. The invoice amount shown is the net unpaid invoice amount; the discount amount shown is the difference between the original discount amount and the discount already taken, if any.

   b. You will then be prompted for the cash and discount accounts, as described in Remark F.

   c. You will then be prompted for the check date and check number. You will then be allowed to change any field on the screen except for the vendor number, invoice number and voucher number. (You will not be allowed to enter expense distributions either.)

      If you wish to change the cash and discount accounts, answer "Ø" to "FIELD # TO CHANGE".

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

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e. You will not be allowed to change a manual payment voucher in change
    mode. To do this, you will have to delete it, and then re-enter it in
    add mode.

f. If you pay a voucher fully with a manual payment, the original voucher
    (after posting) will be marked as fully manually paid. However, if
    you only partially pay a voucher with a manual payment, a new record
    will be added to the vendor's account file and the original voucher
    will remain open.

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

5. To change the A/P, Cash or Discount accounts on any voucher, answer "∅" to
    "FIELD # TO CHANGE".

6. A void check is identified by a zero invoice amount, nonzero check number
    and no expense distributions. An expense adjustment voucher is identified
    by a zero invoice amount and some nonzero expense distributions.

7. You may change a new voucher while you are still in add mode. Enter the
    vendor number and invoice number of the voucher you want to change (while
    still in add mode). You will be asked "INVOICE ALREADY ENTERED   CHANGE
    IT ?". Answer "Y" and the original voucher transaction will be displayed,
    and you may make any changes. (This is not true, however, for a manual
    payment voucher, which must be deleted and then reentered.)

8. During the posting of new payables vouchers, the following sequence of
    events takes place:

    a) The files which need to be updated are checked to insure that they
        have enough room available for posting to proceed to completion.

    b) The new payables transactions are sorted and then the Voucher Register
        is automatically spooled to disk.

    c) The new G/L distributions generated by the new payables vouchers are
        sorted and posted to the main A/P Distribution file, and a Voucher
        Distribution Summary is automatically spooled to disk.

    d) The new vouchers are posted to the A/P Open Item file, and the
        accumulation fields on the Vendor Master records are updated.

NEW PAYABLES ENTRY AND EDITING LOAD SHEET

Circle Voucher Type: REGULAR   PREPAID   MANUAL   VOID   ADJUSTMENT

0) Voucher Number   _ _ _ _ _ _ (automatically assigned)

    Vouchering Date   _ _ / _ _ / _ _

1) Vendor Number   _ _ _ _

2) Invoice Number   _ _ _ _ _ _ _

    P.O. Number   _ _ _ _ _ _ _

3) Reference   _

Temporary Vendor Data

    Name   _

    Address 1   _

    Address 2   _

    City   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

    State   _ _ _ _ _ _ _ _ _

    Zip Code   _ _ _ _ _ _ _ _ _

4) Invoice Date   _ _ / _ _ / _ _

5) Invoice Amount $ _ _ _, _ _ _ . _ _

    Non-Discount Amount $ _ _ _, _ _ _ . _ _

6) Discount Date   _ _ / _ _ / _ _

7) Discount Percent   _ _ . _

    Amount $ _, _ _ _ . _ _

8) Due Date   _ _ / _ _ / _ _   (Check date for Prepaids and Manuals)

9) Check Number   _ _ _ _ _ _   (Prepaids, Manuals and Voids)

ADD   CHANGE   DELETE
COMPANY CODE _ _ _

NEW PAYABLES ENTRY AND EDITING LOAD SHEET

Circle Voucher Type: REGULAR   PREPAID   MANUAL   VOID   ADJUSTMENT

DISTRIBUTION ACCOUNTS

A/P Account Number	Use Default ? Y N	_ _ _ _ - _ _ _
Cash Account Number	Use Default ? Y N	_ _ _ _ - _ _ _
Discount Account Number	Use Default ? Y N	_ _ _ _ - _ _ _

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

EXPENSE DISTRIBUTIONS

	Account Number	Amount
10)	_ _ _ _ - _ _ _	$ _ _ _, _ _ _ . _ _
11)	_ _ _ _ - _ _ _	$ _ _ _, _ _ _ . _ _
12)	_ _ _ _ - _ _ _	$ _ _ _, _ _ _ . _ _
13)	_ _ _ _ - _ _ _	$ _ _ _, _ _ _ . _ _
14)	_ _ _ _ - _ _ _	$ _ _ _, _ _ _ . _ _
15)	_ _ _ _ - _ _ _	$ _ _ _, _ _ _ . _ _
16)	_ _ _ _ - _ _ _	$ _ _ _, _ _ _ . _ _
17)	_ _ _ _ - _ _ _	$ _ _ _, _ _ _ . _ _
18)	_ _ _ _ - _ _ _	$ _ _ _, _ _ _ . _ _

==

Date entered _____ by _____   Date verified _____ by _____

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

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

Module Name: NEW PAYABLES ENTRY AND EDITING

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

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

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

Enter Module From: APMENU   When Done Return To: APMENU

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

Program Functions and Notes:

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

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

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

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

VCHENT

    This is the driving program for the module. If add, change or delete mode
    is selected, it chains to VCHENØ or VCHEN1 depending on whether or not the
    interface to MCBA's Job Costing, Standard Product Costing or Purchase
    Order package is activated. When none of these interfaces is active,
    VCHENT chains to VCHENØ for add, change and delete modes.

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

VCHENØ

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

The division of function is as follows:

a) VCHENØ - opens all files, displays all screen tags for entry, accepts
    the voucher number and the vouchering date for specific vouchers (or
    defaults to the default values), checks the final transaction for
    validity before writing it out, writes out the final transaction in
    add, change or delete modes, and when an already posted voucher is
    being manually paid, transfers the data from the APOPEN record being
    paid to the NEWAPØ record.

b) VCHEØ - displays the default values for the payables, cash and
    discount accounts and accepts any changes; also accepts the default
    vouchering date. This subroutine is entered only at the beginning of
    add mode, and does not interact with VCHENØ, VCHE1, and VCHE2 as
    transactions are being entered.

c) VCHE1 - accepts the vendor number and all information for a temporary
    vendor being added and writes the new VENMAS and VENIDX records;
    accepts all information on the left side of the entry screen; checks
    the NEWAPØ file for an already existing transaction as soon as the
    invoice number is entered; checks the APOPEN file for the vendor-
    invoice combination and determines whether or not the user wants to
    make a manual payment.

d) VCHE2 - does all entry and changing of G/L account numbers for a
    voucher, and of all expense distributions; displays the voucher
    information in change and delete modes, or in add mode when the
    voucher was found on the NEWAPØ file and the user wants to change it,
    or when the voucher was found on the APOPEN file and the user wants to
    make a manual payment.

PROGRAM   SPECIFICATIONS

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Module Name: NEW PAYABLES ENTRY AND EDITING

Additional details of these routines follow:

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

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

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

VCHENØ gets the voucher number and the voucher date, then calls VCHE1
which accepts the vendor and invoice data, verifies that the voucher is
not already on the NEWAPØ or APOPEN files, accepts the remaining due date
and discount information, doing any defaults indicated by data on the
Vendor record, then returns to VCHENØ. VCHENØ then calls VCHE2, which
accepts the payables account (or cash and discount accounts for a
prepaid). If the multiple flag as set in VCHEØ is "N" for any of these
accounts, then the account number is automatically defaulted to, without
any interaction with the user. VCHE2 then accepts all expense
distributions until the user presses RETURN for the expense account. At
this point VCHE2 returns to VCHENØ, which asks for "FIELD # TO CHANGE".
If user responds with 1-9, VCHE1 is called; if he responds with 0 or
10-18, VCHE2 is called; if he responds with RETURN, VCHENØ itself writes
out the new Voucher record.

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

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

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

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Module Name: NEW PAYABLES ENTRY AND EDITING

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

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

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

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

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

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

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

VCHREG

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

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

PROGRAM SPECIFICATIONS

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Module Name: NEW PAYABLES ENTRY AND EDITING

```
Prepaid     - WCH1CNO.GT.0
Manual      - WNDISC.EQ.-1
Void        - WINVAM.EQ.0 and no expense distributions
Expense Adj - WINVAM = Ø and at least one nonzero expense distribution
Regular     - all the above tests are negative
```

NAPPRP

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

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

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

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

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

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

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

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

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Module Name: NEW PAYABLES ENTRY AND EDITING

SRTVCH

This sorts the NEWAP∅ in order by voucher number.

VCHREG

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

SRTAPD

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

APDSUM

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

PSTAPD

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

SRTVC2

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

PSTAPO

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

PROGRAM SPECIFICATIONS

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

Module Name: NEW PAYABLES ENTRY AND EDITING

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

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

CLRVCH

This program clears the NEWAP0 file back to one Control record.

VIDEO TERMINAL FORMAT

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

NEW PAYABLES ENTRY AND EDITING

```
                    PLEASE SELECT APPLICATION  X

                        1. ENTER NEW TRANSACTIONS

                        2. CHANGE EXISTING TRANSACTIONS

                        3. DELETE EXISTING TRANSACTIONS

                        4. PRINT TRANSACTION EDIT LIST

                        5. POST TRANSACTIONS TO MAIN FILE
```

4.9.19

V I D E O   T E R M I N A L   F O R M A T

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

```
NEW PAYABLES ENTRY AND EDITING
ADD



      NEW PAYABLES ENTRY DEFAULTS

          1. MULTIPLE A/P ACCTS ?          X

          2. DEFAULT A/P ACCT              XXXX-XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

          3. MULTIPLE CASH ACCTS ?         X

          4. DEFAULT CASH ACCT             XXXX-XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

          5. MULTIPLE DISCNT ACCTS ?       X

          6. DEFAULT DISCNT ACCT           XXXX-XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

          7. VOUCHERING DATE               XX/XX/XX



FIELD # TO CHANGE  XX                                (1) UPDATE MASTER DEFAULTS ?  X
```

Remarks: (1) THIS IS DISPLAYED AFTER THE USER PRESSES RETURN FOR FIELD # TO
          CHANGE.

V I D E O   T E R M I N A L   F O R M A T

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

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4.9.21

```
NEW PAYABLES ENTRY AND EDITING
                                        (5)XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 *0. VOUCH #   XXXXXX    DATE   XX/XX/XX   (4)EXP ACCT    AMOUNT      TOTAL-DIST
  1. VENDOR #  XXXX                      10.  XXXX-XXX   XXX,XXX.XX-XXX,XXX.XX-
XXXXX?  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX(1)  11.  XXXX-XXX   XXX,XXX.XX-XXX,XXX.XX-
  2. INV #     XXXXXXXX   PO: XXXXXXXX   12.  XXXX-XXX   XXX,XXX.XX-XXX,XXX.XX-
  3. REF       XXXXXXXXXXXXXXXXXXXXXXXXX  13.  XXXX-XXX   XXX,XXX.XX-XXX,XXX.XX-
  4. INV DATE  XX/XX/XX                  14.  XXXX-XXX   XXX,XXX.XX-XXX,XXX.XX-
                              (2)
  5. INV AMT   XXX,XXX.XX-  (XX,XXX.XX-)  15.  XXXX-XXX   XXX,XXX.XX-XXX,XXX.XX-
  6. DISC DTE  XX/XX/XX   7. PCT XX.X(3)  16.  XXXX-XXX   XXX,XXX.XX-XXX,XXX.XX-
                            AMT XXXX.XX-       17.  XXXX-XXX   XXX,XXX.XX-XXX,XXX.XX-
  8. DUE DTE   XX/XX/XX                   17.  XXXX-XXX   XXX,XXX.XX-XXX,XXX.XX-
  9. CHECK #   XXXXXXX                    18.  XXXX-XXX   XXX,XXX.XX-XXX,XXX.XX-
FIELD # TO CHANGE  XX
```

```
INVOICE ALREADY ENTERED                          CHANGE IT ?   X
INVOICE ON FILE                                  MANUAL PYT ?   X
VENDOR NOT ON FILE                               ADD AS A TEMPORARY VENDOR ? X
```

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

Date: MAY-81   R E P O R T   F O R M A T   Page 1 of 1

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: VCHREG   Report: NEW PAYABLES VOUCHER REGISTER
                                                           NEW PAYABLES VOUCHER EDIT LIST

```
RUN DATE: XX-XXX-XX  TIME: XX:XX  XX          COMPANY NAME PRINTS HERE                    TERM #XX   SEQ #XXX   PAGE XXX
NEW  PAYABLES  VOUCHER  REGISTER
*A/P OR CASH DISC* ARE ACCTS CREDITED FOR THE VOUCHER. REGULAR VOUCHERS SHOW THE A/P ACCT. PREPAIDS & MANUALS SHOW CASH & DISC ACCT.
VOUCHER          VENDOR            INV/PO   INV/VCH   INV AMOUNT   DISCOUNT    DISC/DUE  A/P OR   CHECK      DISTRIBUTION
NUMBER    NO   NAME               NUMBERS   DATES    (NON-DISC)   PCT/AMT      DATES    CASH/DISC NUMBER  EXP-ACCT    AMOUNT

XXXXXX   XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXX   XX/XX/XX  XXX,XXX.XX-    XX.XX   XX/XX/XX  XXXX-XXX XXXXXX  XXXX-XXX  XXX,XXX.XX-
*XXXXXXXXX* (1)                             XXXXXXXX   XX/XX/XX (XXX,XXX.XX) X,XXX.XX-  XX/XX/XX  XXXX-XXX          XXXX-XXX  XXX,XXX.XX-
                                                                                                                 XXXX-XXX  XXX,XXX.XX-
                                                                                                                 XXXX-XXX  XXX,XXX.XX-
XXXXXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

              NET-CHANGE-TO-AP    NET-CHANGE-TO-CASH   NET-DISCOUNT-TAKEN   DISTRIBUTION-TOTALS

X,XXX REGULAR ENTRIES  XX,XXX,XXX.XX-                                       XX,XXX,XXX.XX-
X,XXX PREPAID ENTRIES  XX,XXX,XXX.XX-    XX,XXX,XXX.XX-   XX,XXX,XXX.XX-     XX,XXX,XXX.XX-
X,XXX MANUAL PAYMENTS  XX,XXX,XXX.XX-    XX,XXX,XXX.XX-   XX,XXX,XXX.XX-
X,XXX VOID CHECKS
X,XXX EXPENSE ADJUSTMENTS

X,XXX TOTAL ENTRIES
```

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

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: APDSUM   Report: VOUCHER DISTRIBUTION SUMMARY

```
RUN DATE: XX-XXX-XX   TIME: XX:XX  XX -----------COMPANY NAME PRINTS HERE-----------          TERM #XX   SEQ #XXX   PAGE XXX

VOUCHER  DISTRIBUTION  SUMMARY

  ACCT-TYPE       ACCT-#    DESCRIPTION                             AMT-POSTED
  (1)
XXXXXXXXXXXXXXXX XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-
                 XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-

                                             SUB-TOTAL: XX,XXX,XXX.XX-

XXXXXXXXXXXXXXXX XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-
                 XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-

                                             SUB-TOTAL: XX,XXX,XXX.XX-

XXXXXXXXXXXXXXXX XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-
                 XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-

                                             SUB-TOTAL: XX,XXX,XXX.XX-

                                   CONTROL TOTAL:              .00-
```

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

O P E R A T O R   I N S T R U C T I O N S

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

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

Paper Requirements: STANDARD

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

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

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

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

Run Instructions

1. Select #4 from the Accounts Payable menu.

2. Select the application mode (add, change, delete, edit list, or post) from
   the submenu that is displayed.

3. Add Mode: A screen will appear requesting the A/P, Cash and Discount
   account defaults and the default vouchering date. If this is the first
   time you have entered this application, you will be requested to enter all
   fields. If you have run this application before, but you do not currently
   have any unposted new payables transactions on file, the master default
   values will be displayed automatically, and you will be requested to enter
   the default vouchering date. You will then be allowed to change the
   defaults for this entry session. If there are already unposted new
   payables transactions on file, all current default values will be
   displayed and you will have the chance to change any of them.

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

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

OPERATOR INSTRUCTIONS

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

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

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

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

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

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

5. Delete Mode: Enter the voucher number, and enter "Y" or "N" to the "OK TO
    DELETE TRX ?" question, which appears after the voucher is displayed.

6. To terminate add, change or delete modes, press the BACKSPACE key in the
    Voucher Number field.

7. If you select the edit list function, you will be given the opportunity to
    display it on the screen, or spool it to a disk file, or print it
    directly. See the Technical Notes section for more information on report
    printing options.

8. If you select the posting function, you will be asked "ARE YOU SURE YOU
    WANT TO POST ?". If you answer "N", you will return to the submenu. If
    you answer "Y", the posting job stream will begin. The first program in
    this job stream checks to see if you have enough room in the main A/P
    files to post all new vouchers. If you do not, a screen will be displayed
    showing which files are too small, and how much extra room they need. You
    will have to end off and run the XPAND program to expand these files, then
    re-enter this application and reselect the posting function. No
    transactions will be posted unless there is room to post all transactions.

O P E R A T O R   I N S T R U C T I O N S

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

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

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

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

Data Entry Specifications

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

O P E R A T O R   I N S T R U C T I O N S

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

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

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

O P E R A T O R   I N S T R U C T I O N S

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

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

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
12	A/P Account Number	d	D		7		See Remark M.
13	Cash Account Number	d	D		7		See Remark M.
14	Discount Account Number	d	D		7		See Remark M.
15	Reference		A		25		
	** SECOND SCREEN **						
1-9	Distribution Account Number		D		7		
	Distribution Amount		D		8	2	
	Item Number		A		15		See Remark N.
	Quantity		D		6		See Remark O.
	Unit of Measure	d	A		2		See Remark P.
	Job Number		A		6		See Remark Q.
	Purchase Order Number	d	D		8		See Remark R.
	P.O. Line Number	d	D		3		See Remark S.
	Variance Account Number		D		7		See Remark T.
	Variance Amount		D		8	2	See Remark T.
	Cost Type		A		2		See Remark U.

Remarks

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

OPERATOR   INSTRUCTIONS

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

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

B. The default accounts are used as in Remark A if the user has answered "N"
    to any of the "Multiple" questions. If the user has answered "Y" to
    "MULTIPLE A/P ACCTS ?" then on the voucher entry screen the user will
    first be shown the corresponding default account number and be allowed to
    accept it or override it. Similarly for the cash and discount accounts.
    (See Operation Notes for more details.)

C. This will default to the system date on pressing RETURN, on initial entry.
    If there are any transactions already on file, it will default to the last
    date entered.

D. This number is controlled automatically by the system, for new vouchers.
    When adding vouchers, you may only press RETURN for this field to call up
    the next available voucher number. However, if you are making a manual
    payment, once you have answered "Y" to the "MANUAL PYT ?" question, the
    voucher number will automatically be changed to that of the original
    invoice.

E. This defaults on RETURN to the default vouchering date on the first
    screen. It is used as the transaction date for all General Ledger
    distributions generated by this voucher.

F. If the vendor number is on file, the vendor name will be automatically
    displayed and the cursor will move down to the next screen item. If the
    vendor number is not on file, the message

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

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

G. When making a manual payment, the amount entered is the total amount that
    the invoice net is reduced by (cash paid plus discount taken). You will
    not be allowed to enter an amount greater than the current invoice net.

H. If you are making a manual payment, you will not be prompted for the
    non-discount amount.

I. If the number of discount days is not zero on the vendor's record, then as
    soon as the non-discount amount is entered, the discount date will be
    automatically calculated and displayed using this vendor default. If the
    number of discount days is zero on the vendor's record, then you will be
    prompted for the discount date.

OPERATOR   INSTRUCTIONS

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

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

J. If the discount percent on the vendor's record is nonzero, this value will
    be automatically displayed. Otherwise, you will be prompted for entry.
    If you enter a nonzero value, the discount amount will be calculated and
    displayed automatically, and entry will proceed to the Due/Check Date
    field (in add mode). If you enter zero for the discount percent, you will
    then be prompted to enter the discount amount.

K. For a prepaid voucher or manual payment, you must enter the check date
    here, and not the due date. For a regular voucher, if the number of due
    days on the vendor's record is nonzero the due date will be automatically
    calculated and displayed. Otherwise, you will be prompted to enter it
    manually.

L. Only enter a check number if this is a prepaid voucher or a manual
    payment, or a void check entry.

M. The handling of these General Ledger account numbers in add mode depends
    on the user's response to the "multiple accounts" questions on the default
    screen (see Remarks A and B above).

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

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

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

N. The item number may be left blank. If a non-blank value is entered and
    the item is on the Item Master file, its description is automatically
    displayed on screen line 1. If it is not on the Item Master file, it is
    considered to be a non-stocked item.

O. If the item Number field is blank, this field is skipped. Otherwise, a
    nonzero value must be entered. The value can be negative.

OPERATOR   INSTRUCTIONS

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

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

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

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

Q. If the Accounts Payable system does not interface to MCBA's Job Costing
    system, this field is skipped. It is also skipped if the item previously
    entered is a <u>stocked</u> item. The job number is only requested for non-
    stocked items. If no item number at all was entered, this field is
    skipped. The job number must exist on the Job Cost Master file.

R. The purchase order number is in the format XXXXXX-XX, where the last two
    digits represent the <u>release</u> against the purchase order (if any). See the
    MCBA Purchase Order system documentation for more details.

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

S. If the A/P system does not interface to the MCBA Purchase Order system,
    this field is skipped.

T. If the A/P system does not interface to the MCBA Standard Product Costing
    system, the Variance Account and Amount fields are skipped. See the MCBA
    Standard Product Costing documentation for more information on these two,
    and the following fields.

U. If the A/P system does not interface to the MCBA Standard Product Costing
    system, this field is skipped. (The Standard Product Costing fields are
    not implemented at this time.)

Operation Notes

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

OPERATOR   INSTRUCTIONS

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

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

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

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

3. The voucher number of a manual payment will be the same as the voucher
   number of the original voucher (this will be done automatically by the
   program).

4. When entering a manual payment, the sequence of events is as follows:

   a. Enter the vendor number and invoice number so that they match the
      invoice you wish to mark as manually paid.

   b. The original voucher is displayed. The invoice amount shown is the
      net <u>unpaid</u> invoice amount; the discount amount shown is the difference
      between the original discount amount and the discount already taken,
      if any.

   c. You will then be prompted for the check date and check number.

   d. You will then be prompted for the cash and discount accounts, as
      described in Remark M. You will then be allowed to change any field
      on the screen except for the vendor number, invoice number and voucher
      number.

   e. The invoice amount should be the <u>total</u> amount by which you are
      reducing the invoice net, including any discount taken.

   f. You will not be allowed to change a manual payment voucher in change
      mode. To do this, you will have to delete it, and then re-enter it in
      add mode.

   g. If you pay a voucher fully with a manual payment, the original voucher
      (after posting) will be marked as fully manually paid. However, if
      you only partially pay a voucher with a manual payment, a new record
      will be added to the vendor's Account file and the original voucher
      will remain open.

O P E R A T O R   I N S T R U C T I O N S

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

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

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

5. A void check is identified by a zero invoice amount, nonzero check number
   and no expense distributions. An expense adjustment voucher is identified
   by a zero invoice amount and some nonzero expense distributions, and the
   absence of a check number.

6. You may change a new voucher while you are still in add mode. Enter the
   vendor number and invoice number of the voucher you want to change (while
   still in add mode). You will be asked "INVOICE ALREADY ENTERED   CHANGE
   IT ?". Answer "Y" and the original voucher transaction will be displayed,
   and you may make any changes. (This is not true, however, for a manual
   payment voucher, which must be deleted and then reentered.)

7. In add and change modes, you are allowed to go back and forth between
   screens one and two (the voucher data screen and the distribution screen)
   as many times as you wish before finally completing entry or change of a
   voucher.

8. When changing a distribution (on screen two), the value originally entered
   is first displayed and the cursor is positioned immediately to the left.
   Press RETURN to accept the original value or the CTL/U key combination to
   permit manual entry of a new value.

9. When entering distributions for a new voucher, pressing the CTL/W key
   combination for any field other than the first field of the distribution
   will restart entry of that distribution. Pressing the CTL/W key
   combination for the first field of the distribution, for distributions
   2-9, will restart entry of all distributions for that voucher. Pressing
   the CTL/W key combination in the first field of the first distribution
   will restart the entire voucher over again.

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

OPERATOR   INSTRUCTIONS

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

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

10. During posting, the following sequence of events takes place:

   a. The files which need to be updated are checked to insure that they
       have enough room for posting to proceed to completion.

   b. The new payables vouchers are sorted and the Voucher Register is
       automatically spooled to disk.

   c. The new G/L distributions generated by the new payables vouchers are
       sorted and posted to the A/P Distribution file and the Voucher
       Distribution Summary is automatically spooled to disk.

   d. The new vouchers are added to the A/P Open Item file, and the
       accumulation fields of the Vendor Master records are updated.

   e. All data from the new vouchers relevant to the Job Costing, Purchase
       Order and Standard Product Costing sytems (whichever are interfaced to
       A/P) is put into the "Non-G/L Interface file" (APINTR)), and then the
       interface file is sorted.

   f. Finally the new payables vouchers are cleared from the New Payables
       Voucher Transaction file.

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

Circle Voucher Type: REGULAR   PREPAID   MANUAL   VOID   ADJUSTMENT

Voucher Number   _ _ _ _ _ _ (automatically assigned in add mode)

1) Voucher Date   _ _ / _ _ / _ _

2) Vendor Number   _ _ _ _

Temporary Vendor Data

Name   _

Address 1   _

Address 2   _

City   _ _ _ _ _ _ _ _ _ _ _ _ _ _

State   _ _ _ _ _ _ _ _ _ _

Zip Code   _ _ _ _ _ _ _ _ _

3) Invoice Number   _ _ _ _ _ _ _ _

4) Invoice Date   _ _ / _ _ / _ _

5) Invoice Amount $ _ _ _ , _ _ _ . _ _

6) Non-Discount
   Amount $ _ _ , _ _ _ . _ _

7) Discount Date   _ _ / _ _ / _ _

8) Discount
   Percent   _ _ . _

9) Discount
   Amount $ _ , _ _ _ . _ _

10) Due Date   _ _ / _ _ / _ _ (check date for Prepaids and
                                     Manuals)

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

11) Check Number   _ _ _ _ _ _

12) A/P Account Number   _ _ _ _ - _ _ _

13) Cash Account Number   _ _ _ _ - _ _ _

14) Discount Account Number   _ _ _ _ - _ _ _

15) Reference   _

Expense Distributions (1-9)

1) Expense Account   _ _ _ _ - _ _ _   Amount $ _ _ _ , _ _ _ . _ _

   Item Number   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Quantity   _ _ _ , _ _ _   Unit-of-Measure   _ _

   Job Number _ _ _ _ _ _   P.O. Number _ _ _ _ _ _ - _ _   P.O. Line _ _ _

   Variance Account _ _ _ _ - _ _ _ Amount $ _ _ _ , _ _ _ . _ _ Cost Type _ _

2) Expense Account   _ _ _ _ - _ _ _   Amount $ _ _ _ , _ _ _ . _ _

   Item Number   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Quantity   _ _ _ , _ _ _   Unit-of-Measure   _ _

   Job Number _ _ _ _ _ _   P.O. Number _ _ _ _ _ _ - _ _   P.O. Line _ _ _

   Variance Account _ _ _ _ - _ _ _ Amount $ _ _ _ , _ _ _ . _ _ Cost Type _ _

3) Expense Account   _ _ _ _ - _ _ _   Amount $ _ _ _ , _ _ _ . _ _

   Item Number   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Quantity   _ _ _ , _ _ _   Unit-of-Measure   _ _

   Job Number _ _ _ _ _ _   P.O. Number _ _ _ _ _ _ - _ _   P.O. Line _ _ _

   Variance Account _ _ _ _ - _ _ _ Amount $ _ _ _ , _ _ _ . _ _ Cost Type _ _

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

4) Expense Account   _ _ _ _ - _ _ _   Amount $ _ _ _ , _ _ _ . _ _

   Item Number   _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Quantity   _ _ _ , _ _ _   Unit-of-Measure   _ _

   Job Number _ _ _ _ _ _   P.O. Number _ _ _ _ _ _ - _ _   P.O. Line _ _ _

   Variance Account _ _ _ _ - _ _ _ Amount $ _ _ _ , _ _ _ . _ _ Cost Type _ _

5) Expense Account   _ _ _ _ - _ _ _   Amount $ _ _ _ , _ _ _ . _ _

   Item Number   _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Quantity   _ _ _ , _ _ _   Unit-of-Measure   _ _

   Job Number _ _ _ _ _ _   P.O. Number _ _ _ _ _ _ - _ _   P.O. Line _ _ _

   Variance Account _ _ _ _ - _ _ _ Amount $ _ _ _ , _ _ _ . _ _ Cost Type _ _

6) Expense Account   _ _ _ _ - _ _ _   Amount $ _ _ _ , _ _ _ . _ _

   Item Number   _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Quantity   _ _ _ , _ _ _   Unit-of-Measure   _ _

   Job Number _ _ _ _ _ _   P.O. Number _ _ _ _ _ _ - _ _   P.O. Line _ _ _

   Variance Account _ _ _ _ - _ _ _ Amount $ _ _ _ , _ _ _ . _ _ Cost Type _ _

7) Expense Account   _ _ _ _ - _ _ _   Amount $ _ _ _ , _ _ _ . _ _

   Item Number   _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Quantity   _ _ _ , _ _ _   Unit-of-Measure   _ _

   Job Number _ _ _ _ _ _   P.O. Number _ _ _ _ _ _ - _ _   P.O. Line _ _ _

   Variance Account _ _ _ _ - _ _ _ Amount $ _ _ _ , _ _ _ . _ _ Cost Type _ _

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

8) Expense Account   _ _ _ _ - _ _ _   Amount $ _ _ _ , _ _ _ . _ _

   Item Number   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Quantity   _ _ _ , _ _ _   Unit-of-Measure   _ _

   Job Number _ _ _ _ _ _   P.O. Number _ _ _ _ _ _ _ - _ _   P.O. Line _ _ _

   Variance Account _ _ _ _ - _ _ _ Amount $ _ _ _ , _ _ _ . _ _ Cost Type _ _

9) Expense Account   _ _ _ _ - _ _ _   Amount $ _ _ _ , _ _ _ . _ _

   Item Number   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Quantity   _ _ _ , _ _ _   Unit-of-Measure   _ _

   Job Number _ _ _ _ _ _   P.O. Number _ _ _ _ _ _ _ - _ _   P.O. Line _ _ _

   Variance Account _ _ _ _ - _ _ _ Amount $ _ _ _ , _ _ _ . _ _ Cost Type _ _

===
Date entered _____ by _____   Date verified _____ by _____

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

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PROGRAM SPECIFICATIONS

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

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

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

Input: KBD   Files Updated: NEWAP∅   Output: New Payables Voucher
       VENMAS   VENMAS   Edit List
       VENIDX   VENIDX   New Payables Voucher
       EXPACT   APINTR   Register
       APOPEN   APOPEN   Voucher Distribution
       ITMIDX   NEWAPD   Summary
       ITMMAS   APDIST
       JOBIDX
       JOBTBL
       CSTIDX
       CSTMAS
       PORDHD
       PORDLN

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

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: VCHENT, VCHEN1, VCHRG2, NAPPR2, SRTVCA, SRTAPD, APDSUM,
                    PSTAPD, SRTVCB, PSTAP2, APTOJP, STAPIN, APICNT, CLRVC2

Program Functions and Notes:

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

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

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

PROGRAM SPECIFICATIONS

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

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

VCHENT

This is the driving program for the module. If add, change or delete mode
is selected, it chains to VCHEN0 or VCHEN1 depending on whether or not the
interface to MCBA's Job Costing, Standard Product Costing or Purchase
Order package is activated. When none of these interfaces is active,
VCHENT chains to VCHEN0 for add, change and delete modes.

If the edit list is selected, "E" is placed into REGFLG field of the
Control record of the NEWAP0 file and the program chains to VCHRG2. If
posting is selected, "R" is placed into the REGFLG field and the program
chains to NAPPR2.

VCHEN1

This program has 4 major subroutines, VCH10, VCH11, VCH12, and APSC2. The
major functions involved in adding, changing and deleting new payables
transactions are divided between these four subroutines and the main
VCHEN1 section.

The division of function is as follows:

a) VCHEN1 - calls the subroutine OPNAP to open all needed files
    (depending on which of the Job Costing, Standard Product Costing, and
    Purchase Order systems are interfaced to Accounts Payable); calls the
    CLSAP subroutine to close all files at the end of the application;
    calls AP3 and AP4 to display the screen tags for the main voucher
    information screen and distribution screen, respectively; accepts or
    assigns the voucher number; checks the final transaction for validity
    before writing it out; writes out the final transaction in add,
    change, or delete modes; and when an already posted voucher is being
    manually paid, transfers the data from the APOPEN record being paid to
    the NEWAP0 record.

b) VCH10 - displays the default values for the payables, cash and
    discount accounts and accepts any changes; also accepts the default
    vouchering date. This subroutine is entered only at the beginning of
    add mode, and does not interact with VCHEN1, VCH11, VCH12 and APSC2 as
    transactions are being entered.

c) VCH11 - accepts the vendor number and all information for a temporary
    vendor being added and writes the new VENMAS and VENIDX records;
    accepts all the first screen voucher information; checks the NEWAP0
    file for an already existing transaction as soon as the invoice number
    is entered; checks the APOPEN file for the vendor-invoice combination
    and determines whether or not the user wants to make a manual payment.

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

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

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

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

Additional details of these routines follow:

The WHATNO variable, in addition to specifying the number of a field to be
changed, is also used between the root (VCHEN1) and the subroutines to
indicate various functions to be performed. Most of these are indicated
in comments on the source listing.

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

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

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

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

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

In add mode, when a voucher was already entered and has been found on the
NEWAP∅ file by VCH11 and the user wants to change it, VCH11 returns
immediately to VCHEN1. VCHEN1 then calls VCH12 to redisplay the already
entered transaction, then returns to VCHEN1 which goes to "FIELD # TO
CHANGE" as usual.

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

PROGRAM   SPECIFICATIONS

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

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

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

When a new voucher is entered, VCHEN1 checks to see whether the voucher
just entered was aborted, or was a manual payment or a change to an
already existing voucher; and if so, a new voucher number is not assigned.
Instead, the one intended for the previous voucher is reused. This
prevents gaps in the voucher number sequence. A gap can still occur in
the voucher number sequence if the last voucher entered in any entry
session is aborted, or is a manual payment or a change to an already
existing voucher.

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

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

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

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

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

VCHRG2

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

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

PROGRAM SPECIFICATIONS

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

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

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

NAPPR2

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

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

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

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

1 record for every expense distribution on any voucher
1 record for every expense variance distribution on any voucher
+ 1 record (for A/P added) for a regular voucher
+ 1 record (for cash disbursed) for a prepaid or manual check
+ 1 record (for discount taken) for a prepaid or manual check, if
          the discount is nonzero
+ 1 record (for A/P paid) for a manual check

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

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

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

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

PROGRAM SPECIFICATIONS

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

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

SRTVCA

This sorts the NEWAPØ in order by voucher number.

VCHRG2

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

SRTAPD

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

APDSUM

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

PSTAPD

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

SRTVCB

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

PSTAP2

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

PROGRAM   SPECIFICATIONS

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

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

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

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

APTOJP

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

STAPIN

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

APICNT

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

CLRVC2

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

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk System: A/P   Release: 6   Program: VCHENT
                        (J/C-SPC-P/O VERSION)

```
NEW PAYABLES ENTRY AND EDITING



                       PLEASE SELECT APPLICATION  X

                          1. ENTER NEW TRANSACTIONS

                          2. CHANGE EXISTING TRANSACTIONS

                          3. DELETE EXISTING TRANSACTIONS

                          4. PRINT TRANSACTION EDIT LIST

                          5. POST TRANSACTIONS TO MAIN FILE
```

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V I D E O T E R M I N A L F O R M A T

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: VCHENT
(J/C-SPC-P/O VERSION)

```
NEW PAYABLES ENTRY AND EDITING
ADD


        NEW PAYABLES ENTRY DEFAULTS

            1. MULTIPLE A/P ACCTS ?        X

            2. DEFAULT A/P ACCT            XXXX-XXX   XXXXXXXXXXXXXXXXXXXXXXXXXX

            3. MULTIPLE CASH ACCTS ?       X

            4. DEFAULT CASH ACCT           XXXX-XXX   XXXXXXXXXXXXXXXXXXXXXXXXXX

            5. MULTIPLE DISCNT ACCTS ?     X

            6. DEFAULT DISCNT ACCT         XXXX-XXX   XXXXXXXXXXXXXXXXXXXXXXXXXX

            7. VOUCHERING DATE             XX/XX/XX

FIELD # TO CHANGE  XX                          (1)  UPDATE MASTER DEFAULTS ?  X
```

Remarks: (1) THIS IS DISPLAYED AFTER THE USER PRESSES RETURN FOR FIELD # TO
CHANGE.

V I D E O   T E R M I N A L   F O R M A T

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: VCHENT
(J/C-SPC-P/O VERSION)

```
NEW PAYABLES ENTRY AND EDITING


        *VOUCHER #     XXXXXX

     1. VOUCH DATE     XX/XX/XX

     2. VENDOR #       XXXX  XXXXX? XXXXXXXXXXXXXXXXXXXXXXXXXXX (1)
                                                                        (2)
     3. INV #          XXXXXXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXX

     4. INV DATE       XX/XX/XX    10. DUE DATE    XX/XX/XX

     5. INV AMT        XXX,XXX.XX- 11. CHECK #     XXXXXX

     6. NON-DISC       XXX,XXX.XX- 12. A/P ACCT    XXXX-XXX

     7. DISC DATE      XX/XX/XX    13. CASH ACCT   XXXX-XXX

     8. DISC PCT       XX.X        14. DISC ACCT   XXXX-XXX

     9. DISC AMT       X,XXX.XX-   15. REF         XXXXXXXXXXXXXXXXXXXX
FIELD # TO CHANGE   X


INVOICE ALREADY ENTERED                          CHANGE IT ?      X
INVOICE ON FILE                                  MANUAL PYT ?     X
VENDOR NOT ON FILE                               ADD AS A TEMPORARY VENDOR ? X
```

Remarks: (1) THE TAG WITH THE QUESTION MARK IS DISPLAYED WHEN ENTERING A
         TEMPORARY VENDOR. (2) THE ACCOUNT DESCRIPTION DISPLAYS HERE.

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V I D E O   T E R M I N A L   F O R M A T

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: VCHENT
(J/C-SPC-P/O VERSION)

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```
 1 NEW PAYABLES ENTRY AND EDITING            DESCRIPTION: XXXXXXXXXXXXXXXXXXXXXXXXXXX
 2                                AMT-DIST: XXX,XXX.XX-   AMT-REMAINING: XXX,XXX.XX-
 3     DST-ACCT    DST-AMT      ITEM-NUMBER    QUANTITY UOM  JOB-NO     P.O.-#    LINE-#
 4     VAR-ACCT    VAR-AMT     CST-TYP
 5  1. XXXX-XXX  XXX,XXX.XX-  XXXXXXXXXXXXXXX XXXXXX   XX  XXXXXX   XXXXXX-XX   XXX
 6     XXXX-XXX  XXX,XXX.XX-       XX
 7  2. XXXX-XXX  XXX,XXX.XX-  XXXXXXXXXXXXXXX XXXXXX   XX  XXXXXX   XXXXXX-XX   XXX
 8     XXXX-XXX  XXX,XXX.XX-       XX
 9  3. XXXX-XXX  XXX,XXX.XX-  XXXXXXXXXXXXXXX XXXXXX   XX  XXXXXX   XXXXXX-XX   XXX
10     XXXX-XXX  XXX,XXX.XX-       XX
11  4. XXXX-XXX  XXX,XXX.XX-  XXXXXXXXXXXXXXX XXXXXX   XX  XXXXXX   XXXXXX-XX   XXX
12     XXXX-XXX  XXX,XXX.XX-       XX
13  5. XXXX-XXX  XXX,XXX.XX-  XXXXXXXXXXXXXXX XXXXXX   XX  XXXXXX   XXXXXX-XX   XXX
14     XXXX-XXX  XXX,XXX.XX-       XX
15  6. XXXX-XXX  XXX,XXX.XX-  XXXXXXXXXXXXXXX XXXXXX   XX  XXXXXX   XXXXXX-XX   XXX
16     XXXX-XXX  XXX,XXX.XX-       XX
17  7. XXXX-XXX  XXX,XXX.XX-  XXXXXXXXXXXXXXX XXXXXX   XX  XXXXXX   XXXXXX-XX   XXX
18     XXXX-XXX  XXX,XXX.XX-       XX
19  8. XXXX-XXX  XXX,XXX.XX-  XXXXXXXXXXXXXXX XXXXXX   XX  XXXXXX   XXXXXX-XX   XXX
20     XXXX-XXX  XXX,XXX.XX-       XX
21  9. XXXX-XXX  XXX,XXX.XX-  XXXXXXXXXXXXXXX XXXXXX   XX  XXXXXX   XXXXXX-XX   XXX
22     XXXX-XXX  XXX,XXX.XX-       XX
23
24 FIELD # TO CHANGE  X
```

Date: MAY-81　　　　　　　　　　　　　R E P O R T　　F O R M A T　　　　　　　　　　　　　　Page 1 of 1

Version: DIBOL-11 Disk　　　System: A/P　　　Release: 6　　　Program: VCHRG2　　　Report: NEW PAYABLES VOUCHER REGISTER
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　(J/C-SPC-P/O VERSION)　　　　　NEW PAYABLES VOUCHER EDIT LIST

```
RUN DATE: XX-XXX-XX  TIME: XX:XX XX              COMPANY NAME PRINTS HERE                    TERM #XX   SEQ #XXXX   PAGE XXX

NEW  PAYABLES  VOUCHER  REGISTER

"A/P OR CASH/DISC" ARE ACCTS CREDITED FOR THE VOUCHER. REGULAR VOUCHERS SHOW THE A/P ACCT, PREPAIDS & MANUALS SHOW CASH & DISC ACCT.

VOUCHER        VENDOR              INVOICE    INV/VCH    INV AMOUNT   DISCOUNT    DISC/DUE    A/P OR       CHECK
NUMBER  NO   NAME                  NUMBER     DATES      (NON-DISC)   PCT/AMT     DATES       CASH/DISC    NUMBER

XXXXXX   XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX   XX/XX/XX   XXX,XXX.XX-   XX.X%   XX/XX/XX   XXXX-XXX  XXXXXX
XXXXXXXXX  (1)                              XX/XX/XX  (XXX,XXX.XX)  X,XXX.XX-   XX/XX/XX   XXXX-XXX

DST-ACCT         AMOUNT    VAR-ACCT      AMOUNT    ITEM-NUMBER         QUANTITY   UOM JOB-NO CST-TYP  P-D-#   P-D-LINE
XXXX-XXX   XXX,XXX.XX-   XXXX-XXX   XXX,XXX.XX-  XXXXXXXXXXXXXXX   XXX,XXX-   XX  XXXXXX   XX   XXXXXX-XX   XXX
XXXX-XXX   XXX,XXX.XX-   XXXX-XXX   XXX,XXX.XX-  XXXXXXXXXXXXXXX   XXX,XXX-   XX  XXXXXX   XX   XXXXXX-XX   XXX

XXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


                 NET-CHANGE-TO-AP      NET-CHANGE-TO-CASH   NET-DISCOUNT-TAKEN   DISTRIBUTION-TOTALS

X,XXX REGULAR ENTRIES    XX,XXX,XXX.XX-                                         XX,XXX,XXX.XX-
X,XXX PREPAID ENTRIES                  XX,XXX,XXX.XX-      XX,XXX,XXX.XX-        XX,XXX,XXX.XX-
X,XXX MANUAL PAYMENTS    XX,XXX,XXX.XX- XX,XXX,XXX.XX-     XX,XXX,XXX.XX-
X,XXX VOID CHECKS
X,XXX EXPENSE ADJUSTMENTS

X,XXX TOTAL ENTRIES
```

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

Date: MAY-81

R E P O R T   F O R M A T

Page 1 of 1

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: APDSUM   Report: VOUCHER DISTRIBUTION SUMMARY
(J/C-SPC-P/O VERSION)

4.10.28

```
RUN DATE: XX-XXX-XX  TIME: XX:XX  XX  ----------COMPANY NAME PRINTS HERE----------      TERM #XX   SEQ #XXXX   PAGE XXX

VOUCHER  DISTRIBUTION  SUMMARY

 ACCT-TYPE       ACCT-#    DESCRIPTION                              AMT-POSTED
 (1)
XXXXXXXXXXXXXXXX  XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-
                  XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-

                                            SUB-TOTAL:  XX,XXX,XXX.XX-

XXXXXXXXXXXXXXXX  XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-
                  XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-

                                            SUB-TOTAL:  XX,XXX,XXX.XX-

XXXXXXXXXXXXXXXX  XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-
                  XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX,XXX,XXX.XX-

                                            SUB-TOTAL:  XX,XXX,XXX.XX-


                                         CONTROL TOTAL:          .00
```

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

O P E R A T O R   I N S T R U C T I O N S

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

Application: PRINT PAYABLES AGING REPORT

Paper Requirements: STANDARD

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

Run Instructions

1. Select #5 from the Accounts Payable menu.

2. Enter the data requested on the screen.

3. You will then be requested to enter the starting and ending vendor number
   for this report. Press RETURN for starting vendor to print "ALL" vendors;
   press RETURN for ending vendor to default ending vendor to same as
   starting vendor.

4. Press the BACKSPACE key for starting vendor to end the application.

5. Unless you are spooling this report, you may print multiple ranges of
   vendors.

Data Entry Specifications

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

Operation Notes

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

OPERATOR INSTRUCTIONS

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

Application: PRINT PAYABLES AGING REPORT

2. Invoices that test out later than the aging date (using the invoice date
    or due date) are not printed.

3. Only the invoice and discount <u>net</u> amounts are shown for partially paid
    invoices, not the original amounts.

PROGRAM SPECIFICATIONS

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

Module Name: PRINT PAYABLES AGING REPORT

Module Function: Prints the Accounts Payable Aging Report in detail or in
summary form.

Input: KBD	Files Updated: None	Output: Accounts Payable Aging
APOPEN		Report
VENIDX		Accounts Payable Aging
VENMAS		Report Summary

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

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: AGEDAP

Program Functions and Notes:

AGEDAP

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

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

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

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

V I D E O   T E R M I N A L   F O R M A T

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

```
 1 |PRINT PAYABLES AGING REPORT
 2 |AS OF XX/XX/XX, AGED BY XXX DATE (1)
 3 |
 4 |
 5 |
 6 |
 7 |
 8 |
 9 |
10 |
11 |
12 |                    PLEASE ENTER AGING DATE         XX/XX/XX
13 |
14 |                    SHOW OPEN ITEM DETAIL ?      X
15 |
16 |                    AGE BY INVOICE OR DUE DATE ?    X
17 |
18 |
19 |
20 |
21 |
22 |
23 |
24 |ANY CHANGE ? X
```

Remarks: (1) "XXX" IS EITHER "INV" OR "DUE".

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Version: DIBOL-11 Disk　　　System: A/P　　　Release: 6　　　Program: AGEDAP　　　Report: ACCOUNTS PAYABLE AGING REPORT

```
·RUN DATE: XX-XXX-XX  TIME: XX:XX  XX            --------COMPANY NAME PRINTS HERE--------            TERM #XX   SEQ #XXX   PAGE XXX
·ACCOUNTS  PAYABLE  AGING  REPORT
·AS OF XX/XX/XX, AGED BY XXX DATE (1)
·        -----VENDOR-----          VOUCHER  ----INVOICE----                 ------AGED INVOICE AMOUNT------           DISCOUNT  DUE
· NO   NAME                          NO       NO      DATE     CURRENT   31-60 DAYS   61-90 DAYS  OVER-90 DAYS        AMOUNT   DATE
·
·XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX   XXXXXX   XXXXXXXX  XX/XX/XX  XXX,XXX.XX-  XXX,XXX.XX-  XXX,XXX.XX-  XXX,XXX.XX-   X,XXX.XX-  XX/XX/XX
·                                    XXXXXX   XXXXXXXX  XX/XX/XX  XXX,XXX.XX-  XXX,XXX.XX-  XXX,XXX.XX-  XXX,XXX.XX-   X,XXX.XX-  XX/XX/XX
·                                    XXXXXX   XXXXXXXX  XX/XX/XX  XXX,XXX.XX-  XXX,XXX.XX-  XXX,XXX.XX-  XXX,XXX.XX-   X,XXX.XX-  XX/XX/XX
·                                    XXXXXX   XXXXXXXX  XX/XX/XX  XXX,XXX.XX-  XXX,XXX.XX-  XXX,XXX.XX-  XXX,XXX.XX-   X,XXX.XX-  XX/XX/XX
·                                    XXXXXX   XXXXXXXX  XX/XX/XX  XXX,XXX.XX-  XXX,XXX.XX-  XXX,XXX.XX-  XXX,XXX.XX-   X,XXX.XX-  XX/XX/XX
·
·       VENDOR TOTAL: XXXX,XXX.XX-            VENDOR SUBTOTALS:  XXXX,XXX.XX- XXXX,XXX.XX- XXXX,XXX.XX- XXXX,XXX.XX-   XX,XXX.XX-
·XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
·
·       GRAND TOTAL: XXXX,XXX.XX-             TOTAL ALL VENDORS: XXXX,XXX.XX- XXXX,XXX.XX- XXXX,XXX.XX- XXXX,XXX.XX-   XX,XXX.XX-
```

Remarks: (1) THIS WILL EITHER BE "INV" OR "DUE".

4.11.5

Date: MAY-81   **R E P O R T   F O R M A T**   Page 1 of 1

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: AGEDAP   Report: ACCOUNTS PAYABLE AGING REPORT SUMMARY

```
RUN DATE: XX-XXX-XX   TIME: XX:XX:XX  ----------COMPANY NAME PRINTS HERE----------   TERM #XX   SEQ #XXX   PAGE XXX
ACCOUNTS  PAYABLE  AGING  REPORT  SUMMARY
AS OF XX/XX/XX, AGED BY XXX DATE
                 -----VENDOR-----                              -----AGED-SUB-TOTALS-----        VENDOR        VALID           NET
 NO   NAME                              CURRENT    31-60 DAYS    61-90 DAYS   OVER-90 DAYS       TOTAL       DISCOUNTS         TOTAL

XXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX,XXX.XX-   XXXX,XXX.XX-   XXXX,XXX.XX-  XXXX,XXX.XX-  XXXX,XXX.XX-   XX,XXX.XX-   XXXX,XXX.XX-

XXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX,XXX.XX-   XXXX,XXX.XX-   XXXX,XXX.XX-  XXXX,XXX.XX-  XXXX,XXX.XX-   XX,XXX.XX-   XXXX,XXX.XX-

XXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX,XXX.XX-   XXXX,XXX.XX-   XXXX,XXX.XX-  XXXX,XXX.XX-  XXXX,XXX.XX-   XX,XXX.XX-   XXXX,XXX.XX-

X,XXX VENDORS    GRAND TOTALS:  X,XXX,XXX.XX- X,XXX,XXX.XX- X,XXX,XXX.XX- X,XXX,XXX.XX- X,XXX,XXX.XX-  XXX,XXX.XX- X,XXX,XXX.XX-
```

4.11.6

OPERATOR INSTRUCTIONS

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

Application: VENDOR ACCOUNT INQUIRY

Paper Requirements: STANDARD

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

Run Instructions

1. Select #6 from the Accounts Payable menu.

2. Enter the starting and ending vendor numbers to print. RETURN defaults to
   "ALL" for the starting vendor number; RETURN defaults the ending vendor
   number to the same as the starting vendor number.

3. To end the application press the BACKSPACE key in the Starting Vendor
   Number field.

Operation Notes

1. The invoice amounts shown are always the original invoice amounts. The
   discounts shown on paid items or payments made are the discounts <u>taken</u>.
   The discounts shown on unpaid items are the orignal discounts entered.

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

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

Module Name: VENDOR ACCOUNT INQUIRY

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

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

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

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: VENINQ

Program Functions and Notes:

VENINQ

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

   If AFLAG is 0, 1, 3, 4, 5, 6 or 7, the ADUEDT field is used as the due
   date. Otherwise, it is used as the check date. See the Technical Notes
   section on AFLAG for more details on these values.

```
RUN DATE: XX-XXX-XX  TIME: XX:XX XX -------------COMPANY NAME PRINTS HERE------------------          TERM #XX   SEQ #XXXX   PAGE XXX

VENDOR   ACCOUNT   INQUIRY

FLAGS ARE:  0=REGULAR VOUCHER   1=DEFERRED   2=PREPAID   3=COMPUTER PAID   4=0 TOTAL VENDOR   5=CR TOTAL VENDOR   6=UNPAID PARTIAL
            7=PAID PARTIAL-TEMPORARY   8=PAID PARTIAL-PERMANENT   9=DEFERRED PAID PARTIAL   1=DEFERRED UNPAID PARTIAL(D OR CR TOTAL)
            Z=VOID CHECK   5=MANUALLY PAID   4=PARTIAL MANUAL PYT.   0=PAID AND PROCESSED)

-------VENDOR-------          VOUCHER   INVOICE      AMOUNT      DUE/DISC    CHECK-#    A/P-ACCT                              CASH-ACCT  FLAG
NO   NAME                     NO        NO/DATE      DISCOUNT    DATE        CHK-DATE   REFERENCE                             DISC-ACCT
                                                     (1)AMT-PAID(1)DISC-TKN

XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXX  XXXXXXXXXX  XXX,XXX.XX-  XX/XX/XX  XXXXXXX  XXXX-XXX                           XXXX-XXX     X
                                               XX/XX/XX      X,XXX.XX-  XX/XX/XX  XX/XX/XX  XXXXXXXXXXXXXXXXXXXXXXXXXXX        XXXX-XXX
                                                          XXX,XXX.XX-  XX,XXX.XX-

XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXX  XXXXXXXXXX  XXX,XXX.XX-  XX/XX/XX  XXXXXXX  XXXX-XXX                           XXXX-XXX     X
                                               XX/XX/XX      X,XXX.XX-  XX/XX/XX  XX/XX/XX  XXXXXXXXXXXXXXXXXXXXXXXXXXX        XXXX-XXX
                                                          XXX,XXX.XX-  XX,XXX.XX-

XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXX  XXXXXXXXXX  XXX,XXX.XX-  XX/XX/XX  XXXXXXX  XXXX-XXX                           XXXX-XXX     X
                                               XX/XX/XX      X,XXX.XX-  XX/XX/XX  XX/XX/XX  XXXXXXXXXXXXXXXXXXXXXXXXXXX        XXXX-XXX
                                                          XXX,XXX.XX-  XX,XXX.XX-

XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

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

4.12.3

OPERATOR INSTRUCTIONS

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

Application: CHANGE A/P OPEN ITEM DATA

Paper Requirements: NONE

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

Run Instructions

1. Select #7 from the Accounts Payable menu.

2. Enter the vendor number and voucher number of the voucher you wish to change.

3. The matching voucher will be found and displayed and you will be asked "RIGHT VOUCHER ?". Answer "N" if this is not the right voucher.

4. Otherwise, answer "Y" and make the changes you desire.

5. To end the application, press the BACKSPACE key in the Vendor Number field.

Data Entry Specifications

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

O P E R A T O R   I N S T R U C T I O N S

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

Application: CHANGE A/P OPEN ITEM DATA

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
6	Discount Amount		D		8	2	See Remark B.
	Discount Taken						Automatic display.

Remarks

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

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

Operation Notes

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

PROGRAM SPECIFICATIONS

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

Module Name: CHANGE A/P OPEN ITEM DATA

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

Input: KBD   Files Updated: APOPEN   Output: None

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

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: DUEDIS

Program Functions and Notes:

<u>DUEDIS</u>

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

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

   a. If the original invoice amount is greater than zero, the new discount
       cannot be less than zero and also cannot be greater than the unpaid
       balance on the invoice.

   b. The new discount cannot be less than the discount already taken if the
       discount already taken is positive.

   c. If the original invoice amount is less than zero, the new discount
       cannot be greater than zero and also cannot be less than the original
       invoice amount.

VIDEO TERMINAL FORMAT

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

```
CHANGE A/P OPEN ITEM DATA




              PLEASE ENTER VENDOR #        XXXX

              PLEASE ENTER VOUCHER #       XXXXXX

                1. INVOICE #               XXXXXXXX

                2. INVOICE DATE            XX/XX/XX

                3. INVOICE AMT             XXX,XXX.XX-    REM: XXX,XXX.XX-

                4. DUE DATE                XX/XX/XX

                5. DISCOUNT DATE           XX/XX/XX

                6. DISCOUNT AMOUNT         X,XXX.XX-    TAKEN: XX,XXX.XX-



FIELD # TO CHANGE  X


RIGHT VOUCHER ?  X
```

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4.13.4

OPERATOR INSTRUCTIONS

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

Application: PRINT CASH REQUIREMENTS REPORT

Paper Requirements: STANDARD

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

Run Instructions

1. Select #8 from the Accounts Payable menu.

2. Enter the data requested on the screen.

3. The report will be printed, displayed or spooled, depending on what you have chosen (see Technical Notes on Spooler Operation), and control will automatically return to the Accounts Payable menu.

Data Entry Specifications

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

Remarks

A. If the RETURN key is pressed, the date defaults to the system date.

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

O P E R A T O R   I N S T R U C T I O N S

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

Application: PRINT CASH REQUIREMENTS REPORT

Operation Notes

1. All vouchers whose due dates or discount dates are on or before the
   cut-off date will be printed.

2. The discount date will be compared to the intended payment date to
   determine whether or not the discount specified for the voucher will
   remain valid or will be lost.

3. Deferred vouchers are not shown on this report.

PROGRAM SPECIFICATIONS

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

Module Name: PRINT CASH REQUIREMENTS REPORT

Module Function: Prints the Cash Requirements Report

Input: KBD   Files Updated: None   Output: Cash Requirements Report
       APOPEN
       EXPACT
       VENMAS
       VENIDX

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

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: CSHREQ

Program Functions and Notes:

CSHREQ

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

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

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

   Vouchers with AFLAG less than -1 are skipped.

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

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

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

V I D E O   T E R M I N A L   F O R M A T

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

```
PRINT CASH REQUIREMENTS REPORT




















              DUE/DISC DATE CUT-OFF    XX/XX/XX

              INTENDED PAYMENT DATE    XX/XX/XX

              A/P ACCOUNT #            XXXX-XXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX










ANY CHANGE ? X
```

Date: MAY-81   R E P O R T   F O R M A T   Page 1 of 1

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: CSHREQ   Report: CASH REQUIREMENTS REPORT

```
RUN DATE: XX-XXX-XX  TIME: XX:XX:XX          ------COMPANY NAME PRINTS HERE------            TERM #XX   SEQ #XXX   PAGE XXX
CASH  REQUIREMENTS  REPORT
AS OF XX/XX/XX FOR PAYMENT ON XX/XX/XX FOR A/P ACCOUNT XXXX-XXX
-----------VENDOR-----------  VOUCHER  ----INVOICE------  DAYS  DUE        AMOUNT      ----DISCOUNT----      NET       DISCOUNT
  NO   NAME                      #      NUMBER    DATE    AGED  DATE        DUE       VALID      LOST      AMOUNT       DATE
 XXXX  XXXXXXXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXXXX XX/XX/XX  XXX  XX/XX/XX  XXX,XXX.XX- XX,XXX.XX-XX,XXX.XX- XXX,XXX.XX- XX/XX/XX
                                 XXXXXX XXXXXXXX XX/XX/XX  XXX  XX/XX/XX  XXX,XXX.XX- XX,XXX.XX-XX,XXX.XX- XXX,XXX.XX- XX/XX/XX
                                 XXXXXX XXXXXXXX XX/XX/XX  XXX  XX/XX/XX  XXX,XXX.XX- XX,XXX.XX-XX,XXX.XX- XXX,XXX.XX- XX/XX/XX
                                                          VENDOR TOTALS:  X,XXX,XXX.XX- XX,XXX.XX-XX,XXX.XX-X,XXX,XXX.XX-
 XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                               TOTAL ALL VENDORS:  X,XXX,XXX.XX- XX,XXX.XX-XX,XXX.XX-
                                                                 TOTAL CASH REQUIRED:X,XXX,XXX.XX-
```

4.14.5

OPERATOR   INSTRUCTIONS

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

Application: PAYMENT PREPARATION

Paper Requirements: STANDARD

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

Run Instructions

1. Select #9 from the Accounts Payable menu.

2. Select the desired application from the first menu displayed (see the
   Operation Notes for more information on the Selection and Deferral payment
   methods).

3. Payment by Selection

   a) You are first asked to enter the A/P account number for the vouchers
      you wish to select for payment. Press RETURN for "ALL" A/P accounts
      or TAB for the master default A/P account.

   b) You are asked "CLEAR ALL SELECTION FLAGS ?". If you answer yes, all
      previously selected vouchers will be deferred (unselected). (However,
      unpaid partials will <u>not</u> be unselected.)

   c) You will then be allowed to select specific items or cancel selection
      of specific items (which is equivalent to deferral). In either case
      you will be asked to enter the vendor number and voucher number for
      the item. Press RETURN to default to the last vendor entered; press
      RETURN to default to "ALL" vouchers for the vendor.

4. Payment by Deferral

   a) You are first asked to enter the A/P account number. Enter the A/P
      account number for the vouchers you want to perform the deferral
      process on, press RETURN for "ALL" A/P accounts, or press the TAB key
      to default to the master default A/P account number.

   b) You will be asked "CLEAR ALL DEFERRAL FLAGS ?". If you want to start
      the deferral process totally fresh, answer "Y". All vouchers will be
      put into an undeferred (i.e. selected) status (except for vouchers
      with outstanding unpaid partials).

   c) If you have previously done payment preparation by deferral and have
      not since cleared all deferral flags or printed A/P checks, the

OPERATOR INSTRUCTIONS

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

Application: PAYMENT PREPARATION

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

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

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

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

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

5. Pre-Check-Writing Report

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

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

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

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

Operation Notes

1. Methods of Payment Preparation

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

OPERATOR INSTRUCTIONS

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

Application: PAYMENT PREPARATION

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

By Selection

a) An individual voucher for a vendor may be selected.

b) All vouchers for a vendor may be selected.

c) The selection of a particular voucher for a vendor may be cancelled.

d) The selection of all vouchers for a vendor may be cancelled.

By Deferral

a) A due date cut-off is entered and all vouchers after the due date are
    deferred. The selection status of vouchers due before this date are
    left unchanged.

b) An individual voucher for a vendor may be deferred.

c) All vouchers for a vendor may be deferred.

d) The deferral of a particular voucher for a vendor may be cancelled.

e) The deferral of all vouchers for a vendor may be cancelled.

2. Practical Operation

The initial choice for payment preparation by deferral is the only method
that goes through all vendors on file. It is recommended that this be
done first.

Then individual selections or deferrals may be made for specific vouchers
or for all vouchers for a vendor.

Selecting a voucher, and cancelling deferral of a voucher are equivalent.

Deferring a voucher, and cancelling selection of a voucher are equivalent.

Deferring all vouchers after an artificially early date (such as 01/01/01)
is equivalent to clearing all selection flags.

4.15.3

O P E R A T O R   I N S T R U C T I O N S

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

Application: PAYMENT PREPARATION

Deferring all vouchers after an arbitrarily late date (such as 12/31/99)
is equivalent to clearing all deferral flags, which is equivalent to
selecting all outstanding payables for payment.

PROGRAM SPECIFICATIONS

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

Module Name: PAYMENT PREPARATION

Module Function: This program allows the user to specify exactly which
                 vouchers will be paid on the next check printing run and
                 which will be deferred.

Input: KBD   Files Updated: APOPEN   Output: Accounts Payable
       VENMAS   Pre-Check-Writing Report
       VENIDX

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

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: DEFSEL, PRECHK

Program Functions and Notes:

How Voucher Payment Works

1. There is usually only one record on the APOPEN file for any open voucher,
    and this is either marked with AFLAG = 0 (selected for payment) or AFLAG =
    1 (deferred from payment). In some cases, AFLAG will be 4 or 5, meaning
    that the vendor currently has 0 or CR total; also, AFLAG = 3 means that a
    check has been printed for the voucher, but the user has not said that it
    was okay.

    AFLAG = 3, 4, 5 are intermediate states, between the beginning of a check
    printing run and the completion of that same check printing run. At the
    successful completion of a check printing run, AFLAG = 4 and 5 get set
    back to AFLAG = 0, and AFLAG = 3 gets set to AFLAG = -9.

2. When there is more than one APOPEN record with the same voucher number,
    the records after the first are always Partial Payment records. When the
    first partial is entered for a voucher it has AFLAG = 6, which denotes an
    unpaid partial payment.

    The intention upon entering a partial payment against a voucher is that on
    the next check printing run only the partial amount will be paid, while
    the rest of the voucher will be deferred automatically. Whatever discount
    was specified along with the partial payment will always be taken in full,
    no matter what the allowable discount is on the original voucher, or
    whether payment will be made after the discount date. Also, the user is
    not allowed to fully pay off a voucher with a partial payment.

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

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

Module Name: PAYMENT PREPARATION

An unpaid partial can never be deferred at the option of the user. If the simplest case of payment by check applies, all partials will initially have AFLAG = 6; then when checks are first printed AFLAG will be set to 7; then, when the user says that the checks are okay, AFLAG will be set to 8 and the amount fields (AINVAM and ADSCAM) on the Partial Payment record will have their signs reversed for use in later calculations. At this point also, the original voucher is no longer deferred necessarily.

The only way an unpaid partial may be deferred is if the Check Printing program (CHECKS) finds that the total due to a vendor is $\emptyset$ or negative, and there are unpaid partials due to be paid to the vendor.

In this case, AFLAG = 6 and 7 get put to -1 and AFLAG = 8 gets set to 9. At the successful completion of the check printing run, all AFLAG = -1 get set back to 6 and AFLAG = 9 becomes AFLAG = 8.

NOTES:

By entering and paying partial payments, the amount remaining to be paid on the original voucher can never go to zero or become negative.

If a manual overpayment is made, a new, prepaid voucher must be entered for the amount of the overpayment, with the same check number as the manual check.

DEFSEL

Payment By Selection:

If the user answers "Y" to "CLEAR ALL SELECTION FLAGS ?", the program goes sequentially through the entire APOPEN file from beginning to end and defers all vouchers according to the scheme shown in detail in the Technical Notes section on AFLAG. Unpaid partials are not deferred. If only one Accounts Payable account was specified for the selection process, only vouchers in this account are deferred.

Then the individual selection menu is displayed. For each voucher selected by the user, the AFLAG value is changed in accordance with the scheme discussed in the Technical Notes section mentioned above.

The program checks for the existence of unpaid partials for the voucher selected, and if it finds any, it displays an error message.

PROGRAM SPECIFICATIONS

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

Module Name: PAYMENT PREPARATION

All selecting and deferring of individual vouchers is controlled within
the program by two paragraphs, labelled READVV and READIV. The READVV
logic searches the APOPEN file for the indicated voucher and positions the
record pointer to the beginning of all APOPEN records having the specified
vendor-voucher key.

The READIV logic is used both to check if there are unpaid partials for
the voucher found in READVV, and also to defer or undefer (select) the
voucher.

Payment By Deferral:

If the user answers "Y" to "CLEAR ALL DEFERRAL FLAGS ?", the program goes
through the entire APOPEN file from beginning to end and selects all
vouchers that are found not to have unpaid partial payments on file for
them. The program uses the same READIV logic mentioned above to do this
check, and also to select the voucher. It also defers all vouchers that
have unpaid partials (even though the user has requested to select all
vouchers). This just gives an added assurance that all vouchers with
unpaid partials always have a deferred status.

Next, the program requests the due date cut-off. When this is entered,
the program makes another complete pass through the APOPEN file and
defers all items with both due date and discount date after the cut-off
date. All unpaid partials are selected; all paid partials of deferred
vouchers (AFLAG = 1) have AFLAG set to 9 (which indicates deferred, paid
partial).

The program now allows the user to defer individual vouchers. The logic
is exactly parallel to the logic for selecting vouchers described above.

PRECHK

This program prints the Pre-Check-Writing Report, which shows the result
of the selection and deferral activity that has previously taken place in
the DEFSEL program.

It is a fairly standard print program. The user specifies the Accounts
Payable account number to report on, and all vouchers for other Accounts
Payable accounts are bypassed.

The intended payment date is compared to the discount date to determine
whether or not the discount will be valid.

V I D E O   T E R M I N A L   F O R M A T

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

```
PAYMENT PREPARATION                                    DUE DATE CUT-OFF: XX/XX/XX



                          PLEASE SELECT APPLICATION   X

                              1. PAYMENT BY SELECTION

                              2. PAYMENT BY DEFERRAL

                              3. PRINT PRE-CHECK-WRITING REPORT
```

V I D E O   T E R M I N A L   F O R M A T

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

```
PAYMENT PREPARATION                                        DUE DATE CUT-OFF: XX/XX/XX
BY SELECTION




            PLEASE ENTER A/P ACCOUNT NUMBER      XXXX-XXX

            CLEAR ALL SELECTION FLAGS ?          X

            ARE YOU SURE ?                       X
```

V I D E O   T E R M I N A L   F O R M A T

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

```
 1 PAYMENT PREPARATION                                    DUE DATE CUT-OFF: XX/XX/XX
 2 BY SELECTION - FOR ACCT# XXXX-XXX
 3
 4
 5
 6
 7
 8
 9
10                    PLEASE SELECT APPLICATION   X
11
12                          1. SELECT ITEM(S)
13
14                          2. CANCEL SELECTED ITEM(S)
15
16
17
18
19
20
21
22
23
24
```

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4.15.10

V I D E O   T E R M I N A L   F O R M A T

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

```
PAYMENT PREPARATION                                    DUE DATE CUT-OFF: XX/XX/XX
BY DEFERRAL




                    PLEASE ENTER A/P ACCOUNT NUMBER    XXXX-XXX

                    CLEAR ALL DEFERRAL FLAGS ?         X

                    ARE YOU SURE ?                     X
```

V I D E O   T E R M I N A L   F O R M A T

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

```
PAYMENT PREPARATION                                    DUE DATE CUT-OFF: XX/XX/XX
BY DEFERRAL - FOR ACCT# XXXX-XXX




CHANGE THE DUE DATE CUT-OFF ?        X

PLEASE ENTER DUE DATE CUTOFF  XX/XX/XX

(ALL ITEMS WITH DUE & DISCOUNT DATES AFTER

THIS DATE WILL BE AUTOMATICALLY DEFERRED.)




ANY CHANGE ?
```

V I D E O   T E R M I N A L   F O R M A T

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

```
PAYMENT PREPARATION                                    DUE DATE CUT-OFF: XX/XX/XX
BY DEFERRAL - FOR ACCT# XXXX-XXX




                        PLEASE SELECT APPLICATION X

                            1. DEFER ITEM(S)

                            2. CANCEL DEFERRED ITEM(S)
```

VIDEO TERMINAL FORMAT

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

```
PAYMENT PREPARATION                                    DUE DATE CUT-OFF: XX/XX/XX
BY DEFERRAL - FOR ACCT# XXXX-XXX
BY SELECTION




                                                    CANCELLED
             PLEASE ENTER FOR ITEMS TO BE SELECTED
                                                    DEFERRED
                        VENDOR #              XXXX

                        VOUCHER # (OR "ALL")  XXXXXX




ANY CHANGE ? X
```

VIDEO TERMINAL FORMAT

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

```
ACCOUNTS PAYABLE PRE-CHECK-WRITING REPORT




















            PLEASE ENTER INTENDED PAYMENT DATE    XX/XX/XX

            PLEASE ENTER A/P ACCOUNT NUMBER        XXXX-XXX








ANY CHANGE ?  X
```

Date: MAY-81   R E P O R T   F O R M A T   Page 1 of 1

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: PRCHK   Report: ACCOUNTS PAYABLE PRE-CHECK-WRITING
REPORT

```
----------COMPANY NAME PRINTS HERE----------                          TERM #XX    SEQ #XXX    PAGE XXX
ACCOUNTS PAYABLE PRE-CHECK-WRITING REPORT
FOR PAYMENT ON XX/XX/XX FOR A/P ACCOUNT XXXX-XXX
VENDOR  VOUCHER                            --------INVOICE--------    DISC    DUE       AMOUNT      DISCNT        NET       A/P
NO      #       DESCRIPTION                NUMBER      DATE          DATE    DATE       DUE         TAKEN         AMOUNT    ACCOUNT

XXXX    XXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX    XXXXXXXX   XX/XX/XX      XX/XX/XX XX/XX/XX   XXX,XXX.XX-  X,XXX.XX-    XXX,XXX.XX-  XXXX-XXX
        XXXXXX  XXXXXXXXXXXXXXXXXXXXXXXX    XXXXXXXX   XX/XX/XX      XX/XX/XX XX/XX/XX   XXX,XXX.XX-  X,XXX.XX-    XXX,XXX.XX-  XXXX-XXX
                                                     VENDOR TOTALS:                     X,XXX,XXX.XX- XX,XXX.XX-X,XXX,XXX.XX-

XXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                                                     GRAND TOTALS:                      X,XXX,XXX.XX- XX,XXX.XX-X,XXX,XXX.XX-
```

4.15.16

O P E R A T O R   I N S T R U C T I O N S

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

Application: SPECIFY PARTIAL PAYMENTS

Paper Requirements: STANDARD

This application allows the user to specify the partial payment of vouchers, and to remove any unpaid partial payments that have previously been posted.

Run Instructions

1. Select #10 from the Accounts Payable menu.

2. Select the application per the menu displayed.

3. Enter: Enter the vendor number and voucher number as requested. If the voucher is on file, it will be displayed and you will be asked "RIGHT VOUCHER ?". Answer "Y" or "N". If it is the right voucher, the amount remaining to be paid, and the discount already taken will be displayed.

   Enter the amount of the partial payment you wish to make, and then what part of this is attributable to a discount. The partial payment amount is the full amount by which you want to reduce the outstanding invoice amount. The discount entered will be subtracted from this amount to determine the amount of cash to pay on the invoice.

   Press the CTL/W key combination to abort the transaction without entering a partial payment.

4. Change: Enter the vendor and voucher number. If a partial payment has already been entered for this voucher, it will be displayed and you will be allowed to change the partial payment amount and the discount.

5. Delete: Enter the vendor and voucher number. If a partial is on file for this voucher, it will be displayed and you will be asked "RIGHT PARTIAL ?". If you answer "Y", you will be asked "OK TO DELETE ?". If you answer "Y", the partial will be removed from the Transaction file.

6. If you select the Edit List function, you will be given the usual print-out options, and a list of all partial payments on the Transaction file will be shown.

7. Post: If you select the Post function, all partial payment transactions will be posted to the main A/P Open Item file and a Partial Payments Transaction Register will be spooled automatically.

OPERATOR   INSTRUCTIONS

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

Application: SPECIFY PARTIAL PAYMENTS

8. Remove Posted Partials: This function allows you to remove unpaid
   partials from vendors' accounts after they have been posted (using the
   Post function). As long as a partial has not yet been paid, it may be
   removed. Enter the vendor and voucher number for the partial. If it is
   on file it will be displayed and you will be able to remove (delete) it.

9. To end enter, change, and delete modes, press the BACKSPACE key in the
   Vendor Number field. To skip entering a partial payment after answering
   "Y" to "RIGHT VOUCHER ?", press the CTL/W key combination in the Partial
   Payment Amount field.

Data Entry Specifications

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
1	Partial Payment Amount	X	D	1	· 8	2	
2	Discount to be Taken		D		6	2	

Operation Notes

1. You will not be allowed to enter a partial payment amount which is greater
   than or equal to the full amount remaining to be paid on the invoice.
   Also, the discount to be taken cannot exceed the amount of the partial
   payment. A partial payment cannot be entered if the invoice amount
   remaining is negative.

2. It is possible to enter more than one partial payment for the same
   voucher, but this should not be done. Every unpaid partial payment on
   file will be paid on the next check printing run, so there is no reason to
   enter more than one per voucher at any one time.

3. In order to see what partials are already on file, print a Cash
   Requirements Report or Pre-Check-Writing Report, or print a Vendor Inquiry
   Report for specific vendors and look for flag values of -1, 6 and 7 (these
   are explained on the legend for this report).

4. All unpaid partials will be paid on the very next check printing run,
   unless the total due for the vendor is less than or equal to zero.

PROGRAM SPECIFICATIONS

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

Module Name: SPECIFY PARTIAL PAYMENTS

Module Function: Allows the user to enter partial payments to be made (i.e.
                 unpaid partials) onto the APOPEN file, and also to remove
                 already posted, but as yet unpaid, partials from the APOPEN
                 file.

Input: KBD   Files Updated: APOPEN   Output: Partial Payments Edit List
                                   PTLPAY   Partial Payments Register

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

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: PRTIAL, SRTPTL, PTLREG, PSTPTL, CLRPTL, DELPTL

Program Functions and Notes:

    This is a Standard Transaction Entry and Editing module, with the
    following special features.

PRTIAL

    Add Mode:

    The user first enters the voucher-vendor number combination for the
    voucher he wishes to enter a partial payment against, and this voucher is
    found and displayed. If the user says this is the right partial, then the
    program adds up the amounts of any other unpaid partials that may already
    be on the APOPEN file for the voucher. The user may not enter a partial
    for a voucher with an outstanding balance (including previously posted
    unpaid partials) that is not greater than zero.

    If all is okay, then the user enters the partial payment amount and
    discount to be taken when the partial is paid. A Partial Payment
    Transaction record is then created with information obtained from the
    original voucher, plus the partial payment information just entered.

    Change Mode:

    The amount remaining on the voucher, calculated in add mode, is stored in
    the Partial Payment Transaction record, so that in change mode the user is
    still not allowed to enter a partial payment that is greater than or equal
    to the amount remaining.

PROGRAM SPECIFICATIONS

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

Module Name: SPECIFY PARTIAL PAYMENTS

SRTPTL

This program sorts the PTLPAY file in order on the vendor number-voucher number key.

PTLREG

This is a standard edit list printing program. It prints both the Partial Payments Edit List and Partial Payments Register.

PSTPTL

This program uses the standard Merge-X technique (see separate Program Specifications) to post the PTLPAY records to the APOPEN file. In addition, it also defers the original voucher that the partial payment is being made on. It sets AFLAG to 1 for the original voucher, and sets AFLAG to 9 if AFLAG was equal to 8 (see the Technical Notes section on AFLAG).

CLRPTL

This program simply sets the PTLPAY file back to a single Control record.

DELPTL

This program is not part of the Standard Transaction Entry and Editing module. Since unpaid partials have not yet affected the vendor's account or the General Ledger in any way, they may be removed from the APOPEN file without changing any account data. No audit trail is really needed, since removing an unpaid partial does not affect any current dollar amounts.

After the user enters the vendor number-voucher number combination for the partial he wishes to remove, the partial is found and displayed. The partial is marked as deleted by setting AINVNO = "]]]DEL".

4.16.4

VIDEO TERMINAL FORMAT

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

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4.16.5

```
SPECIFY PARTIAL PAYMENTS



                        PLEASE SELECT APPLICATION   X

                            1. ENTER NEW TRANSACTIONS

                            2. CHANGE EXISTING TRANSACTIONS

                            3. DELETE EXISTING TRANSACTIONS

                            4. PRINT TRANSACTION EDIT LIST

                            5. POST TRANSACTIONS TO MAIN FILE

                            6. REMOVE POSTED PARTIALS
```

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4.16.6

V I D E O   T E R M I N A L   F O R M A T

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

```
SPECIFY PARTIAL PAYMENTS

                    *PLEASE ENTER VENDOR #       XXXX

                    *PLEASE ENTER VOUCHER #      XXXXXX

                         INVOICE #              XXXXXXXX

                         INVOICE DATE           XX/XX/XX

                         INVOICE AMT            XXX,XXX.XX-REMAINING: XXX,XXX.XX-

                         DISC AMOUNT            X,XXX.XX-      TAKEN: X,XXX.XX-

                         DUE DATE               XX/XX/XX

                    PLEASE ENTER PART PAY AMT    XXX,XXX.XX

                    PLEASE ENTER DISCOUNT AMT    X,XXX.XX

ANY CHANGE ? X
```

```
RIGHT VOUCHER ? X
RIGHT PARTIAL PAYMENT ? X
AMOUNT K= 0 -- NO PARTIAL ALLOWED
```

VIDEO TERMINAL FORMAT

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

```
 1  SPECIAL PARTIAL PAYMENTS
 2  REMOVE POSTED PARTIALS
 3
 4
 5
 6                    PLEASE ENTER VENDOR #      XXXX
 7
 8                    PLEASE ENTER VOUCHER #     XXXXXX
 9
10                         INVOICE #            XXXXXXXX
11
12                         INVOICE DATE         XX/XX/XX
13
14                         PARTIAL PYT          XXX,XXX.XX
15
16                         DISCNT TO TAKE       X,XXX.XX
17
18                         DUE DATE             XX/XX/XX
19
20
21
22
23
24  RIGHT PARTIAL ? X
```

Date: MAY-81   **R E P O R T   F O R M A T**   Page 1 of 1

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: PTLREG   Report: PARTIAL PAYMENTS REGISTER
                                                                             PARTIAL PAYMENTS EDIT LIST

4.16.8

```
RUN DATE: XX-XXX-XX   TIME: XX:XX  XX --------COMPANY NAME PRINTS HERE-------     TERM #XX    SEQ #XXX    PAGE XXX

PARTIAL   PAYMENTS   REGISTER
------VENDOR------------   VOUCHER  --------  --ORIGINAL INVOICE--------    DUE    -------PARTIAL PAYMENT------
ND   NAME                    #       NUMBER    DATE      AMOUNT   DISCNT    DATE     AMOUNT   DISCOUNT      NET

KKXX  XXXXXXXXXXXXXXXXXXXXXX  XXXXXX  XXXXXXXX  XX/XX/XX  XXX,XXX.XX  X,XXX.XX  XX/XX/XX  KKK,KKK.KK  X,XXX.XX  XXX,XXX.XX
KKXX  XXXXXXXXXXXXXXXXXXXXXX  XXXXXX  XXXXXXXX  XX/XX/XX  XXX,XXX.XX  X,XXX.XX  XX/XX/XX  KKK,KKK.KK  X,XXX.XX  XXX,XXX.XX
KKXX  XXXXXXXXXXXXXXXXXXXXXX  XXXXXX  XXXXXXXX  XX/XX/XX  XXX,XXX.XX  X,XXX.XX  XX/XX/XX  KKK,KKK.KK  X,XXX.XX  XXX,XXX.XX

X,KKK ENTRIES                                              GRAND TOTALS: K,XXX,KKK.KK XX,XXX.XX K,KKX,XXX.XX
```

Remarks: EDIT LIST HAS SAME FORMAT, EXCEPT THAT THE WORDS "EDIT LIST" REPLACE "REGISTER" IN THE REPORT TITLE.

O P E R A T O R   I N S T R U C T I O N S

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

Application: PRINT A/P CHECKS

Paper Requirements: STANDARD AND CHECK FORMS

This program allows the user to print A/P checks for one or all A/P
accounts and for any specified range of vendors. The Check Register that
is automatically produced also shows prepaid, manual and void checks that
have been entered since the last time this application was run.

Run Instructions

1. Select #11 from the Accounts Payable menu.

2. Mount the check forms on the printer.

    Leave the left-hand paper guide fixed and move the right-hand guide in.
    Position the top of the stub exactly on the print line (or zero mark).
    Type "DONE" when this has been done.

3. If you wish to print an alignment form, answer "Y" to the "PRINT AN
    ALIGNMENT FORM ?" question. This question will be continually redisplayed
    until you answer "N". You will be able to print as many alignment forms
    as you wish (or none). Each pre-printed check used for alignment purposes
    should be entered as a void check during the next New Payables Entry and
    Editing session, in order to maintain a complete audit trail.

4. Now enter the data for this check run on the screen displayed (see Data
    Entry Specifications below).

5. When there are no more changes to this screen, the checks will be printed
    automatically. After the last check is printed, you will be asked:

                        "ARE ALL CHECKS OK ?"

    If all checks are not okay, or you wish to print checks for another range
    of vendors, or you wish to alter some of the selections made on the
    original payment preparation, answer "N" to this question. Control will
    return to the Accounts Payable menu. (See Operation Notes below on making
    changes before a check run is complete, and on reprinting checks.)

6. If you answer the "ARE ALL CHECKS OK ?" question "Y", you will next be
    asked to mount standard paper on the printer. Type "DONE" when this is
    done.

7. The checks just printed are now posted automatically to the main A/P
    files. The Check Register and Check Distribution Summary are
    automatically spooled. When posting is done, control returns to the
    Accounts Payable menu.

O P E R A T O R   I N S T R U C T I O N S

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

Application: PRINT A/P CHECKS

See the Operation Notes on details of error conditions that can possibly
happen during check posting.

Data Entry Specifications

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
1	Check Date	Xd	D	5	6		See Remark A.
2	Starting Check Number	X	D	1	6		See Remark B.
3	Cash Account Number	Xd	D		7		See Remark C.
4	Discount Account Number	Xd	D		7		See Remark D.
5	Starting Vendor Number	Xd	A	1	4		See Remark E.
6	Ending Vendor Number		A		4		
7	A/P Account Number	Xd	D		7		See Remark F.

Remarks

A. Press RETURN to default to the system date. This date should be the same
    as the intended Payment Date entered for the last Pre-Check-Writing Report
    that you printed. Otherwise, the checks just printed will not match this
    report. This date is used as the transaction date for all G/L
    distributions generated by the check printing run.

B. This should match the pre-printed number on the check stub that is right
    now positioned at the print line area of your printer.

C. Press RETURN to default to the master default cash account number.

D. Press RETURN to default to the master default discount account number.
    Only one discount account is allowed for each series of checks printed.
    If you wish to use more than one discount account, for different sets of
    vendors within the same A/P account, refer to the Operation Notes below.

E. Press RETURN to default to "ALL" vendors.

F. Press RETURN to default to the master default A/P account number. Press
    TAB to default to "ALL" A/P accounts.

OPERATOR INSTRUCTIONS

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

Application: PRINT A/P CHECKS

Operation Notes

1. You do not have to use any check forms for alignment purposes. In the most usual case, two or three pre-printed checks will be wasted at the beginning of a check run. Since this will constitute a break in your normal check sequence when you print the Check Reconciliation Report, and since these wasted checks will not automatically show up on any report, it is recommended that you enter these wasted checks via New Payables Entry and Editing as soon as the check run is complete. Enter them as void checks, using a dummy vendor number and zero check amount.

2. The check date entered is used to determine whether or not the discount available on vouchers being paid will be taken or will be lost. (This is exactly the same way that the intended payment date is used on the Pre-Check-Writing Report and Cash Requirements Report.)

3. If your vendors are divided into different A/P accounts and you wish to pay vendors from only one of these A/P accounts, enter this A/P account on the data entry screen. Vouchers for vendors in all other A/P accounts will be unchanged by the current check run. All deferrals and selections in effect for other A/P accounts will be unchanged.

4. Multiple Ranges of Vendors: If you wish to print checks for two or more distinct ranges of vendors in the same check run (but not all vendors), enter the first range and print the checks. Then answer "N" to the "ARE ALL CHECKS OK ?" question. Control will return to the Accounts Payable menu. Select the Print A/P Checks application again. Keep the checks mounted on the printer and do not print an alignment form. Enter the same check date and cash account number. Enter the starting check number for the check that is now under the printer head. You may enter a different discount account if you wish. Enter the second range of vendors. Enter the same A/P account number. Then print the next range of checks. Continue to answer "N" to the "ARE ALL CHECKS OK ?" question until you have printed all checks you wish. Then answer "Y" and all the checks just printed will be posted to the main A/P files.

5. The method described in 4 above is essentially the same method you must use to reprint checks that were misprinted because of a paper jam in the printer, or for any other reason that the checks just printed were not okay.

    a. Reprinting Misprinted or Jammed Checks:

        If the printer jams while checks are being printed, one of several possible situations may be in effect:

OPERATOR INSTRUCTIONS

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

Application: PRINT A/P CHECKS

1. You are running under TSD, the printer jams and you immediately
    get a printer off-line message.

2. You are running under TSD, the printer jams but the print-out
    continues (the printer does not go off line, but continues to
    print on the crunched up paper.)

3. You are running under TSX and the checks are being spooled as they
    are printed and the printer jams.

The handlings for these cases are as follows:

1. If you can manage to line up the current check and get the printer
    started again so that the alingment is still good, then you will
    end up with only a couple of bad checks. Make a note of the
    vendors that these checks are for, answer "N" to "ARE ALL CHECKS
    OK ?" and then reprint the checks for these couple of vendors
    only, using the general method described in 4. above.

    Remember that the preprinted check number must always be in
    synchronization with the computer printed check number.

    If you cannot get the alignment corrected so that the print-out
    can simply be resumed, press the CTL/C key combination to abort
    the current program, run CLRFIL, then rerun the check printing
    application. This time, set the starting vendor number to the
    vendor with the first bad check, and set the starting check number
    as you would under normal circumstances. Make sure to enter all
    wasted checks as void checks the next time you run New Payables
    Entry and Editing.

2. In this case, neither the printer nor the program detected
    anything going wrong with the print-out. The "ARE ALL CHECKS OK
    ?" message will be displayed. Answer "N", then re-enter the Check
    Printing application, align your checks (after fixing the
    printer), put in the proper starting check number, and enter the
    vendor number for the first check that went bad, as the starting
    vendor number. Enter any wasted checks as voids as in example 1.

3. In this case, the check printing program will proceed to the "ARE
    ALL CHECKS OK ?" message even though the printer has stopped. The
    checks are automatically spooled, and as soon as the printer comes
    back on line, they will resume printing. If you can get the
    alignment correct and continue printing without getting the
    preprinted check number out of synchronization with the computer
    check number, then proceed as in example 1.

OPERATOR   INSTRUCTIONS

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

Application: PRINT A/P CHECKS

If you cannot do this, you will either kill the TSX spooler with
the SPOOL LP,DEL command, or replace the check forms with standard
paper and let the print-out complete (so that no extra check forms
as wasted). Then proceed as in the previous cases.

b. Changing Selections and Deferrals and Then Reprinting Selected Checks

If before posting checks you notice that a vendor was paid who should
not have been paid, or was paid too much or too little then answer "N"
to the "ARE ALL CHECKS OK ?" question.

You may now go back into the Payment Preparation or Specify Partial
Payments application and change the selections and deferrals for this
vendor in any way you wish. Then re-enter the Check Printing
application and print a single new check for this vendor.

Or you may even defer all vouchers for a vendor that has just had a
check printed and this check will be ignored during check posting. Be
sure to enter all incorrect checks or void checks via New Payables
Entry and Editing.

The way to cancel a check that was just printed for a vendor but not
yet posted is to defer all vouchers for that vendor, then start the
check posting.

To start check posting after answering "N" to the "ARE ALL CHECKS OK
?" question, without printing any additional checks, re-enter the
Check Printing application, and enter the data on the screen as you
did originally; except for starting and ending vendor number, enter a
vendor number you know is invalid. No checks will be printed but you
will still be asked "ARE ALL CHECKS OK ?". Now answer "Y" and check
posting will begin.

6. Check Posting: Before any files are updated with data from checks just
    printed, a preparation program checks to see that all files have enough
    room for the posting process to be successfully completed.

    a. If a message appears stating that either the APDIST or APCHEK files
        must be expanded before posting can begin, immediately run the XPAND
        program to expand these files as required. Then type "RU RSTART" and
        resume the posting run. (If you are under TSD, you will have to exit
        from TSD before running XPAND. Make sure to run RSTART from the same
        terminal you were using originally.)

        If the message "NOT ENOUGH ROOM FOR "NEWAPD" FILE" appears, this is
        treated differently. The NEWAPD file must be reassigned to another

O P E R A T O R   I N S T R U C T I O N S

Application: PRINT A/P CHECKS

device with more contiguous disk space than the one it is currently
assigned to (use the SECSYS program); or more contiguous disk space
must be made available on the device it is currently assigned to, by
deleting some unnecessary files and/or compressing the disk.

In any of the above cases, do not run any other application programs
from the terminal displaying the "not enough room" messages. Once the
file space situation is handled, simply type "RU RSTART" at the
terminal from which you started posting and then press RETURN, and
check posting will resume.

b. If the Check Register cannot be spooled automatically because the
    spooler directory is full or the SPOOLF device is not assigned, a
    message will appear on the screen "CAN'T OPEN SPOOL FILE" or "SPOOLER
    DIRECTORY FULL". Press RETURN and the report will go directly to the
    printer. If the printer is unavailable, the program will terminate.
    You must make the printer available as soon as possible, or else
    correct the spooler problem. Do nothing else at your terminal until
    this situation is corrected. Then type "RU RSTART" and press RETURN.

c. If there is not enough room in the Check Reconciliation file for the
    final stage of posting to be completed, a message will be displayed
    telling you to expand the RECONC file. Run XPAND and do this, then
    type "RU RSTART"; then press RETURN.

PROGRAM SPECIFICATIONS

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

Module Name: PRINT A/P CHECKS

Module Function: Prints Accounts Payable checks on the computer and posts all
                 accounting information to the affected files.

Input: KBD   Files Updated: APOPEN   Output: Accounts Payable Check
       EXPACT   APCHEK   Accounts Payable Check
       VENIDX   VENMAS   Register
                                 APDIST   Check Distribution
                                 RECONC   Summary

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

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: ALAPCK, CHECKS, CHKPRP, STAPCH, CHKREG, SRTAPD,
                    APDSUM, PSTAPD, FLGPDS, PSTCHK, SRTRCN, RECCNT

Program Functions and Notes:

    The first portion of this module interacts with the user. It prints the
    Accounts Payable checks and asks the user if the checks are okay. It is
    made up of the ALAPCK and CHECKS program. Once the user answers "Y" to
    this question, the Check Posting job stream begins, which is as follows:

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

ALAPCK

    This program does the check form alignment and requests the data necessary
    for the check run to begin. It is a completely straightforward print and
    data entry program. One point to note is that for each alignment form
    printed, the printer is closed and then reopened. This is done in order
    to clear the DIBOL print buffer each time. If this were not done, the
    user would have to request several alignment forms before anything at all
    would be printed on the printer.

    This program also protects all files that will be needed in order to
    successfully complete the check posting job stream.

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

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

Module Name: PRINT A/P CHECKS

CHECKS

This program does the actual check printing. It makes two complete passes
through the APOPEN file from beginning to end.

Pass 1:

The program checks for vendors with a Ø or credit total on all selected
vouchers and partials. If a vendor has a Ø total, all selected open items
have AFLAG set to 4, while paid partial items have AFLAG set to 9.

If a vendor has a CR total and has no unpaid partials, all open items have
AFLAG set to 5; paid partials have AFLAG set to 9.

If a vendor has a CR total and also has unpaid partials, all open items
again have AFLAG set to 5, and paid partials set to 9; but all unpaid
partials have AFLAG set to -1.

Pass 2:

This is the actual check printing pass. The program now prints one check
stub line for every voucher with AFLAG = Ø, 3, 6 or 7 (see the Technical
Notes section for more information on AFLAG).

After a multiple of 16 lines have been printed on a check stub, and
another line is about to be printed for the same vendor, the current check
is voided by printing **VOID** for the check amount, and a new stub is
begun.

When a line is printed on the stub, if the corresponding APOPEN record is
not for a partial payment, AFLAG is set to 3; if it _is_ for a partial
payment, AFLAG is set to 7.

The program determines if a discount is lost or valid by comparing the
check date (entered in ALAPCK) against ADISDT on the APOPEN record. The
discount specified is always taken on partial payments.

The program inserts the check number, cash account number and discount
account number into the APOPEN record once the record is printed on a stub.

The check amount is printed on the check face if it can all fit on one
line of 69 characters. Otherwise, it is not printed.

If the user answers "Y" to the "ARE CHECKS OK ?" question, the posting job
stream begins.

PROGRAM SPECIFICATIONS

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

Module Name: PRINT A/P CHECKS

CHKPRP

This program has several functions.

It makes one more pass through the APOPEN file and inserts the check date and actual discount taken into all APOPEN records with AFLAG = 3 or 7. This includes all APOPEN records that have been printed on check stubs since the last time a check run was completed, and that have not since been deferred using the DEFSEL program; or deferred by having a partial payment entered against them via the Specify Partial Payments application, or removed as a partial payment using the DELPTL program.

Next, all General Ledger distributions generated by the checks just printed are written into the NEWAPD file; and the number of new records to be placed in the APCHEK file are counted. One record is placed in the APCHEK file for every line just printed on a check stub, plus one record for every manual payment, prepaid check and void check that has been entered via New Payables Entry and Editing but has not yet appeared on a Check Register.

Each APOPEN record appearing on a computer check stub generates one A/P Paid distribution, one Cash Disbursed distribution, and if a nonzero discount was taken (including a negative discount), 1 Discount Taken distribution.

(Note that the APDIST file thus can grow quite rapidly.)

The program then checks to see that there is enough room in the APDIST and APCHEK files to hold all new records.

If there is enough room, the program proceeds to create all APCHEK records necessary to print the Check Register and update the RECONC (Check Reconciliation) file.

STAPCH

This program sorts the APCHEK file in order by check number within cash account.

CHKREG

This is a straightforward print program. It goes through the APCHEK file from beginning to end and shows every voucher that has appeared on a computer check. It also shows prepaid, manual and void checks.

4.17.9

PROGRAM SPECIFICATIONS

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

Module Name: PRINT A/P CHECKS

SRTAPD, APDSUM, PSTAPD

These three programs are identical to the same programs described in the
Program Specifications for the New Payables Entry and Editing application.

FLGPDS

This program makes three full passes through the APOPEN file.

Pass 1:

This program closes out void and prepaid checks just shown on the Check
Register by setting AFLAG = -9. All deferred unpaid partials (AFLAG = -1)
have AFLAG set back to 6. All partials just paid (AFLAG = 7) and partial
manual payments (AFLAG = -4) are marked as paid permanent (AFLAG = 8). In
this case, the signs of AINVAM and ADSCAM are reversed.

Pass 2:

All paid partials for a voucher are added up and the amount paid and
discount taken are inserted in the APAID and ADSTKN fields of the original
voucher. All computer paid vouchers (AFLAG = 3) and fully manually paid
vouchers (AFLAG = -3) are marked as paid (AFLAG = -9).

Pass 3:

All open vouchers that have no unpaid partials are marked as selected
(AFLAG = 0). If a voucher has unpaid partials it is marked as deferred
(AFLAG = 1).

PSTCHK

This program posts all checks on the APCHEK file into the RECONC file.
This includes computer, prepaid, manual and void checks. It writes all
new records at the end of the file, one RECONC record per check. All
APCHEK records with the same cash account and check number are
consolidated into one RECONC record. The program also checks to see if
more than one computer check was used for one vendor (due to greater than
16 vouchers being paid for the vendor) and if so, it marks the voided
checks with a zero amount and puts the entire amount for the vendor on the
last check.

PROGRAM SPECIFICATIONS

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

Module Name: PRINT A/P CHECKS

SRTRCN

    This program sorts the RECONC file in order by check number within cash
    account.

RECCNT

    This program simply updates the sorted record count in the Control record
    of the RECONC file and then returns to APMENU.

VIDEO TERMINAL FORMAT

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

```
PRINT A/P CHECKS




        PLEASE ENTER:


              1. CHECK DATE        XX/XX/XX

              2. STARTING CHECK #  XXXXXX

              3. CASH ACCOUNT #    XXXX-XXX

              4. DISC ACCT #       XXXX-XXX

              5. STARTING VENDOR # XXXX

              6. ENDING VENDOR #   XXXX

              7. A/P ACCOUNT #     XXXX-XXX

FIELD # TO CHANGE  X
```

				COMPUTER CHECK NO.	PRE-PRINTED STUB NO.
YOUR INVOICE NO.	INVOICE DATE	AMOUNT	DISCOUNT	NET AMOUNT	CHECK TOTAL

MCBA

Mini-Computer Business Applications, Inc.
117-119 South Brand Boulevard
Glendale, California 91204
Telephone: (213) 247-9050 • Telex: 194188

CHECK NO.

DATE

PAY TO THE ORDER OF

AMOUNT OF CHECK

NON-NEGOTIABLE

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: CHECKS   Report: ACCOUNTS PAYABLE CHECK

Remarks: THIS FORM IS 42 PRINT LINES LONG.

Date: MAY-81   R E P O R T   F O R M A T   Page 1 of 1

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: CHKREG   Report: ACCOUNTS PAYABLE CHECK REGISTER

```
RUN DATE: XX-XXX-XX  TIME: XX:XX  XX              COMPANY NAME PRINTS HERE                    TERM #XX   SEQ #XXX    PAGE XXX
ACCOUNTS  PAYABLE  CHECK  REGISTER
CASH ACCT#: XXXX-XXX  DISC ACCT#: XXXX-XXX  A/P ACCT#: XXXX-XXX
                NON-COMPUTER CHECKS MAY BE FROM OTHER CASH ACCOUNTS.
       CHECK              VENDOR              VOUCHER        INVOICE        INVOICE    DISCNT         NET
 NUMBER    DATE    NO   NAME                     #     NUMBER      DATE     AMOUNT     TAKEN        AMOUNT

 XXXXXX   XX/XX/XX  XXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX  XXXXXXXX  XX/XX/XX  XXX,XXX.XX-  X,XXX.XX-  XXX,XXX.XX-     (1)
 *XXXXXXXXX* (2)                                                                                                    PARTIAL

                                                      CHECK TOTALS: X,XXX,XXX.XX  XX,XXX.XX-X XXX,XXX.XX

 XXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


 X,XXX COMPUTER CHECKS                       TOTAL COMPUTER CHECKS: X,XXX,XXX.XX   XX,XXX.XX-X XXX,XXX.XX

 X,XXX PRE-PAID CHECKS                       TOTAL PRE-PAID CHECKS: X,XXX,XXX.XX   XX,XXX.XX-X XXX,XXX.XX

 X,XXX MANUAL CHECKS                          TOTAL MANUAL CHECKS: X,XXX,XXX.XX   XX,XXX.XX-X XXX,XXX.XX

 X,XXX VOID CHECKS
```

Remarks: (1) ONLY PRINTED IF APPLICABLE. (2) THIS IS A LITERAL SHOWING "*PREPAID*", "*MANUAL*", OR "*VOID*", IF APPLICABLE.

Date: MAY-81   R E P O R T   F O R M A T   Page 1 of 1

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: APDSUM   Report: CHECK DISTRIBUTION SUMMARY

```
RUN DATE: XX-XXX-XX  TIME: XX:XX XX  ----------COMPANY NAME PRINTS HERE----------     TERM #XX   SEQ #XXX   PAGE XXX

     C H E C K   D I S T R I B U T I O N   S U M M A R Y

  ACCT-TYPE      ACCT-#   DESCRIPTION                          AMT-POSTED


CASH DISBURSED  XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XX,XXX,XXX.XX-
                XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XX,XXX,XXX.XX-

                                       SUB-TOTAL:  XX,XXX,XXX.XX-


DISCOUNT TAKEN  XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XX,XXX,XXX.XX-
                XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XX,XXX,XXX.XX-

                                       SUB-TOTAL:  XX,XXX,XXX.XX-


A/P PAID        XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XX,XXX,XXX.XX-
                XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XX,XXX,XXX.XX-

                                       SUB-TOTAL:  XX,XXX,XXX.XX-




                                    CONTROL TOTAL:            .00
```

4.17.16

OPERATOR INSTRUCTIONS

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

Application: PURGE ZERO TOTAL PAYABLES

Paper Requirements: STANDARD

This program allows the user to purge items off the A/P Open Item file if
their total outstanding balances add up to zero.

Run Instructions

1. Select #12 from the Accounts Payable menu.

2. Enter the vendor number as requested. The vendor name will be displayed
    automatically.

3. Proceed to enter voucher numbers for this vendor of all the items you wish
    to purge. As each voucher number is entered, the voucher is located on
    the A/P Open Item file, and is displayed, along with the balance due. You
    will be asked "RIGHT VOUCHER ?". If you answer "Y", the voucher will be
    listed on the right-hand portion of the screen, along with a running total
    of the vouchers that you wish to purge.

4. When you have listed all vouchers that you wish to purge, press the
    BACKSPACE key in the Voucher Number field. If the total is zero, all
    listed vouchers will be purged. If the total is nonzero, the message
    "TOTAL NONZERO" will be displayed and you will be requested to enter
    another voucher number. To end without purging in this case, press the
    CTL/W key combination for the voucher number. You will again be asked to
    enter the vendor number.

5. To end the entire application, press the BACKSPACE key in the Vendor
    Number field. If you have purged anything during this run of the program
    the A/P Open Purge Report will be printed automatically, showing exactly
    what vouchers were purged.

Operation Notes

1. You will not be allowed to purge a voucher that has unpaid partial
    payments for it on file. You must delete these unpaid partials via the
    Specify Partial Payments application, and then return to this application.

PROGRAM SPECIFICATIONS

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

Module Name: PURGE ZERO TOTAL PAYABLES

Module Function: Allows the user to purge A/P Open Items for a vendor if their
total balance due is equal to zero.

Input: KBD   Files Updated: APOPEN   Output: A/P Open Purge Report
      VENMAS   PURGAP
      VENIDX

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

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: PRGAPO, PRGRPT

Program Functions and Notes:

PRGAPO

This program does the actual "purging" of records from the APOPEN file.
It logically purges records by setting AFLAG to -9. It creats the PURGAP
file, which is a record of the APOPEN records purged and is used solely by
PRGRPT to print the A/P Open Purge Report.

This program creates the PURGAP file (by opening it in output mode).

After accepting the vendor and voucher number for an item, it locates the
voucher on the APOPEN file, calculates the remaining balance and displays
the voucher information. It also sets a flag if the voucher has unpaid
partials.

After the user says it is the right voucher, the record pointer for this
APOPEN record is stored in a 10 field array, and a running total is kept
of the balance.

Once the user ends entry of vouchers, if the net total of all vouchers
entered for this vendor is zero, a PURGAP record is created for each
voucher and the voucher is marked as deleted.

When the BACKSPACE key is pressed for the vendor number, it anything has
been purged during this run, the program automatically chains to PRGRPT.

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

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

Module Name: PURGE ZERO TOTAL PAYABLES

PRGRPT

This is a very straightforward print program. It prints (spools) the A/P
Open Purge Report by going through the PURGAP file from beginning to end.
When the report is complete, it deletes the PURGAP file.

V I D E O   T E R M I N A L   F O R M A T

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

```
PURGE ZERO TOTAL PAYABLES

                              VOUCHER      BALANCE              TOTAL

PLEASE ENTER VENDOR #   XXXX           1. XXXXXX   XXX,XXX.XX-   XX,XXX,XXX.XX-

        XXXXXXXXXXXXXXXXXXXXXXXXXXX     2. XXXXXX   XXX,XXX.XX-   XX,XXX,XXX.XX-

PLEASE ENTER VOUCHER #   XXXXXX        3. XXXXXX   XXX,XXX.XX-   XX,XXX,XXX.XX-

        INVOICE #          XXXXXXXXX   4. XXXXXX   XXX,XXX.XX-   XX,XXX,XXX.XX-

        INVOICE DATE       XX/XX/XX    5. XXXXXX   XXX,XXX.XX-   XX,XXX,XXX.XX-

        INVOICE AMOUNT     XXX,XXX.XX- 6. XXXXXX   XXX,XXX.XX-   XX,XXX,XXX.XX-

        DISCOUNT AMOUNT    X,XXX.XX-   7. XXXXXX   XXX,XXX.XX-   XX,XXX,XXX.XX-

        DUE DATE           XX/XX/XX    8. XXXXXX   XXX,XXX.XX-   XX,XXX,XXX.XX-

        BALANCE            XXX,XXX.XX- 9. XXXXXX   XXX,XXX.XX-   XX,XXX,XXX.XX-

                                      10. XXXXXX   XXX,XXX.XX-   XX,XXX,XXX.XX-

RIGHT VOUCHER ?  X
```

4.18.4

```
RUN DATE: XX-XXX-XX  TIME: XX:XX XX -------COMPANY NAME PRINTS HERE-------          TERM #XX   SEQ #XXXX   PAGE XXX

A/P  OPEN  PURGE  REPORT

------VENDOR------          VOUCHER                  ----INVOICE----              DUE
NO   NAME                   NO     IND     DATE        AMOUNT      DISCOUNT      DATE

XXXXX  XXXXXXXXXXXXXXXXXXXXX   XXXXXX  XXXXXXXXX  XX/XX/XX  XXX,XXX.XX-  X,XXX.XX-  XX/XX/XX
XXXXX  XXXXXXXXXXXXXXXXXXXXX   XXXXXX  XXXXXXXXX  XX/XX/XX  XXX,XXX.XX-  X,XXX.XX-  XX/XX/XX
XXXXX  XXXXXXXXXXXXXXXXXXXXX   XXXXXX  XXXXXXXXX  XX/XX/XX  XXX,XXX.XX-  X,XXX.XX-  XX/XX/XX

XXXXX  XXXXXXXXXXXXXXXXXXXXX   XXXXXX  XXXXXXXXX  XX/XX/XX  XXX,XXX.XX-  X,XXX.XX-  XX/XX/XX

X,XXX ITEMS PURGED
```

O P E R A T O R   I N S T R U C T I O N S

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

Application: PRINT A/P DISTRIB TO G/L REPORT

Paper Requirements: STANDARD

This module allows the user to print a report of the distributions to
General Ledger generated by his accounts payable activity. There are a
variety of Report Formats available as described below.

Run Instructions

1. Select #13 from the Accounts Payable menu.

2. Select which type of distribution report you wish to print. The first
    report prints in order by General Ledger account number within
    distribution type. The second report prints in order by General Ledger
    account number within vendor.

3. Print Full Distribution Report: Enter the data requested on the screen
    (see Data Entry Specifications below). The purge option will remove
    Distribution records from the file, which frees disk space and removes
    past data from the report. Press the BACKSPACE key in the Cut-Off Date
    field to end at any time and return to the Accounts Payable menu.

4. Cross Reference by Vendor: Enter the data requested on the screen (see
    the Data Entry Specifications). Some processing will occur while an index
    to the Distribution file is created and sorted. You will then be asked
    for the level of detail you wish to show. You may press the BACKSPACE key
    here to end without printing the report. Also, enter whether or not you
    wish to start each new vendor on a new report page.

    The report will then print and control will return to the Accounts Payable
    menu. You may press the BACKSPACE key in the Starting Vendor field on the
    initial screen to end without doing any processing for the report.

Data Entry Specifications

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
	** FULL DISTRIBUTION REPORT **						
1	Cut-Off Date	Xd	D	5	6		See Remark A.
2	Profit Center	Xd	D		3		See Remark B.

OPERATOR INSTRUCTIONS

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

Application: PRINT A/P DISTRIB TO G/L REPORT

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
3	Show Detail ?	X	A		1		See Remark C.
4	Print Report ?	Xd	A		1		See Remark D.
5	Purge File ?	Xd	A		1		See Remark E.
	** CROSS REFERENCE BY VENDOR **						
1	Starting Vendor Number	Xd	A		4		See Remark F.
2	Ending Vendor Number		A		4		
3	Starting Account Number	Xd	D		7		See Remark G.
4	Ending Account Number		D		7		
5	Starting Transaction Date	Xd	D		6		See Remark H.
6	Ending Transaction Date		D		6		

Remarks

A. The cut-off date defaults to the system date when the RETURN key is
   pressed. Only distributions dated on or before the cut-off date will be
   shown on the report.

B. RETURN defaults to "ALL" profit centers. If a single profit center is
   selected, only distributions for accounts whose Subaccount field (last
   three digits of the account number) match the profit center, will be shown
   on the report.

C. There are three levels of detail available:

   1. None - Distributions are summarized by date, within account number,
      within distribution type, and one report line prints per date.

   2. Partial - The vendor number and voucher number prints, along with the
      distribution date and amount.

OPERATOR INSTRUCTIONS

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

Application: PRINT A/P DISTRIB TO G/L REPORT

    3.. Full - The vendor name, original invoice number and date, plus the
       Reference field of the original voucher all print for every
       distribution (only, however, if the original voucher is still on
       file). This detail option takes significantly longer to print than
       either of the two preceding options.

D. RETURN defaults to "Y"; print the report.

E. RETURN defaults to "N"; do not purge the file. No purge will be allowed
    unless "ALL" profit centers have been chosen. Only records that meet the
    cut-off date and profit center criteria will be purged. Also, if the A/P
    system has been set up to interface to the MCBA General Ledger system only
    distributions which have already been interfaced will be purged.

F. RETURN defaults to "ALL" vendors.

G. RETURN defaults to "ALL" General Ledger account numbers, regardless of
    distribution type (see Operation Notes).

H. RETURN defaults to "ALL" dates.

Operation Notes

1. There are five distribution types. They are printed on the full
    distribution report in the following order:

           a.   A/P Added
           b.   Cash Disbursed
           c.   Discounts Taken
           d.   A/P Paid
           e.   Expenses

    A/P Added and A/P Paid consist of the same General Ledger account numbers
    and are only distinguished by the Type field of the Distribution record.

2. The A/P Distribution file can grow at a very rapid rate, and it is
    advisable to purge it once a month.

3. Full detail for a distribution will only show on either report if the
    original voucher has not yet been purged from the A/P Open file via the
    Month-End Processing application.

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

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

Module Name: PRINT A/P DISTRIB TO G/L REPORT

Module Function: Prints the full A/P to G/L Distribution Report in various
levels of detail and allows the user to purge the A/P
Distribution file. Also prints the A/P to G/L Cross
Reference by vendor.

Input: APDIST   Files Updated: APDIST   Output: A/P Distribution to G/L
      VENMAS   APGLIX   Report
      VENIDX   A/P to G/L Cross-
      APOPEN   Reference by Vendor
      EXPACT

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

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: APXREF, BGLXIX, SRTAGX, APGLXV

Program Functions and Notes:

APXREF

This is a fairly straightforward print program which prints the A/P
Distribution to G/L Report. It cross references the Vendor Master and A/P
Open Item files also, depending on the level of detail requested.

It first requests the range data from the user. It then reads
sequentially through the APDIST file from beginning to end and prints or
accumulates the records it finds matching the selection criteria. If
partial detail is selected, it searches the VENIDX file for the vendor
associated with the APDIST record, reads the VENMAS file, and prints the
vendor's name. If full detail was selected, it also searches the APOPEN
file for the precise voucher that generated this distribution and prints
the original invoice information (if the voucher is still on file).

If the user requests to purge the file, the APDIST file is again read
through from beginning to end and written over itself, skipping the
records that match the original selection criteria.

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

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

Module Name: PRINT A/P DISTRIB TO G/L REPORT

BGLXIX

If the A/P to G/L Cross-Reference by Vendor is selected, the APMENU
program (which displays the report submenu) chains to this program first.
The program accepts the selection criteria for the report and then builds
an index, APGLIX, to the APDIST file, using the vendor number, account
number and transaction date as keys. The selection criteria are stored in
the first two records of the APGLIX file (so that it technically has two
control records).

SRTAGX

This program sorts the APGLIX file in order by transaction date within
account number within vendor number.

APGLXV

This program prints the A/P to G/L Cross-Reference by Vendor Report.
Again, it is a straightforward print program, nearly identical to the
APXREF program, except that it uses the APGLIX file as its main file. It
does not allow the user to purge the APDIST file, however.

V I D E O   T E R M I N A L   F O R M A T

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

```
PRINT A/P DISTRIB TO G/L REPORT




PLEASE SELECT APPLICATION  X

        1. PRINT FULL DISTRIBUTION REPORT

        2. PRINT A/P TO G/L CROSS-REFERENCE BY VENDOR
```

V I D E O   T E R M I N A L   F O R M A T

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

```
PRINT A/P DISTRIBUTION TO G/L REPORT



              PLEASE ENTER

                 1.  CUT-OFF DATE      XX/XX/XX

                 2.  PROFIT CENTER     XXX

                 3.  SHOW DETAIL ?     X

                 4.  PRINT REPORT ?    X

                 5.  PURGE FILE ?      X



"1"=NONE   "2"=PARTIAL   "3"=FULL  (1)

FIELD # TO CHANGE   X
```

Remarks: (1) THIS IS THE SUBMENU DISPLAYED BEFORE THE USER ANSWERS THE "SHOW
DETAIL ?" QUESTION.

V I D E O   T E R M I N A L   F O R M A T

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

```
PRINT A/P TO G/L CROSS-REFERENCE BY VENDOR




        PLEASE ENTER THE FOLLOWING:


                 1.  STARTING VENDOR      XXXX

                 2.  ENDING VENDOR        XXXX

                 3.  STARTING ACCOUNT     XXXX-XXX

                 4.  ENDING ACCOUNT       XXXX-XXX

                 5.  STARTING TRX DATE    XX/XX/XX

                 6.  ENDING TRX DATE      XX/XX/XX





FIELD # TO CHANGE   X
```

Date: MAY-81 REPORT FORMAT Page 1 of 3

Version: DIBOL-11 Disk System: A/P Release: 6 Program: APXREF Report: A/P DISTRIBUTION TO G/L SUMMARY
(NO DETAIL)

```
RUN DATE: XX-XXX-XX  TIME: XX:XX  XX              COMPANY NAME PRINTS HERE                    TERM #XX   SEQ #XXX    PAGE XXX

A/P  DISTRIBUTION  TO  G/L  SUMMARY

FOR THE PERIOD ENDING XX/XX/XX

** XXXXXXXXXX ** (1)

ACCT #    ACCT DESCRIPTION                    DATE         AMOUNT

XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XX/XX/XX      XXX,XXX.XX-
                                           XX/XX/XX      XXX,XXX.XX-
                                           XX/XX/XX      XXX,XXX.XX-

                                   ACCOUNT TOTAL: XX,XXX,XXX.XX-

                                           XX/XX/XX      XXX,XXX.XX-
                                           XX/XX/XX      XXX,XXX.XX-

                                   ACCOUNT TOTAL: XX,XXX,XXX.XX-

                                   SECTION TOTAL: XX,XXX,XXX.XX-
```

4.19.9

Remarks: (1) THIS IS THE SECTION TITLE WHICH CAN BE: "A/P ADDED", "CASH DISBURSED", "DISCOUNTS TAKEN", "A/P PAID", OR "EXPENSES."

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: APXREF   Report: A/P DISTRIBUTION TO G/L REPORT
                                                                     (PARTIAL DETAIL)

```
RUN DATE: XX-XXX-XX   TIME: XX:XX XX ---------------COMPANY NAME PRINTS HERE----------            TERM #XX   SEQ #XXXX   PAGE XXX
A/P  DISTRIBUTION  TO  G/L  REPORT
FOR THE PERIOD ENDING XX/XX/XX
** XXXXXXXXXX **  (1)

ACCT-#    ACCT DESCRIPTION                          DATE           AMOUNT       VEND#   VOUCHER

XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX        XX/XX/XX      XXX,XXX.XX-     XXXXX   XXXXXXX
                                                 XX/XX/XX      XXX,XXX.XX-     XXXXX   XXXXXXX

                                              DATE TOTAL:  XX,XXX,XXX.XX-

                                                 XX/XX/XX      XXX,XXX.XX-     XXXXX   XXXXXXX
                                                 XX/XX/XX      XXX,XXX.XX-     XXXXX   XXXXXXX

                                              DATE TOTAL:  XX,XXX,XXX.XX-

                                           ACCOUNT TOTAL:  XX,XXX,XXX.XX-

                                           SECTION TOTAL:  XX,XXX,XXX.XX-
```

Remarks: (1) THIS IS THE SECTION TITLE WHICH CAN BE: "A/P ADDED", "CASH DISBURSED", "DISCOUNTS TAKEN", "A/P PAID", OR "EXPENSES."

Date: MAY-81   R E P O R T   F O R M A T   Page 3 of 3

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: APXREF   Report: A/P DISTRIBUTION TO G/L REPORT
                                                                                        (FULL DETAIL)

```
                                        COMPANY NAME PRINTS HERE                    TERM #XX   SEQ #XXX   PAGE XXX
A/P  DISTRIBUTION  TO  G/L  REPORT
FOR THE PERIOD ENDING XX/XX/XX
** XXXXXXXXX ** (1)
ACCT-#   ACCT DESCRIPTION                  DATE          AMOUNT    VEND# NAME                      VOUCH#    INV#
                                                                        REFERENCE                 CHECK#    INV-DATE

XXXX-XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XX/XX/XX   XXX,XXX.XX-  XXXX  XXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX   XXXXXXXXX
                                                                        XXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX   XX/XX/XX

                                         XX/XX/XX   XXX,XXX.XX-  XXXX  XXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX   XXXXXXXXX
                                                                        XXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX   XX/XX/XX

                               DATE TOTAL: XX,XXX,XXX.XX-

                                         XX/XX/XX   XXX,XXX.XX-  XXXX  XXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX   XXXXXXXXX
                                                                        XXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX   XX/XX/XX

                            ACCOUNT TOTAL: XX,XXX,XXX.XX-
                            SECTION TOTAL: XX,XXX,XXX.XX-
```

Remarks: (1) THIS IS THE SECTION TITLE WHICH CAN BE: "A/P ADDED", "CASH DISBURSED", "DISCOUNTS TAKEN", "A/P PAID", OR "EXPENSES."

```
RUN DATE: XX-XXX-XX  TIME: XX:XX XX  --------COMPANY NAME PRINTS HERE--------           TERM #XX   SEQ #XXXX   PAGE XXX

A / P   T O   G / L   C R O S S - R E F E R E N C E   B Y   V E N D O R

FROM VENDOR XXXX  TO  XXXX  ---  FROM ACCOUNT  XXXX-XXX  TO  XXXX-XXX  ---  FROM TRX DATE XX/XX/XX  TO  XX/XX/XX
----------------VENDOR----------------         -------------ACCOUNT-----------       DATE        AMOUNT
NO   NAME                                       NO   DESCRIPTION


XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XX/XX/XX   XX,XXX,XXX.XX-
                                                                                 XX/XX/XX   XX,XXX,XXX.XX-
                                                                                 XX/XX/XX   XX,XXX,XXX.XX-

                                                                          ACCOUNT TOTAL:   XX,XXX,XXX.XX-

                                        XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XX/XX/XX   XX,XXX,XXX.XX-
                                        XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XX/XX/XX   XX,XXX,XXX.XX-

                                                                          ACCOUNT TOTAL:   XX,XXX,XXX.XX-


                                                               VENDOR XXXX TOTAL:   XX,XXX,XXX.XX-


XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

MCBA Licensed Material

4.19.13

Date: MAY-81   R E P O R T   F O R M A T   Page 2 of 3

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: APGLXV   Report: A/P TO G/L CROSS-REFERENCE BY VENDOR (PARTIAL DETAIL)

```
RUN DATE: XX-XXX-XX  TIME: XX:XX:XX --------------COMPANY NAME PRINTS HERE------------      TERM #XX    SEQ #XXX    PAGE XXX

A/P  TO  G/L  CROSS-REFERENCE BY VENDOR

FROM VENDOR XXXX TO XXXX --- FROM ACCOUNT XXXX-XXX TO XXXX-XXX --- FROM TRX DATE XX/XX/XX TO XX/XX/XX
-----------------VENDOR-----------------    -----------------ACCOUNT-----------------     DATE         AMOUNT      VOUCH-#
NO  NAME                                    NO    DESCRIPTION

XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX/XX/XX  XXX,XXX.XX-  XXXXXX
                                                                              XX/XX/XX  XXX,XXX.XX-  XXXXXX
                                                                              XX/XX/XX  XXX,XXX.XX-  XXXXXX

                                                                      DATE TOTAL: XX,XXX,XXX.XX-
                                                                              XX/XX/XX  XXX,XXX.XX-  XXXXXX
                                                                              XX/XX/XX  XXX,XXX.XX-  XXXXXX

                                                                      DATE TOTAL: XX,XXX,XXX.XX-

                                                                   ACCOUNT TOTAL: XX,XXX,XXX.XX-
                                          XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX/XX/XX  XXX,XXX.XX-  XXXXXX
                                                                              XX/XX/XX  XXX,XXX.XX-  XXXXXX

                                                                      DATE TOTAL: XX,XXX,XXX.XX-

                                                                   ACCOUNT TOTAL: XX,XXX,XXX.XX-

                                                             VENDOR XXXX TOTAL: XX,XXX,XXX.XX-
```

Date: MAY-81   R E P O R T   F O R M A T   Page 3 of 3

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: APGLXV   Report: A/P TO G/L CROSS-REFERENCE BY
                                                                                                  VENDOR (FULL DETAIL)

```
RUN DATE: XX-XXX-XX   TIME: XX:XX  XX --------------COMPANY NAME PRINTS HERE------------------          TERM #XX   SEQ #XXX   PAGE XXX

A/P  TO  G/L  CROSS-REFERENCE BY VENDOR
FROM VENDOR XXXX TO XXXX  ---  FROM ACCOUNT XXXX-XXX TO XXXX-XXX  ---  FROM TRX DATE XX/XX/XX  TO XX/XX/XX

------------VENDOR------------          ------------ACCOUNT------------          DATE          AMOUNT      VOUCH-#   INV-#
NO   NAME                               NO   DESCRIPTION                         REFERENCE                 CHECK-#   INV-DATE

XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXX    XX/XX/XX    XXX,XXX.XX-   XXXXXX    XXXXXXXX
                                                                                 XXXXXXXXXXXXXXXXXXXXXXX   XXXXXX    XX/XX/XX

                                                                                 XX/XX/XX    XXX,XXX.XX-   XXXXXX    XXXXXXXX
                                                                                 XXXXXXXXXXXXXXXXXXXXXXX   XXXXXX    XX/XX/XX

                                                                                 XX/XX/XX    XXX,XXX.XX-   XXXXXX    XXXXXXXX
                                                                                 XXXXXXXXXXXXXXXXXXXXXXX   XXXXXX    XX/XX/XX

                                                                                 DATE  TOTAL: XX,XXX,XXX.XX-

                                                                                 XX/XX/XX    XXX,XXX.XX-   XXXXXX    XXXXXXXX
                                                                                 XXXXXXXXXXXXXXXXXXXXXXX   XXXXXX    XXXXXXXX

                                                                    ACCOUNT TOTAL: XX,XXX,XXX.XX-

                                                    VENDOR XXXX TOTAL: XX,XXX,XXX.XX-
```

O P E R A T O R   I N S T R U C T I O N S

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

Application: CHECK RECONCILIATION

Paper Requirements: STANDARD

This application allows the user to mark checks as paid (reconciled) and
to print a report showing reconciled and/or unreconciled checks in a
specified date range.

Run Instructions

1. Select #14 from the Accounts Payable menu.

2. Select which function you wish to perform from the next submenu displayed.

3. <u>Select Reconciled Checks:</u> Enter the cash account number and check number
   of the check you wish to mark as paid. The first check matching these
   numbers will be displayed and you will be asked "RIGHT CHECK ?". If you
   answer "N", the next matching check will be displayed, and so on until
   either you answer "Y" or no more checks match the numbers you have entered.

   Press the RETURN key to default to the last date entered, or to the system
   date, if this is the first check to be marked as paid.

   If you answer "Y", you will be prompted to enter the reconciliation date.
   If the check has already been reconciled, the message "ALREADY RECONCILED
   - MARK AS UNPAID ?" will appear. If you answer "Y", the reconciliation
   date will be set to Ø (meaning not reconciled). If you answer "N", no
   action will take place. You will be allowed to change the reconciliation
   date once entered.

   After you have marked one check as paid, you will be prompted for the
   number of the next check, in the <u>same</u> cash account. To enter a new cash
   account number, press the BACKSPACE key in the Check Number field.

   To end the reconciliation function, press the BACKSPACE key in the Cash
   Account field.

4. <u>Print Reconciliation Report:</u> Enter the data as requested on the screen
   (see Data Entry Specifications below). The report will then print. If
   you have selected to show any reconciled checks on the report you will be
   asked "PURGE RECONCILED CHECKS JUST PRINTED ?". If you answer "Y", all
   the reconciled checks that were just shown on the report will be removed
   from the file and will not appear on any later reports.

   To end without printing anything, press the BACKSPACE key in the Cash
   Account field.

O P E R A T O R   I N S T R U C T I O N S

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

Application: CHECK RECONCILIATION

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

Data Entry Specifications

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
1	Cash Account Number	Xd	D		7		See Remark A.
2	Starting Check Date	Xd	D		6		See Remark B.
3	Ending Check Date		D		6		
4	Reconciliation Date	d	D		6		See Remark C.
5	Show Reconciled Checks ?	Xd	A		1		See Remark D.
6	Show Unreconciled Checks ?	Xd	A		1		See Remark D.

Remarks

A. Press the RETURN key to show "ALL" cash accounts; press the TAB key to
    default to the master default cash account.

B. Press RETURN to show "ALL" check dates.

C. Press RETURN to show "ALL" reconciliation dates.

D. RETURN defaults to "N" for both of these.

Operation Notes

1. When entering the cash account in order to mark a check as paid, pressing
    RETURN will default to the master default cash account on initial entry;
    and on subsequent entry it will default to the last cash account entered.

2. You may step through all the checks on file for a given cash account by
    pressing RETURN in the Check Number field. On initial entry, the first
    check for this cash account will be shown. On subsequent entry, the next
    check in check number sequence for this cash account will be shown, until
    there are no more checks for the cash account.

O P E R A T O R   I N S T R U C T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: CHECK RECONCILIATION

3. The reconciliation date will default on pressing RETURN to the last date
    entered; and on initial entry, it will default to the system date.

4. Both Payroll and Accounts Payable checks are accessible through this
    application.

P R O G R A M   S P E C I F I C A T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Module Name: CHECK RECONCILIATION

Module Function: Allows the user to mark checks as paid, print a Check
                 Reconciliation Report, and purge reconciled checks from the
                 RECONC file.

Input: KBD   Files Updated: RECONC   Output: Check Reconciliation
       VENMAS   Report
       EXPACT

Also See Related: Operator Instructions
                   Video Terminal Format(s)
                   Report Format(s)
                   File Definition(s)

Enter Module From: APMENU or PRMENU   When Done Return To: APMENU or PRMENU

Programs in Module: CHKREC, CHKLST

Program Functions and Notes:

    The two programs in this module are also shared by the MCBA Payroll
    system. APMENU or PRMENU sends its name to CHKREC so that CHKREC knows
    which menu to return to.

CHKREC

    This program allows the user to select checks and mark them as paid (or
    unpaid). It also accepts all the selection criteria for the Check
    Reconciliation Report which is passed to CHKLST via the Control record of
    the RECONC file.

    Aside from this, the logic in the program is very straightforward in
    matching the Operator Instructions. The name of the menu program that
    chained to CHKREC is passed back and forth between CHKREC and CHKLST until
    CHKREC is ended.

CHKLST

    This program prints the Check Reconciliation Report in accordance with the
    criteria entered in CHKREC. If any reconciled checks were printed on the
    report, the program asks the user if he wants to purge these. If the user
    says "Y", the program makes another full pass through the RECONC file,
    writing it over itself while skipping the reconciled check records
    matching the original selection criteria.

V I D E O   T E R M I N A L   F O R M A T

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: CHKREC

```
CHECK RECONCILIATION




            PLEASE SELECT APPLICATION   X

                1. SELECT RECONCILED CHECKS

                2. PRINT RECONCILIATION REPORT
```

4.20.5

V I D E O   T E R M I N A L   F O R M A T

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: CHKREC

```
CHECK RECONCILIATION


       1. CASH ACCOUNT        XXXX-XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

       2. CHECK NUMBER        XXXXXX

          CHECK DATE:         XX/XX/XX

          VENDOR/EMPL:        XXXXXXXXXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

          CHECK AMOUNT:       XXX,XXX.XX

       3. DATE RECONCILED     XX/XX/XX







ANY CHANGE ? X
```

```
RIGHT CHECK ? X
ALREADY RECONCILED - MARK AS UNPAID ? X
```

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: CHKREC

```
CHECK RECONCILIATION




         PLEASE ENTER:

                  1. CASH ACCOUNT  XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                  2. STARTING CHECK DATE      XX/XX/XX

                  3. ENDING CHECK DATE        XX/XX/XX

                  4. RECONCILIATION DATE      XX/XX/XX

                  5. SHOW RECONCILED CHKS ?    X

                  6. SHOW UNRECONCILED CHKS ?  X


FIELD # TO CHANGE  X
```

```
PURGE RECONCILED CHECKS JUST PRINTED ?  X
```

4.20.7

```
RUN DATE: XX-XXX-XX   TIME: XX:XX XX          -----COMPANY NAME PRINTS HERE--------          TERM #XX   SEQ #XXX   PAGE XXX

CHECK RECONCILIATION REPORT

FOR CASH ACCOUNT: XXXX-XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX
CHECK DATES: XX/XX/XX TO XX/XX/XX    RECONCILIATION DATE: XX/XX/XX

CHECK    SYSTEM    CHECK      VENDOR-OR   NAME                                      UNRECONCILED     RECONCILED     DATE       CASH
  #                DATE       EMPL-#                                                CHECK-AMOUNT     CHECK-AMOUNT  RECONCILED  ACCT


XXXXXX   A/P    XX/XX/XX   XXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    X,XXX,XXX.XX                              XXXX-XXX
XXXXXX   A/P    XX/XX/XX   XXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                 X,XXX,XXX.XX   XX/XX/XX       XXXX-XXX
XXXXXX   A/P    XX/XX/XX   XXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    X,XXX,XXX.XX                              XXXX-XXX

XXXX CHECKS                                            TOTALS: XX,XXX,XXX.XX  XX,XXX,XXX.XX
```

4.20.8

Remarks: THIS SAME FORMAT AND PROGRAM IS USED IN THE PAYROLL SYSTEM.

O P E R A T O R   I N S T R U C T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: PRINT VENDOR ANALYSIS REPORT

Paper Requirements: STANDARD

This program prints an analysis of the total activity for the month and
the year for all vendors on file.

Run Instructions

1. Select #15 from the Accounts Payable menu.

2. You will be asked "ARE YOU SURE YOU WANT TO RUN THIS PROGRAM ?".

   If you answer "Y", the report is printed automatically. If you answer
   "N", control returns to the Accounts Payable menu.

Date: MAY-81   R E P O R T   F O R M A T   Page 1 of 1

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: VENANL   Report: VENDOR ANALYSIS REPORT

```
RUN DATE: XX-XXX-XX   TIME: XX:XX  XX ----------COMPANY NAME PRINTS HERE----------        TERM #XX   SEQ #XXX   PAGE XXX

VENDOR ANALYSIS REPORT

                                     TOTAL-$       TOTAL-$      %-OF    #-OF    AVERAGE     TOTAL-$       TOTAL-$     %-OF
 NO    NAME  -----VENDOR----------   BILLED-MTD    BILLED-YTD   TOTAL   VOUCHERS AMOUNT    PAID-MTD      PAID-YTD    TOTAL

XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X,XXX,XXX.XX- X,XXX,XXX.XX- XXX.X   X,XXX   XXX,XXX.XX- X,XXX,XXX.XX- X,XXX,XXX.XX- XXX.X
XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X,XXX,XXX.XX- X,XXX,XXX.XX- XXX.X   X,XXX   XXX,XXX.XX- X,XXX,XXX.XX- X,XXX,XXX.XX- XXX.X
XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X,XXX,XXX.XX- X,XXX,XXX.XX- XXX.X   X,XXX   XXX,XXX.XX- X,XXX,XXX.XX- X,XXX,XXX.XX- XXX.X


X,XXX VENDORS        GRAND TOTALS: XX,XXX,XXX.XX- XX,XXX,XXX.XX- XXX.X  XXX,XXX.XX- XX,XXX,XXX.XX- XX,XXX,XXX.XX- XXX.X
```

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk   System: A/P   Release: 6

Module Name: PRINT VENDOR ANALYSIS REPORT

Module Function: Prints the Vendor Analysis Report

Input: VENMAS   Files Updated: None   Output: Vendor Analysis Report
      VENIDX

Also See Related: Operator Instructions
                 Report Format(s)
                 File Definition(s)

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: VENANL

Program Functions and Notes:

VENANL

    This is a very simple print program. It goes through the VENMAS file from
    beginning to end (in vendor number order) and prints one report line per
    vendor.

OPERATOR   INSTRUCTIONS

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: SPECIAL FUNCTIONS

Paper Requirements: NONE

This is the menu which gives access to the less frequently used functions of the Accounts Payable system.

Run Instructions

1. Select #16 from the Accounts Payable menu.

2. Select the sub-application you wish to run.

3. To terminate this application, press the BACKSPACE key for the menu selection; control returns to the Accounts Payable menu.

P R O G R A M   S P E C I F I C A T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Module Name: SPECIAL FUNCTIONS

Module Function: Provides access to the Accounts Payable special functions.

Input: KBD   Files Updated: None   Output: None

Also See Related: Operator Instructions

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: APMENU

Program Functions and Notes:

APMENU

   The special functions menu is displayed by the APMENU program.

O P E R A T O R   I N S T R U C T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: MONTH-END PROCESSING

Paper Requirements: NONE

This program should be run as the final Accounts Payable action of each
month. It closes out the old month and opens up the new one.

Run Instructions

1. Select #16 from the Accounts Payable menu.

2. Select #1 from the Special Functions menu.

3. You will be asked "ARE YOU SURE YOU WANT TO RUN THIS PROGRAM ?". Answer
   "N" if you have selected this application by mistake. Otherwise, answer
   "Y".

4. Some processing will occur and then you will be asked "REMOVE PAID
   VOUCHERS FROM VENDOR ACCOUNTS ?".

   If you answer "Y", you will then be further asked "THROUGH WHAT DATE ?".
   Enter the date up to and through which you wish to remove all detail of
   fully paid vouchers from your A/P Open Item file.

5. The remaining processing is automatic, and control will return to the
   Accounts Payable menu.

Operation Notes

1. Any temporary vendors entered via New Payables Entry and Editing that have
   no unpaid vouchers on file will be automatically deleted. If there are
   any such vendors, the Vendor Master file will have these deleted vendors
   purged before processing is complete.

2. After a paid voucher is deleted from the A/P Open Item file, the
   information connected with it is no longer available to be printed on the
   A/P Distribution to G/L Report.

3. This application sets all Month-to-Date fields in the Vendor Master file
   to zero.

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk   System: A/P   Release: 6

Module Name: MONTH-END PROCESSING

Module Function: Performs the month-ending procedure.

Input: VENIDX   Files Updated: VENMAS   Output: None
                                   APOPEN

Also See Related: Operator Instructions
                     File Definition(s)

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: CLRMAP, CLRPDS, ORGVEN

Program Functions and Notes:

CLRMAP

This program sets all Month-to-Date fields of all VENMAS records to zero.
If the vendor type is 1, indicating a temporary vendor, the program checks
the APOPEN file to see if the vendor has any active vouchers on file. If
there are no vouchers for this vendor, or the vouchers all have AFLAG =
-9, the vendor is marked for deletion (just as in the VENMNT program).

After completing its pass through the VENMAS file, the program asks if the
user wants to purge paid items from vendor accounts. If the user answers
"Y", the program gets the cut-off date from the user and chains to CLRPDS.
Otherwise, if any vendors have been marked for deletion, it chains to
ORGVEN, or else it returns to APMENU.

CLRPDS

This program simply reads through the APOPEN file from beginning to end,
and purges all records with AINVNO = "]]]DEL" or AFLAG = -9 whose check
date (ADUDTE) falls on or before the cut-off date entered in CLRMAP. If
any vendors were marked for deletion in CLRMAP, this program chains to
ORGVEN. Otherwise it returns to APMENU.

ORGVEN

This is the same program as described in the Program Specifications for
the Vendor Master File Maintenance application.

P R O G R A M   S P E C I F I C A T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Module Name: YEAR-END PROCESSING

Module Function: Clears the Year-to-Date fields on the Vendor Master file.

Input: Files Updated: VENMAS   Output: None

Also See Related: Operator Instructions
                    File Definition(s)

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: CLRYAP

Program Functions and Notes:

CLRYAP

    This program reads through the VENMAS file and sets all Year-to-Date
    fields to the values in the corresponding Month-to-Date fields.

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: YEAR-END PROCESSING

Paper Requirements: NONE

This program should be run as the last action taken when closing out your fiscal year.

Run Instructions

1. Select #16 from the Accounts Payable menu.

2. Select #2 from the Special Functions menu.

3. You will be asked "ARE YOU SURE YOU WANT TO RUN THIS PROGRAM ?".

4. If you answer "Y", all processing is automatic, and control returns to the Accounts Payable menu.

Operation Notes

1. This program does not necessarily zero out the Year-to-Date fields in the Vendor Master file. Instead, it sets the Year-to-Date fields equal to the Month-to-Date fields. Therefore, you are allowed to have a delay between the time you close out the last month of the year and the time you close the year, during which time you can enter new vouchers or make payments.

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: PRINT FEDERAL 1099 FORMS

Paper Requirements: 1099 FORMS

This application allows the user to print 1099 forms for all vendors who have a nonblank "Type of 1099" designation on their Vendor Master records.

Run Instructions

1. Select #16 from the Accounts Payable menu.

2. Select #3 from the Special Functions menu.

3. You will be asked to mount the 1099 forms on the printer. After you have done so, type "DONE".

4. You will then be asked "PRINT AN ALIGNMENT FORM ?". If you answer "Y", a dummy form will be printed with X's for alignment purposes. This step repeats indefinitely until you are satisfied that your form is properly aligned on the printer. Then answer "N" to the above question.

5. Enter the data requested on the screen (see Data Entry Specifications).

6. The 1099 forms will be printed for all vendors matching the type of 1099 entered on the screen.

   You will then be returned for entry of another range of vendors.

7. Press the BACKSPACE key in the Type of 1099 field to return to the Accounts Payable menu.

Data Entry Specifications

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
1	Type of 1099	X	A	1	1		See Remark A.
2	Starting Vendor	Xd	A		4		See Remark B.
3	Ending Vendor		A		4		
4	Federal ID Number	X	A	1	10		See Remark C.
5	Company Name	X	A	1	30		See Remark D.

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: PRINT FEDERAL 1099 FORMS

ITEM #	DESCRIPTION	REQ ?	TYPE	MIN	MAX	DEC PLACES	COMMENTS
6	Address-1		A		30		See Remark D.
7	Address-2		A		30		See Remark D.
8	Address-3		A		30		See Remark D.

Remarks

A. This should match the Type of 1099 field in the records of the vendors for whom you wish to print the 1099 forms.

B. Press RETURN to default to "ALL" vendors who match the first field.

C. This is your company's Employer Identification Number.

D. These are your name and address lines, entered exactly as you want them to appear on the 1099 forms.

Operation Notes

1. The forms to use are Form Series #7193-4 1 wide 1099-NEC (Non-Employee Compensation). These are available from Moore Business Forms. All other form series 1099 forms will work, except that the compensation amount will not exactly fit into the box allotted to it.

2. Forms will not print for vendors whose Type of 1099 field is blank.

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk   System: A/P   Release: 6

Module Name: PRINT FEDERAL 1099 FORMS

Module Function: Prints the Federal 1099 forms for selected vendors.

Input: KBD   Files Updated: None   Output: Federal 1099 Forms
       VENMAS
       VENIDX

Also See Related: Operator Instructions
                    Video Terminal Format(s)
                    Report Format(s)
                    File Definition(s)

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: AL1099, PR1099

Program Functions and Notes:

AL1099

   This program prints the alignment form for the 1099 form, as many times as
   it is requested by the user.

PR1099

   This program accepts all data necessary to print a series of 1099 forms.
   It then goes through the Vendor Master file (via VENIDX) from beginning to
   end, and prints a 1099 form for every vendor with the TP1099 field
   matching the type of 1099 requested.

V I D E O   T E R M I N A L   F O R M A T

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: PR1099

```
PRINT FEDERAL 1099 FORMS




           PLEASE ENTER THE FOLLOWING

                1. TYPE OF 1099        X

                2. STARTING VENDOR     XXXX

                3. ENDING VENDOR       XXXX

                4. FEDERAL ID #        XXXXXXXXXXX

                5. COMPANY NAME        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                6. ADDRESS-1           XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                7. ADDRESS-2           XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                8. ADDRESS-3           XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

FIELD # TO CHANGE  X
```

4.25.4

1099-NEC

Statement for Recipients of Nonemployee Compensation—4 Part Continuous

4.25.6

```
           XX-XXXXXXX
           XXXXXXXXXXXXXXXXXXXXXXXXX
           XXXXXXXXXXXXXXXXXXXXXXXXX
           XXXXXXXXXXXXXXXXXXXXXXXXX
(1)   XXX-XX-XXXX      XX,XXX,XXX.XX-

      XXXXXXXXXXXXXXXXXXXXX
      XXXXXXXXXXXXXXXXXXXXX
      XXXXXXXXXXXXXXX  XXXXX  XXXXXXXXXXX

(2)
```

Remarks: (1) THE FORMAT OF THIS FIELD (THE VENDOR'S ID #) DEPENDS ON THE "TYPE OF ID" FIELD ON THE VENDOR'S RECORD.
        (2) THE FORM HAS 21 LINES.

OPERATOR INSTRUCTIONS

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: DISPLAY TOTAL VALUE OF OPEN PAYABLES

Paper Requirements: NONE

This program displays the total value of all open payables on the screen.

Run Instructions

1. Select #16 from the Accounts Payable menu.

2. Select #4 from the Special Functions menu.

3. Some processing will occur, and then the total value of all open payables will be displayed on the screen.

4. Press RETURN to return to the Accounts Payable menu.

P R O G R A M   S P E C I F I C A T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Module Name: DISPLAY A/P FILE CONTROL DATA

Module.Function: Displays the Control record of all permanently created files
                 in the A/P system.

Input: VENMAS   Files Updated: None   Output: None
       EXPACT
       NEWAPØ
       APDIST
       APOPEN
       PTLPAY
       APCHEK
       RECONC
       APINTR

Also See Related: Operator Instructions
                   Video Terminal Format(s)
                   File Definition(s)

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: APFILS

Program Functions and Notes:

APFILS

    This program has a table of the DEVICE.DDF record numbers for all the
    files in the Accounts Payable system. It opens these files one at a time,
    does an RSTAT to get the record lengths, then displays the data in the
    Control record.

O P E R A T O R   I N S T R U C T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: SET STARTING VOUCHER #

Paper Requirements: NONE

This program is used to set the starting voucher number after the user's
files are created with the INITAP program, or to reset the starting
voucher if there is some reason to do so.

Run Instructions

1. Select #16 from the Accounts Payable menu.

2. Select #5 from the Special Functions menu.

3. The current value of the next voucher number to be used will be displayed.
   If this has never been set before, it will be 1.

4. You may change this as you wish. RETURN defaults to the current value.

Operation Notes

1. This program should never be run except when the user _totally_ understands
   his reason for doing so. This number is the default voucher number for
   the very next voucher to be entered. If two vouchers inadvertently get
   entered for the same vendor, with identical voucher numbers, further
   processing of these vouchers will cause unpredictable results.

P R O G R A M   S P E C I F I C A T I O N S

Version: DIBOL-11 Disk   system: A/P   Release: 6

Module Name: SET STARTING VOUCHER #

Module Function: Sets starting voucher number.

Input: KBD   Files Updated: NEWAPØ   Output: None

Also See Related: Operator Instructions
                    Video Terminal Format(s)
                    File Definition(s)

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: SETVCH

Program Functions and Notes:

SETVCH

    The NEWAPØ file is opened and the first record read into a work area large
    enough to hold both versions of the record. RSTAT is called to get the
    record length, and then the current value of the DVCHNO is displayed. If
    it is 0 or 999999, it is set automatically to 1. It may be changed at
    will. Defaults to original value when the RETURN key is pressed.

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: SETVCH

```
SET STARTING VOUCHER #




                        NEXT VOUCHER # XXXXXX










ANY CHANGE ? X
```

O P E R A T O R   I N S T R U C T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: PRINT SPOOLED REPORTS

Paper Requirements: STANDARD

This program displays all reports that have been spooled for the Accounts
Payable system, for the current company only, and allows the user to print
them or delete them as he wishes.

Run Instructions

1. Select #16 from the Accounts Payable menu.

2. Select #6 from the Special Functions menu.

3. A screen showing up to 16 spooled reports will be displayed. The terminal
   number is the terminal from which the report was originally generated.
   The sequence number generally shows the order in which this report was
   generated compared to other reports with the same name generated at the
   same terminal.

4. You will then be asked to select the report desired. If there are more
   than 16 reports spooled, the message at the bottom of the screen will also
   include "(CR) FOR NEXT SCREEN".

   If you press the RETURN key (CR), the next group of up to 16 spooled
   reports will be displayed, and the message at the bottom of the screen
   will also include "(TAB) FOR PREVIOUS SCREEN".

5. After you select the report you desire, you will be prompted with:

            (P) = PRINT   (D) = DELETE

   If you type "P", you will be asked for the page number to start the
   print-out. Press RETURN to start at the beginning. If you select a later
   page, some processing will occur before any printing starts. The spooled
   report is not deleted automatically once it is printed.

6. To delete the report and free up the disk space it occupies (and remove it
   from the spooler directory), answer "D" to the question in (4) above. You
   will be asked "ARE YOU SURE ?" in case you pressed "D" by mistake.

7. To end the application, press the BACKSPACE key in response to the
   selection prompt.

   Pressing the CTL/W key combination at any point (before printing or
   deletion has begun) will take you back to the previous prompt.

O P E R A T O R   I N S T R U C T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: PRINT SPOOLED REPORTS

Operation Notes

1. If the report you selected is not found on the device recorded for it in
   the spooler directory, the message

       "REPORT NOT FOUND - REMOVE FROM LIST ?"

   will be displayed. If you are sure that this report was never properly
   generated (due to abnormal program termination, etc.) answer "Y". If,
   however, the report may be on another device (for example, the SPOOLF
   device is the logical SPL:, which is not now assigned to the same physical
   device as when the report was generated), answer "N". Then make whatever
   device assignment is necessary so that this program can correctly locate
   the report. (See the Technical Notes entitled Print-Out Options for more
   details.)

P R O G R A M   S P E C I F I C A T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Module Name: PRINT SPOOLED REPORTS

Module Function: Allows the user to inspect the list of reports that have been
                 spooled, and print or delete any one he chooses.

Input: Files Updated: SPLDIR   Output: Any spooled report

Also See Related: Operator Instructions
                    Video Terminal Format(s)
                    File Definition(s)

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: APSPOL

Program Functions and Notes:

APSPOL

    The program gets the Company code of the current terminal by reading
    record 99 of the DEVICE.DDF file. It reads through the Spooler Directory
    file (SPLDIR) from beginning to end and puts the record number of all
    directory entries corresponding to Accounts Payable reports for the user's
    Company code into an array in memory.

    It then displays the first 16 reports, using this stored array to locate
    the records on the SPLDIR file.

    If the user selects to print a report, the program tries to open the file.
    If it is unsuccessful, it displays the "NOT FOUND" message. If the user
    then says he wants to remove the report from the list, the SPLDIR record
    is marked for deletion with "ØØ" in the SPLDEL field.

    If the report is found on the expected device, the program goes character
    by character through the report, accepting a character from the report and
    DiSPLAYing the character on the printer. If the user says he wishes to
    start from page N, the program counts (N-1) form feeds ("Ø12 in ASCII) and
    starts printing from there.

VIDEO TERMINAL FORMAT

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: APSPOL

```
PRINT SPOOLED REPORTS - ACCOUNTS PAYABLE

       REPORT TITLE                              TRM#   SEQ#     DATE       TIME    PAGES  DEV

    1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
    2. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
    3. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
    4. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
    5. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
    6. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
    7. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
    8. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
    9. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
   10. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
   11. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
   12. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
   13. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
   14. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
   15. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX
   16. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XX     XX     XX-XXX-XX   XX:XX   XXX    XXX




SELECT REPORT OR (CR) FOR NEXT SCREEN OR (TAB) FOR PREVIOUS SCREEN  XXX (1)

(P)=PRINT      (D)=DELETE  X  STARTING PAGE  XXX  (2)
                             ARE YOU SURE?  X
REPORT NOT FOUND - REMOVE FROM LIST ?  X  (3)
```

Remarks: (1) THE "NEXT SCREEN" AND "PREVIOUS SCREEN" PORTIONS OF THIS MESSAGE
          ARE DISPLAYED ONLY IF THEY ARE APPLICABLE. (2) THE "STARTING PAGE"
          PROMPT IS DISPLAYED IF "P" IS SELECTED; THE "ARE YOU SURE ?" PROMPT IS
          DISPLAYED IF "D" IS SELECTED. (3) THIS MESSAGE IS DISLAYED IF THERE
          IS AN ENTRY IN THE SPOOLER DIRECTORY, BUT THE SPOOLED REPORT WAS NOT
          FOUND ON THE DEVICE LIST.

4.28.4

OPERATOR   INSTRUCTIONS

Version: DIBOL-11 Disk   System: A/P   Release: 6

Application: DISPLAY A/P FILE CONTROL DATA

Paper Requirements: NONE

This program displays the information in the Control records of all major
files in the Accounts Payable package. It can be used to see how much
room is remaining in each of these files, or by the OEM to check the
integrity and status of these files.

Run Instructions

1. Select #16 from the Accounts Payable menu.

2. Select #7 from the Special Functions menu.

3. The display is automatic.

4. Press RETURN to return to the Accounts Payable menu.

P R O G R A M   S P E C I F I C A T I O N S

Version: DIBOL-11 Disk   System: A/P   Release: 6

Module Name: DISPLAY A/P FILE CONTROL DATA

Module Function: Displays the Control record of all permanently created files
                 in the A/P system.

Input: VENMAS   Files Updated: None   Output: None
       EXPACT
       NEWAPØ
       APDIST
       APOPEN
       PTLPAY
       APCHEK
       RECONC
       APTOSP

Also See Related: Operator Instructions
                   Video Terminal Format(s)
                   File Definition(s)

Enter Module From: APMENU   When Done Return To: APMENU

Programs in Module: APFILS

Program Functions and Notes:

APFILS

This program has a table of the DEVICE.DDF record numbers for all the
files in the Accounts Payable system. It opens these files one at a time,
does an RSTAT to get the record lengths, then displays the data in the
Control record.

V I D E O   T E R M I N A L   F O R M A T

Version: DIBOL-11 Disk   System: A/P   Release: 6   Program: APFILS

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4.29.3

	FILENAME	LENGTH	SORTED	USED	MAX	DELETIONS
DISPLAY A/P FILE CONTROL DATA						
VENDOR MASTER FILE	VENMAS	XXXX	XXXXX	XXXXX	XXXXX	XXX
A/P VALID G/L ACCT FILE	EXPACT	XXXX	XXXXX	XXXXX	XXXXX	XXX
NEW PAYABLES TRX FILE	NEWAPØ	XXXX	XXXXX	XXXXX	XXXXX	XXX
A/P TO G/L DISTRIB FILE	APDIST	XXXX	XXXXX	XXXXX	XXXXX	XXX
A/P OPEN ITEM FILE	APOPEN	XXXX	XXXXX	XXXXX	XXXXX	XXX
PARTIAL PAYMENTS TRX FILE	PTLPAY	XXXX	XXXXX	XXXXX	XXXXX	XXX
A/P CHECK TRX FILE	APCHEK	XXXX	XXXXX	XXXXX	XXXXX	XXX
CHECK RECONCILIATION FILE	RECONC	XXXX	XXXXX	XXXXX	XXXXX	XXX
NON-G/L INTERFACE FILE	APINTR	XXXX	XXXXX	XXXXX	XXXXX	XXX

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk   System: ALL SYSTEMS   Release: 6

Module Name: STANDARD MASTER FILE MAINTENANCE

Module Function: Performs maintenance functions on a Master file and its
separate Index file. These functions are Add, Change, Delete
and Print-Out.

Input: KBD   Files Updated: Master File   Output: Master List
                                   Index File (to
                                   the Master File)

Also See Related: Operator Instructions
                     Video Terminal Format(s)
                     Report Format(s)
                     File Definition(s)

Enter Module From: System Menu   When Done Return To: System Menu

Programs in Module: * XXXMNT, XXXPRT, ORGXXX, SRTXID, XXXCNT

  * For XXX substitute the first three letters of the name of the Master file;
    for X, in SRTXID, substitute the first letter of the name of the Master
    file.

Program Functions and Notes:

PRELIMINARY

1. The Master file and its separate Index file are created by the file
   initialization program at system start-up. At this time, the Master file
   contains a Control record (described in general in the File Definition
   section) as its first record, and the rest of the file is filled with
   dummy bracket records. The Index file is set up similarly, except its
   first record is just blanks. See the detailed description of the Standard
   Master file, Index file set up in the beginning of the File Definition
   section before reading any further here. The terms defined there will be
   freely used in this description.

2. The Standard Master File Maintenance module allows the following
   capabilities:

   1.   Add Master Records
   2.   Change Master Records
   3.   Delete Master Records
   4.   Print Out Master Records

3. Add, change and delete modes will usually be in one program (unless
   program size would be excessive). Print mode is in a separate program.
   There are also three other supporting programs in the module:

PROGRAM SPECIFICATIONS

Version: DIBOL-11 Disk   System: ALL SYSTEMS   Release: 6

Module Name: STANDARD MASTER FILE MAINTENANCE

    a. A "Sort" program on the Index file;
    b. A "Reorganization" program, which physically purges records that are
        logically marked for deletion, in delete mode;
    c. An "Update Counter" program which adjusts the control record of the
        Master file after the "Sort" program runs.

In the A/R system, the names of these programs are: SRTCID, ORGCUS and
CUSCNT, respectively. These are similarly named in other systems.

XXXMNT

Contains add, change, and delete modes on file XXXMAS.YYY with Index file
XXXIDX.YYY (YYY is the company extension).

1. The Master file and Index file are both opened in update mode, the control
   record is read and the value of ORGCNT is saved in BSEND (the binary
   search variable – see SERCH description), MAXREC is saved in MAXCNT, and
   DELFLG and SRTFLG are both set to zero. MAXCNT will be used to test
   whether the addition of a new record will exceed the file's allocated size.

2. The subroutine MMENU is called (see separate description) to display the
   maintenance submenu and accept the user's selection.

3. If add, change, or delete are selected, control stays within the XXXMNT
   program. If the print-out function is selected, MMENU asks
   whether a sort of the Index file is desired first. Then control goes in
   one of two ways, depending on whether or not the "Sort" is requested:

   (No Sort) XXXMNT ------ XXXPRT
   (Sort)   XXXMNT ------ SRTXID ------ XXXCNT ------ XXXPRT

   If "END" is selected, control passes back to the main system menu (see
   step 8 for more details on what happens in this case).

4. If add, change or delete mode is selected, the main data entry screen is
   displayed (see individual packages for details of each one). This is the
   screen which will accept all necessary data for a Master File record, in
   add mode, or display this data in change and delete modes. Note that ·
   there may be two or even three successive screens in add and change mode
   to accommodate all the data within one master record.

   In change and delete modes, an asterisk is placed beside the key field to
   indicate that <u>this</u> field is the key field and must be entered before the
   program can search for the desired record.

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5. Add Mode

   a.   The key is requested first, and a binary search is set up and
        performed (using the SERCH subroutine on the Index file) to determine
        whether this key is already on the Master file. If the search is
        successful and the key is already on file, entry is refused. If the
        search is unsuccessful, the new key may be added and entry of the
        remaining data for the record proceeds.

   b.   Entry of the remaining data is done using the INPUT subroutine and
        whatever validation and verification is called for in the
        specifications of the specific maintenance program, which vary from
        field to field and system to system (see the specific systems for
        details).

   c.   After all data fields have been entered, subroutine AYNCN is used to
        request changes to the data entered (see separate description for
        ANYCN). Any field on the screen may be changed at this point. If
        the key field is changed, the program does the exact same search as
        described in step a) to once again verify that the changed key has
        not already been entered.

   d.   When there are no more changes, the following sequence of actions are
        taken by the program.

        1.   The Control record is ready (and locked) so as to obtain the
             absolutely latest value of RECCNT (which may have changed from
             its value when the Control record was last read due to other
             terminals also running this program);

        2.   The Index file is searched sequentially from the ending point of
             the last search to verify that the key value is still not on the
             file;

        3.   If the key is still not on file (not put there by another
             terminal since the last time the file was checked), RECCNT is
             incremented;

        4.   RECCNT is compared to MAXCNT, and if it is greater, a "FILE
             FULL" message is displayed and processing stops.

        5.   If the file is not full, the Index File record is created using
             the key value entered and the new value of RECCNT.

        6.   Then, the new Index record is written at record number RECCNT in
             the Index file; the updated Control record (with new value of
             RECCNT) is written to the Master file; and the new Master record
             is written at record number RECCNT in the Master file;

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    7. The internal I/O buffers for the Master and Index files are
        flushed to ensure that the new records are immediately
        physically written to their respective files (instead of staying
        in the buffers for a while). This is done by reading the last
        record in both files and then reading the first record in both
        files. This ensures that the I/O blocks of step 6 are released
        from their buffers.

    8. The record area for the Master file in the program is cleared,
        and the data entry screen is redisplayed in preparation for
        adding another record.

6. Change Mode

    a. As in add mode, the key is requested first and a search is set up and
        done on the Index file for a record with this key.

    b. If the search is not successful, a message appears on the screen
        indicating that this particular record is not on file; if the search
        is successful, the Master File record is read, using the record
        number pointer obtained from the Index record. The variable BSMID is
        equal to the record number of the Index record. (Note that since the
        SERCH subroutine automatically does a sequential search of the
        overflow area if it does not find the desired record using a binary
        search of the sorted portion of the Index file. Thus a record that
        was just added can immediately be called up in change mode, even
        though the file has not been sorted since the addition. See the
        description of the SERCH subroutine for more details.)

    c. The contents of the Master record are displayed on the screen and the
        ANYCN subroutine is called to request changes to this data. The
        value of the key field cannot be changed. All other fields may be
        changed.

    d. When there are no more changes, the following sequence of actions is
        taken:

        1. The changed Master record is written back to the Master file at
            its original location.

        2. The logic given above under add mode, step d) 7), to flush out
            the internal I/O buffers is done (the same lines of code are
            executed).

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   3.   The record area for the Master file in the program is cleared
        and the data entry screen is redisplayed in preparation for
        changing another record.

7. Delete Mode

   a.   This mode operates the same as does change mode steps a and b.

   b.   The contents of the record are displayed on the screen, along with
        the message "RIGHT RECORD ?" (or a message to this effect). If the
        user answers "N", the program returns to step a.

   c.   If the user answers "Y" the following sequence of actions is taken:

        1.   The Control record of the Master file is read; DELCNT is
             incremented by 1, and then the Control record is written back
             out;

        2.   The first six characters of some chosen description field in the
             Master record to be deleted are set to "]]]DEL", and this record
             is written back to the Master file (this is how it is logically
             marked for deletion).

        3.   The Record Number Pointer field of the Index record for this
             Master record is set to zero; and the Index record is written
             back out, using the saved value of BSMID gotten from the search
             as its record number.

        4.   The message "RECORD DELETED" is displayed.

        5.   The logic to flush the program's I/O buffers described above for
             add mode step d) 7), is performed; the Master record area is
             cleared, and the data entry screen is redisplayed in preparation
             for processing another record.

        6.   If, prior to accepting the value of the key of the next record
             to delete, the program determines that DELCNT is greater than
             95, a message:

                  "DELETED RECORDS MUST BE PURGED"

             is automatically displayed and the ending procedure (described
             below) is gone into automatically, without any further
             intervention from the user, and without the user being allowed
             to delete any more records at this point. The reason for this

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is that the reorganization program, ORGXXX (described below) can
physically purge a maximum of 100 records from the Master file
at a time. (Per the "Ending Off" section below, the file is
automatically reorganized if DELCNT   50. However, if the user
remains in delete mode long enough to push the delete counter
over 95, he will be forced into a reorganization at that point.)

8. Ending Off

   a.   If "END" is typed for the key value (or the BACKSPACE key is pressed)
        in add, change or delete modes, the program loops back to step 2
        above; and subroutine MMENU is called again to display the
        Maintenance submenu. Note that the first three characters of the key
        may not be "END" since this has the special meaning.

   b.   If "END" is typed for the Maintenance submenu selection (or the
        BACKSPACE key is pressed), the following sequence of actions is taken.

        1.   The Control record is read once again.

        2.   If DELFLG is not =1 and DELCNT is 50 or greater, DELFLG is set
             to 1. The Control record is written back out, and the ORGXXX
             program is chained to, to automatically purge logically deleted
             records. DELFLG is checked and set like this to avoid a
             conflict which could happen if two terminals ended off this
             program at the same time; and both realized that the Master file
             needed reorganizing, so both tried to chain to the ORGXXX
             program. This way, the one that gets the Control record first
             (which is locked by the READ) is the one that chains to the
             ORGXXX program.

        3.   If the conditions in 2 are not met, then if SRTFLG is not equal
             to 1 and (RECCNT-ORGCNT) is 50 or greater (meaning 50 new
             records have been added to the Master file since its Index was
             last sorted), then SRTFLG is set to 1. The Control record is
             written back out; the Index file is protected, and the program
             chains to the SRTXID program after sending it the appropriate
             message. If the Index file cannot be protected, the program
             skips doing the sort. For more details on the message sent to
             the Sort program, see the separate Sort documentation.

        4.   If the Master file does not need to be either sorted or
             reorganized, the program simply chains to the main system menu.

Note that the actual comparison numbers used to determine whether a sort
reorganization is called for, may vary depending on the specific program.

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9. Print Out

   a. If print out is selected from the Master File Maintenance submenu,
       the subroutine MMENU asks "SORT BEFORE PRINTING ?". The judgement to
       sort or not is left up to the user. If a number of new master
       records have been added since the last time the Index file was
       sorted, these new records will appear at the end of the print out
       (out of order) if the Index file is not sorted at this point.

   b. If a sort is requested, the Index file is protected using the FILES
       subroutine. The Control record of the Master file is read, and the
       message to be sent to the Sort program is made up. This message is
       sent, and the program chains to the Sort (SRTXID). If the Index file
       cannot be protected (i.e. it is in use by another terminal), the
       program chains back to the main system menu and no print-out is done.
       When the Sort is complete, the Sort chains to the "Update Counter"
       program (XXXCNT), which then chains to the print-out program (XXXPRT)
       (see description of XXXCNT below).

XXXPRT

   This is the actual print-out program, which is chained to by the
   Maintenance program (XXXMNT). It is always a separate program.

1. The printer is opened using the MCBA subroutine RDYPR. The Master file
   and Index file are both opened; the Master File Control record is read,
   and the binary search (SERCH) variable BSEND is set equal to ORGCNT.

2. The MCBA utility subroutine STENO is used to get the Starting and Ending
   key values for the print-out. If the CR key is pressed while in STENO,
   STRTNO (Starting key) is set to spaces, and ENDNO (Ending key) is set to
   "[[[", indicating that a print-out of the full Master file is to be done.

3. If STRTNO = ENDNO, only one Master record is requested; and a binary
   search of the index is done for this one record using the SERCH subroutine.

4. If a range of Master records (or "ALL") was selected, the index is read
   sequentially until the beginning of the range is found; and the range (or
   the entire Master file) is printed using the MCBA PRINT subroutine.

5. If a range of records (not "ALL") was selected, as soon as this is fully
   printed, the printer is closed; and the program goes back to step 1.

6. Otherwise, if a full print-out of the Master file was requested, when this
   is done a total line is printed as the last line of the print-out; and the
   program chains back to the Maintenance program (XXXMNT).

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ORGXXX

This program physically purges logically deleted records from both the
Master file and the Index. It is chained to automatically when the
Maintenance program senses that DELCNT in the Control record of the Master
file has exceeded a certain point (see the description of the XXXMNT
program for more details on this).

The program is designed to handle a maximum of 100 deletions. The program
operates as follows:

1. The Control record of the Master file is read, and the values of ORGCNT
    and RECCNT are saved.

2. The Master file is read sequentially. Each time a deleted Master record
    is found, its record number is placed in the "Deleted Records Array"
    (DELARR), which has space for 100 entries. The number of entries made
    into this array is kept track of by the variable CNT. If the record
    number falls within the sorted portion (i.e. record number is less than or
    equal to ORGCNT), a counter ORGDEL is incremented by 1. The new ORGCNT in
    the Control record will be equal to the old value, minus the number of
    records that were deleted from the previously sorted portion.

3. If a record was marked for deletion, it is not written back out to the
    file. If it was not marked for deletion, it is placed in its entirety in
    a temporary holding array and is only written back out to the Master file
    when this temporary array is full (or the end of the Master file is
    encountered).

    The "Read" pointer and the "Write" pointer to the Master file are kept
    separately, and what essentially happens is that the Master file is
    written back out over itself, with the deleted records missing.

    The temporary array is used so that alternate reading and writing on the
    same file, at different record locations, will be cut down to a large
    extent, thus cutting down on the physical I/O time.

4. After all the non-deleted Master records have been written back out, the
    Control record is adjusted with its new values of ORGCNT, RECCNT and
    DELCNT. The end portion of the file that now has some data records that
    were read, but written back out closer to the beginning of the file (since
    the deleted records were "squeezed" out) is overwritten with the dummy
    bracket records.

    Thus, the deleted Master records have been effectively "squeezed" out of
    the Master file.

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5. Now the Index file is handled. The record number pointers given by the
   Index records for their corresponding Master records will now mostly be
   incorrect, since a large percentage of the Master records (if not all of
   them) have a different location in the Master file than they did before
   steps 3 and 4 above. The array DELARR kept in step 2 is now used to
   adjust the record number pointers contained in the Index records.

6. The Index file is now read sequentially from the beginning. If an index
   record is marked as deleted, it is skipped. If it is not (i.e. the record
   pointer in the Index record is not =∅), the array DELARR is checked from
   the beginning; and the number of entries in DELARR that are less than the
   current index record pointer is counted. Say this number is N. Then the
   record pointer of the Index record now being inspected will have to be
   decreased by N to account for the N master records that have been purged
   from the Master file, that occurred before the Master record to which this
   Index record is supposed to point.

7. The same method of using a temporary array to store the master records
   before actually writing them out (step 3 above) is used for the altered
   Index records that are to be written back to the Index file.

8. After the non-deleted Index records are written back out, the end of the
   Index file is overwritten with dummy bracket records, just as in step 4
   above on the Master file.

9. The reorganization is now complete.

SRTXID

This is a standard Sort program which fully sorts the Index file to the
Master file on the main key. The Maintenance program (XXXMNT) sends it a
message telling it the RECCNT and ORGCNT of the index (before the sort),
the file number of the Index file on the Device file, the name of the
Device file that should be consulted, the name of the program to chain to
when the sort finishes (which is always the XXXCNT program, described
below), and the name of the program that the XXXCNT should chain to once
it completes. (See the documentation on MCBA's SORT Utility program for
more details.)

XXXCNT

This program simply sets ORGCNT equal to RECCNT in the Control record of
the Master file, and unprotects the Index file (using the FILES
subroutine), after the sort (SRTXID).

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Module Name: STANDARD TRANSACTION FILE ENTRY

Module-Function: Allows additions, changes and deletions of transactions to a
                 Standard Transaction file. It also includes an Edit List
                 print-out program.

Input: KBD   Files Updated: Transaction File   Output: Transaction File
       Master File   Edit List
       Master File Index
       Possible Auxiliary Files

Also See Related: Operator Instruction(s)
                   Video Terminal Format(s)
                   Report Format(s)
                   File Definition(s)

Enter Module From: System Menu   When Done Return To: System Menu

Programs in Module: Entry and Editing Program (sometimes split into separate
                    programs for Add, Change, and Delete modes)
                    Edit List Program

Program Functions and Notes:

GENERAL

    The Transaction file approach is used for adding records to a major file,
    or changing fields on a major (or Master) file, when it is necessary to
    produce a hard-copy audit trail of such additions or changes. Such a
    hard-copy document is called a Register or a Journal.

    In such a case, the MCBA system does not allow direct and immediate access
    to the major file, but requires the user to add to or change the major
    file via a Transaction File Entry, Editing and Posting procedure.

    Using this method, the proposed additions and changes to the major are
    first entered into a holding file called a Transaction file. The records
    in this file are called transactions. Within this file the transactions
    can be added to, changed or deleted at will without yet affecting the.
    major file in any way. A print-out of the entire contents of the
    Transaction file may be obtained at any time. This print-out is called a
    Transaction Edit List and is used to check the correctness and
    completeness of entries made to the transaction. The Edit List is not the
    hard-copy audit trail document.

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When the user is satisfied that the data he has entered into the
Transaction file is correct and complete, he then initiates the "Posting"
procedure. The posting procedure is a job stream of several programs
(different for different specific applications) which performs the
following general functions:

a. Sorts the records in the Transaction file in the same order as the key
    of the major file that will be updated;

b. Prints the hard-copy audit trail document (the Transaction Register or
    Transaction Journal);

c. Updates the major file and any auxiliary files depending on the
    specific application (this is the actual posting step);

d. Clears all data records from the Transaction file and replaces them
    with dummy bracket records (thus restoring the Transaction file to the
    exact same condition it was in when it was first created).

For descriptive purposes, it will be assumed that the Entry and Editing
portion of the Transaction module are each in separate programs, called
"XXXENT" and "XXXEDT". This is the usual case. Posting varies from
application to application and is described in detail under the individual
application's Program Specifications.

XXXENT

This program handles the addition, alteration and deletion of transaction
records on the Transaction file.

1. All necessary files are opened. The Control record of any Master file to
    be used in conjunction with the entry of transactions is read and ORGCNT
    is saved in the BSEND variable for binary search purposes. The Control
    record of the Transaction file is read and MAXREC for this file is saved
    in order for the program to be able to determine when this file is full.

2. The MCBA utility subroutine TMENU is used to display the Standard
    Transaction Entry, Editing and Posting menu, and to accept the user's
    selection of the mode he wishes to enter (the modes are: ADD, CHANGE,
    DELETE, PRINT EDIT LIST, POST).

    If "PRINT EDIT LIST" or "POST" is selected, the program chains to the
    appropriate program to perform these functions. "ADD", "CHANGE" and
    "DELETE" modes are handled by the current program.

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3. For add, change, and delete modes the full data entry screen is displayed
   in preparation for the user to enter transaction data. In change and
   delete modes, an asterisk is displayed to the left of all the fields that
   are a part of the key of the Transaction file (this key varies with the
   specific application).

4. Add Mode

   a. The data for a particular transaction is entered by the user per the
      Data Entry Specifications for the particular application. This varies
      to a very large degree from application to application, and usually
      involves various kinds of cross-checking between files, calculations,
      and automatic screen displays. Very often, the Index to a Master file
      will have to be searched to verify that a particular Master record key
      value is on file. The binary search option of the MCBA subroutine
      SERCH is usually used for this. This Master record key value is also
      usually a part of the key of the Transaction record.

   b. After all fields are entered, the MCBA subroutine ANYCN is used to
      accept changes to the data just entered.

   c. When there are no more changes, the Control record of the Transaction
      file is read and its RECCNT is incremented by 1. The Control record
      is written back out, and the new transaction is written out at the
      record location given by RECCNT. Then the last record of the
      Transaction file, and the first record of Transaction file are read in
      succession to force the new Transaction file data to be physically
      written to the file (instead of being held in the program's I/O
      buffer). This is the same technique described in the Standard Master
      File Maintenance Program Specifications.

      Note that if the incremented value of RECCNT is greater than the value
      of MAXREC (for the Transaction file), a message indicating that the
      Transaction file is full is displayed and the program stops.

   d. The data is then cleared from the screen and the entry screen is
      redisplayed (the Transaction record area in the program is not usually
      cleared), in preparation for the next transaction to be entered.

5. Change Mode

   a. All the values of the key fields must be entered first (the fields
      that have an asterisk to the left). The last record of the
      Transaction file is then read to force a physical write of any
      Transaction records that may have just been entered. Then the
      Transaction file is searched sequentially from the beginning for a
      record matching the key fields just entered. The MCBA subroutine
      SERCH is not used in this case, since the Transaction file is not in
      any sorted order at this point.

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b. If a match is not found, a "TRANSACTION NOT ON FILE" message is
    displayed and the program returns to step a.

c. The first matching record that is found (that is not marked for
    deletion) is displayed on the screen with the message "RIGHT TRX ?".
    If the user answers "N" to this, the search is continued for another
    matching Transaction record. This continues until either the user
    answers "Y" to "RIGHT TRX ?" or the end of the Transaction file is
    encountered (in which case the program returns to step b). There can
    be multiple transactions on the file with the same key and it is up to
    the user to make certain he does not incorrectly enter the same
    transaction more than once.

d. When the correct transaction is found and displayed, the user is given
    the opportunity to change any of the non-key fields. The key fields
    cannot be changed in change mode. To accomplish this the user must
    delete the particular transaction and re-enter the corrected one in
    add mode.

e. When there are no more changes to the Transaction record, the record
    is written back to the Transaction file and the logic of step 4c
    above, to force a physical write to the Transaction file, is
    performed. Then the screen is cleared; the entry screen is
    redisplayed, and the program goes back to step a.

6. Delete Mode

a. Steps 5a, 5b, and 5c are performed, exactly as for change mode.

b. When the user answers "Y" to "RIGHT TRX ?", instead of the change
    logic, the delete logic is performed - the record is marked as
    (logically) deleted by inserting a string of zeros (usually six) in a
    designated field (which varies with the specific application). The
    record is then written back to the Transaction file, and a message
    appears on the screen "TRX DELETED".

c. The screen is then cleared; the entry screen is redisplayed, and the
    program goes back to step 6a.

7. Ending Off

a. If "END" is entered for the key value in add, change or delete modes
    (or the BACKSPACE key is pressed), the XXXENT program goes back to
    step 2, and redisplays the Transaction Entry, Editing and Posting menu.

b. If "END" is then entered for the menu selection, the XXXENT program
    chains back to the main system menu.

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Module Name: STANDARD TRANSACTION FILE ENTRY

XXXEDT

    This program prints an Edit List, showing all non-deleted transactions in
the Transaction file, in the order in which they were entered.

    The Transaction file is opened and read sequentially from the beginning of
the file. Records logically marked as deleted are skipped. All other
records are printed out. When the end of the Transaction file is
encountered (indicated by a dummy bracket record), various transaction
totals that have been accumulated as individual records were printed, are
printed out. The specific types of totals shown depend on the particular
application. However, the number of (non-deleted) transactions on file
are always shown.

POSTING

    As mentioned at the beginning of this section, the posting logic varies
widely with the specific application. However, the general sequence of
steps is usually:

    a. Sort the Transaction file;

    b. Print the hard-copy audit trail document (Transaction Register or
        Transaction Journal);

    c. Update the appropriate files;

    d. Clear the Transaction file.

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Module Name: MERGE-X ROUTINE

Module Function: This program is a merge-in-place program used in the general
posting job stream to merge Transaction records into a main
file, in order, without using additional work space.

Input: Trx File   Files Updated: Main File   Output:
       Main File

Enter Module From: Within posting   When Done Return To: Next program in
                   job stream   posting job stream

Programs in Module: Merge-X program

Program Functions and Notes:

Part of the posting job stream (i.e. the sequence of programs activated
when "POST TRANSACTIONS" is selected from the Standard Transaction Entry,
Editing and Posting submenu) is a program which merges the transaction
records from the Transaction file into the main file (such as the A/R Open
Item file in Accounts Receivable, or the A/P Open Item file in Accounts
Payable). At this point, the Transaction file is assumed to be in sorted
order on the same key as the key of the main file. Thus, only a simple
merge is necessary to update the main file.

A standard technique, called the "Merge-X" technique, is used in the MCBA
packages to accomplish this merge. This technique does a merge-in-place
on the main file and does not require any temporary work files or
additional storage space. The technique works as follows:

a. The Transaction file is read through sequentially from beginning to
    end and a count of the number of records to be added to the main file
    is obtained. The Control record of the Transaction file is not
    counted, nor are records marked as deleted. Call this count NEWCNT.

b. Then the main file Control record is read and NEWCNT + RECCNT is
    compared with MAXREC (that is, RECCNT and MAXREC for the main file) to
    ensure that there is room in the main file for the new transactions.
    If (RECCNT + NEWCNT) is greater than MAXREC, a "FILE FULL" message is
    displayed and the posting job stream is terminated. Note that none of
    the new transactions have been added to the main file when a "FILE
    FULL" condition is detected.

c. Assuming that there is room in the main file to hold all the new
    Transaction records, RECCNT and ORGCNT in the Control record of the
    main file are reset to their old values plus NEWCNT; and the Control

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record is written back out (note that the main file is always in
completely sorted order, so RECCNT = ORGCNT).

d. A word of explanation on the actual merge step first. The simplest
    kind of a merge would be to take the Transaction file and the main
    file and merge them into a third file big enough to accommodate the
    total number of records. This could be done by reading through both
    files sequentially from the beginning, comparing a record from each
    file for the lowest key and moving the low record to the next
    available location in the third file.

    If this process was attempted without having a third file, (merging
    both files into the main file and writing the main file over itself)
    Transaction records would over-write Main File records and main file
    data would be lost. Otherwise, the entire bottom end of the main file
    would have to be shifted each time another Transaction record was
    inserted into the main file. This would take excessive I/O time.

    The way around this problem, but still not requiring a separate work
    file, is to start at the high-order end of each file and read them
    sequentially backwards, comparing the current Transaction record with
    current Main File record, and inserting the one with the higher key
    into the main file at the next available position.

    The Transaction file has NEWCNT new records, while the main file
    starts out with RECCNT records. However, the high order record in the
    first comparison on the Transaction file and main file is inserted
    into the main file at record position (RECCNT + NEWCNT) which
    initially contains a dummy bracket record. Some valid data records of
    the main file will eventually get over-written by transaction records,
    but only after these main file records have been repositioned to a
    later point in the main file.

    Thus a true merge-in-place is accomplished.

e. The program uses a buffered technique to accomplish the "Write"
    portion of step d. That is, the record selected in each comparison
    described in step d is not immediately written to the main file. It
    is first inserted into a buffer in the program. When this buffer
    finally fills, then the entire buffer (usually holding between 50 and
    100 Main File records) is written to the main file all at once. This
    eliminates continuous alternation between reading and writing on the
    main file and greatly cuts down on physical I/O time.

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GENERAL FILE DEFINITION DATA

There are several distinct types of files used in the MCBA accounting and
manufacturing packages, each type having a similar set-up and use no matter
which particular package it is in. There are also some files which do not
conveniently fit into any of these categories.

The file types to be described here generally are:

        1.   Standard Master File with Index
        2.   Standard Transaction File
        3.   Temporary Index File

Please note that the MCBA DIBOL-11 accounting and manufacturing packages do
not use ISAM files. This is basically to keep individual program size down
(the use of ISAM files adds significantly to the size of programs), and to
increase program execution speed within individual programs.

1. Standard Master File with Index

Examples of this type of file would be the Customer Master file and
Customer Index (CUSMAS, CUSIDX) in Accounts Receivable; the Employee
Master file and Employee Index (EMPMAS, EMPIDX) in Payroll, etc.

Both the Master file and its Index are permanent files (they are two
separate files which may reside on different physical devices). After the
file is initially set up, the information in it remains fairly stable with
time (as compared to the other types of files to be mentioned here).

The first record of the Master file is called the Control record. It does
not contain an actual data record of the file (such as customer
information) but contains only information about the file itself. The
last 20 characters of the Control record of a Master file always have the
same format:

Delete Flag	DELFLG	,D1)
Sort Flag	SRTFLG	,D1)
Organized Count	ORGCNT	,D5)
Record Count	RECCNT	,D5) 20 characters
Maximum Count	MAXREC	,D5)
Delete Count	DELCNT	,D3)

The significance of these are as follows:

a) DELFLG - This can be either 0 or 1. If DELFLG is set to 1, this means
    that when a terminal currently doing maintenance on the Master file
    (using the Master File Maintenance application for this file) ends off
    the maintenance submenu, an automatic reorganization of both the

FILE DEFINiTION

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Master file and its Index is initiated. The reorganization program
(the name of the program always begins with the letters "ORG")
physically purges logically deleted records from the Master file and
sets DELFLG to Ø before returning to the main system menu. Thus,
DELFLG = 1 means there is a reorganization pending for the file from
same terminal. If a second terminal senses that a reorganization
needs to be done on the file (see DELCNT below), it will not chain to
the reorganization program if DELFLG has already been set. Otherwise,
it sets DELFLG to 1 and chains to the reorganization program.

b) SRTFLG - This can be either Ø or 1, and operates in an exactly
   parallel way to DELFLG, except it indicates whether a sort on the
   index is pending, rather than a physical purge (reorganization).

The need for a reorganization is recognized by the Master File Maintenance
program by inspecting the value of DELCNT. The need for a sort is
recognized by the Master File Maintenance program by comparing the values
of ORGCNT and RECCNT. If both a reorganization and a sort need to be
done, the reorganization is done first, then the sort, all in the same job
stream. After the sort, there is a separate (small) program that sets
SRTFLG back to Ø. The last three letters of its name are usually
"CNT" (e.g. CUSCNT, EMPCNT).

c) ORGCNT - This gives the number of records in the Index file that are
   known to be in sorted order. After a sort is done on the index in the
   normal course of processing, the "CNT" program mentioned in b) above
   (e.g. CUSCNT, EMPCNT), sets ORGCNT = RECCNT, indicating that the index
   file is at this time completely sorted. As new Master records are
   added by the Master File Maintenance program, RECCNT is increased,
   while ORGCNT remains the same. ORGCNT includes the Control record.

d) RECCNT - This is the count of the number of valid data records in the
   file. It includes the Control record and all logically deleted
   records. It does not include dummy bracket records. When a new data
   record is to be added to the file using the Master File Maintenance
   program, RECCNT is checked and the new record is added to RECCNT + 1.
   RECCNT + 1 was the first dummy bracket record in the file, and it is
   over-written by the new data record. The value of RECCNT is then
   incremented by 1. A record is also added to the Index file in the
   same position (the Index file is also padded - pre-extended - with
   dummy bracket records).

e) MAXREC - This gives the maximum available space for data records in
   the file. It is set by the File Initialization program when the file
   is originally created (e.g. by INiTAR, INITPR, etc.). It includes the
   Control record. There is always one more record on the file than the
   count given by MAXREC. This is to ensure that the very last record of
   the file (and its index file) is _always_ a dummy bracket record.

FILE DEFINITION

f) DELCNT - This is the count of logically deleted records now on the
Master file. When the delete function of the Master File Maintenance
application is used, the indicated record is not physically deleted at
this time. Rather, it is marked as <u>logically</u> deleted - ']]]DEL' is
inserted into some chosen location in the Master File record, and
'gggggg' is inserted in some chosen location in the corresponding
Index record (usually in the Record Number field, i.e. the field that
gives the record number of the corresponding Master File record).
When DELCNT reaches a certain point (usually 50 or 95), the Master
File Maintenance program senses this fact, and automatically invokes
the reorganization program to physically purge these records from both
the Master file and the Index file.

The first record of the Index file for the Master file is usually a record
of blanks (this fact should be remembered if you are inspecting the Index
file using an Editor, or using PIP).

The Index file and the Master file are kept in synchronization. When a
new record is added to the Master file, a corresponding record pointing to
it is added to the Index file. When a record is marked as deleted on the
Master file, its corresponding Index record is also marked as deleted.

The Index record for a Master record usually contains the key value and
the record number of the Master record in the Master file.

2. <u>Standard Transaction File</u>

Examples of this type of file would be the Sales Transaction file
(SALES0.YYY) in Accounts Receivable; the Payroll Work File (PAYWRK.YYY) in
Payroll, etc.

A Transaction file is a permanent file in that the file itself is never
deleted by any program once it has been initially created by the File
Initialization program. However, the data held by it is very volatile,
and is completely cleared from it on a regular basis.

The first record of a Transaction file is its Control record, just as for
a Master file. The information contained in the Control record is
identical to that in the Control record for a Master file, with the
exception of the DELFLG, SRTFLG, and DELCNT fields which are not used.

See the Program Specifications for the Standard Transaction Entry, Editing
and Posting Module for more details on the use of this type of file. The
normal data flow through this file is as follows:

a) Records are added, changed and deleted in a way similar to that for a
Master file (except there is no Index) - The records in the file are
in the order that they are entered - they are not in sorted order
during the entry and editing phase.

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b) An Edit List of the contents of the Transaction file may be printed at
   any time, and this Edit List will again be in entry order.

c) When the user decides to post the transactions in the file, the
   Transaction file is sorted. Data is transferred from the Transaction
   file to one or more of the main files of the system; and the
   Transaction file is cleared to one record, the Control record, with
   the remainder being re-padded with dummy bracket records.

   Thus, after posting is complete, the Transaction file is in exactly
   the same condition as when it was created by the File Initialization
   program.

3. Temporary Index File

   Examples of this type of file would be the TMPIDX file used in Accounts
   Receivable to produce the Alphabetical Customer List; the TVNIDX file used
   in Accounts Payable to produce the Alphabetical Vendor List, etc.

   It is an Index to a Master file or to another main file based on a
   particular key, which is not the key of the permanent Index file (if there
   is one). It is usually used to produce a print-out of a file in a sort
   order which is different from the normal sort order of the main file or
   its permanent Index. It can also be used to do other types of sequential
   processing on a Main file in an order other than its normal order (such as
   with the PURIDX file in the "Purge" application of Accounts Receivable).

   The form of a record in the Temporary Index file is simply some key field,
   gotten from the Main File record, plus a pointer to that record. It is
   created for a specific application in a "Build Index" type program, sorted
   on the key by a standard MCBA Sort program, and then used by a print-out
   or other type program after it is sorted. Once the application is
   completed, the last program of the application deletes the Temporary Index
   file in its entirety.

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: APDIST (A/P Distribution File)

Description: This is a permanent file of all G/L distributions posted by the
            New Payables Voucher Entry, and Check Printing applications. It
            is always kept in sorted order on the key: Type, Account, Date
            (YYMMDD), Vendor, Voucher.

File Status: History   Device Record #: 16   Rec. Size: 35 Data
                                                            +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Distribution Type	GTYPE	D1	
G/L Account Number	GACCT	D7	XXXX-XXX
Transaction Date	GDATE	D6	MMDDYY
(Filler)		A2	
Vendor Number	GVENNO	A4	
Voucher Number	GVCHNO	D6	
Transaction Amount	GTRXAM	D8	$XXX,XXX.XX-
Interface Flag	GFLAG	D1	
** CONTROL RECORD **			
(Unused)		A16	
G/L Interface Flag	INTFLG	D1	0 = No Interface, 1 = Interface
Number of Sorted Records in File	ORGCNT	D5	
Number of Records in File	RECCNT	D5	
Maximum Number of Records Possible	MAXCNT	D5	
Number of Records Flagged for Deletion	DELCNT	D3	

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: APCHEK (A/P Check File)

Description: This is a temporary work file which is only used within the Check
             Printing and Posting job stream. It is never directly accessed
             by the user. Records are inserted into it by the CHKPRP program
             and it is cleared by the PSTCHK program.

File Status: Work   Device Record #: 20   Rec. Size: 89 Data
                                                             +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Check Cash Account Number	CCSHAC	D7	XXXX-XXX
Check Number	CCHKNO	D6	
Voucher Number	CVCHNO	D6	
Check Date	CCHKDT	D6	MMDDYY
Check Type	CCHKTP	D1	
Vendor Number	CVENNO	A4	
Vendor Name	CNAME	A30	
Invoice Number	CINVNO	A8	
Invoice Date	CINVDT	D6	MMDDYY
Invoice Amount Paid	CINVAM	D8	$XXX,XXX.XX-
Discount Taken	CDSCAM	D6	$X,XXX.XX-
Partial Payment Flag	CPRTFL	D1	
** CONTROL RECORD **			
(Unused)		A44	
A/P Account Number	ACAPAC	D7	XXXX-XXX
Cash Account Number	ACCSAC	D7	XXXX-XXX

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: APCHEK (A/P Check File)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Discount Account Number	ACDSAC	D7	XXXX-XXX
Check Date	ACCHDT	D6	MMDDYY
(Unused)		D5	
Record Count	CHKREC	D5	
Maximum Count	CHKMAX	D5	
(Unused)		A3	

Field Descriptions

CCHKTP - Check Type. This is the type of check that this APCHEK record is
         derived from (note that there can be many APCHEK records for one
         actual check).

                    "1" = Computer Check
                    "2" = Pre-Paid Check
                    "3" = Void Check
                    "4" = Manually Written Check

CINVAM - Invoice Amount Paid. This is the full amount that the balance due on
         the invoice (CINVNO) was reduced by this check (CCHKNO).

CDSCAM - Discount Taken. This is the actual discount taken on the invoice, so
         that the check amount attributable to the invoice is actually (CINVAM
         - CDSCAM).

CPRTFL - Partial Payment Flag. This is equal to "1" if the invoice was only
         partially paid by this check. Otherwise it is "0".

ACAPAC, ACCSAC, ACDSAC, ACCHDT - These values are all passed along from the
         values initially set in the ALAPCK program.

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: APDIST (A/P Distribution File)

Field Descriptions

GTYPE, GDATE - See corresponding field descriptions for the NEWAPD file.

GFLAG - Interface Posting Flag. A value of "1" means the distribution has
         been interfaced to the G/L system, "0" otherwise.

INTFLG - G/L Interface Flag. This is "1" if the A/P system is being
         interfaced to the G/L system.

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: APGLIX (A/P Distribution Index)

Description: This is a temporary index to the APDIST file used solely for
printing the A/P Distribution to G/L Report by Vendor. It is
created by the BGLXIX program and deleted by the APGLXV program.

File Status: Temporary Index   Device Record #: 87   Rec. Size: 23 Data
                                                         +2 End of Record

The first two records of this file are used as control records.

FIELD DESCRIPTION	FIELD NAME	TYPE/SIZE	FORMAT
Vendor Number	IAVENO	A4	
G/L Account Number	IACTNO	D7	XXXX-XXX
Transaction Date	ITDATE	D6	YYMMDD
Transaction Type	ITYPE	D1	
Record Number in APDIST file	IRC087	D5	
** CONTROL RECORD #1 **			
(Unused)		A5	
Record Type	STRTYP	D1	
Starting Vendor Number	STRVEN	A4	
Starting Account Number	STRACT	D7	XXXX-XXX
Starting Date	STRDAT	D6	MMDDYY
** CONTROL RECORD #2 **			
(Unused)		A5	
Record Type	ENDTYP	D1	
Ending Vendor Number	ENDVEN	A4	

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: APGLIX (A/P Distribution Index)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Ending Account Number	ENDACT	D7	XXXX-XXX
Ending Date	ENDDAT	D6	

Field Descriptions

ITDATE - Transaction Date. Note that this date is in YYMMDD format, and not the usual MMDDYY.

ITYPE - Transaction Type. This field corresponds exactly to the GTYPE field of the APDIST record.

STRTYP, ENDTYP - Record Type. These are used for the 2 control records. STRTYP is always equal to "1" and ENDTYP is always equal to "2".

STRVEN, ENDVEN, STRACT, ENDACT, STRDAT, ENDDAT - These are the range fields passed from the BGLXIX program to the APGLXV program.

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: APINTR
(Job Costing - Standard Product Costing - Purchase Order Interface File)

Description: This file is a work file which holds data generated by the New
Payables Entry and Editing application, which is to be interfaced
to any or all of the MCBA Job Costing, Standard Product Costing
or Purchase Order systems. Data is written into it by the APTOJP
program during new payables voucher posting, and data is read
from it by the interface programs of each of the above-mentioned
systems.

File Status: Work   Device Record #: 127   Rec. Size: 98 Data
                                                          +2 End of Record

The first record is a standard control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Item Number	APIITM	A15	
Invoice Date	APIVDT	D6	MMDDYY
Job Number	APIJOB	A6	
Vendor Number	APIVEN	A4	
Invoice Number	APIINV	A8	
Distribution Account	APIDAC	D7	XXXX-XXX
Distribution Amount	APIDAM	D8	$XXX,XXX.XX-
Variance Account	APIVAC	D7	XXXX-XXX
Variance Amount	APIVAM	D8	$XXX,XXX.XX-
Cost Type	APICTP	A2	
Quantity	APIQTY	D6	
Commodity Code	APICOM	A4	
Unit of Measure	APIUOM	A2	
Purchase Order Number	APIPON	D8	XXXXXX-XX
P.O. Line Number	APIPOL	D3	

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: APINTR
(Job Costing - Standard Product Costing - Purchase Order Interface File)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Job Cost Interface Posting Flag	APIJBI	D1	
Standard Product Cost Interface Posting Flag	APIPCI	D1	
Purchasing Interface Posting Flag	APIPOI	D1	
(Unused)		A1	

Field Descriptions

APIJBI - Job Cost Interface Posting Flag - If the Job Costing System does not
interface to Accounts Payable, then this switch is set to 1 by the
APTOJP program. 0 means not yet posted, 1 means this record has been
posted to Job Costing.

APIPCI, APIPOI - Similar to APIJBI, except for the Standard Product Costing
and Purchase Order systems, respectively.

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: APOPEN (A/P Open Item File)

Description: This file contains each vendor's account data, both open and
recently closed. The month-end procedure removes completely
closed vouchers from the file. Records are posted to this file
via the New Payables Voucher Entry application and the Partial
Payments Entry application.

File Status: History   Device Record #: 17   Rec. Size: 118 Data
                                                          +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/SIZE	FORMAT
Vendor Number	AVENNO	A4	
Voucher Number	AVCHNO	D6	
A/P Account Number	AAPACT	D7	XXXX-XXX
Cash Account Number	ACSACT	D7	XXXX-XXX
Discount Account Number	ADSACT	D7	XXXX-XXX
Invoice Number	AINVNO	A8	
Reference	ADESC	A25	
Invoice Date	AINVDT	D6	MMDDYY
Invoice Amount	AINVAM	D8	$XXX,XXX.XX-
Discount Amount	ADSCAM	D6	$X,XXX.XX-
Discount Date	ADISDT	D6	MMDDYY
Due Date/Check Date	ADUEDT	D6	MMDDYY
Check Number	ACHKNO	D6	
Amount Paid	APAID	D8	$XXX,XXX.XX-
Discount Taken	ADSTKN	D7	$XX,XXX.XX-
A/P Open Flag	AFLAG	D1	

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: APOPEN (A/P Open Item File)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
** CONTROL RECORD **			
		,A100	
Number of Sorted Records in File	ORGCNT	D5	
Number of Records in File	RECCNT	D5	
Maximum Number of Records Possible	MAXCNT	D5	
		,A3	

Field Descriptions

AAPACT, ACSACT, ADSACT - G/L Account Numbers. For a regular voucher that has
        not been paid, only the A/P Account Number will be significant; for a
        paid voucher only the Cash Account and Discount Account are
        significant.

AINVAM, ADSCAM - For the original voucher, these are always the original
        amounts; for Partial Payment records, these show the amount of the
        partial payment and the discount taken on the partial payment.

ADUEDT - Due Date/Check Date. For an unpaid voucher, this will be the due
        date; for a paid voucher, it will be the check date.

APAID - Amount Paid. This is the total amount that the original invoice
        amount has been reduced by.

ADSTKN - Discount Taken. This is the discount actually taken on this voucher.

AFLAG - A/P Open Flag. The value of this flag is very important for
        processing vouchers throughout the system. The possible values are:

        -9 = All processing has been done on this voucher. No further
             processing may be done. The voucher can only be deleted.
        -4 - Partial manual payment.
        -3 = Manually paid voucher.
        -2 = Void check (as entered through New Payables Voucher Entry).
        -1 = Deferred unpaid partial payment.
        Ø = Regular voucher, selected for payment.
        1 = Regular voucher, deferred from payment.

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: APOPEN (A/P Open Item File)

      2 = Prepaid voucher.
      3 = Computer paid voucher.
      4 = Vendor has $\emptyset$ total due (and therefore the voucher is deferred).
      5 = Vendor has a CR total due (and therefore the voucher is
          deferred).
      6 = Unpaid partial payment.
      7 = Paid partial - temporary.
      8 = Paid partial - permanent.
      9 = Paid partial, but marked as deferred for processing purposes.

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: ALL SYSTEMS   Release: 6

File Name: COMPNY (Company Code File)

Description: This is a one record file containing the valid Company codes
recognized by the Security System.

File Status: Permanent   Max. No. Records: 1   Rec. Size: 24

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Company Code	COMCOD	8A3	

Field Description

COMCOD - Company Code. This is an array of all the valid Company codes
         recognized by the Security System.

FILE DEFINITION

Version: DIBOL-11 Disk   System: ALL SYSTEMS   Release: 6

File Name: CONAME

Description: This is the Company Name file containing the company name to be printed at the top of the first page of all reports. The second record contains a flag to control reverse scanning to speed printer execution for character printers, and a field to maintain sequence numbers on reports.

File Status: Permanent   Max No Records: 2   Rec. Size: 50

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
*** RECORD #1 ***			
Company Name	CONAME	A50	
*** RECORD #2 ***			
Printer Type	PRTTYP	4A1	"C"=Character Printer, "L"=Line Printer.
(Unused)		A3	
Last Report Sequence Number	NXTRPT	D3	
Spooling Option	SPLFLG	D1	"0"=No spooling, "1"=Optional spooling, "2"=Auto-spooling.
Default Printer	DEFPRT	D1	"0"=No default.
Spool File Device	SPLDEV	A3	
Spool File Block Size	SPLSIZ	D5	
(Unused)		A30	

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: ALL SYSTEMS   Release: 6

File Name: DEVICE (Device Table File)

Description: This file is an integral part of the Security System. It contains a table of all files used in all MCBA systems.

File Status: Permanent   Max No Records: 216   Rec. Size: 102

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
*** RECORDS 1-199 ***			
File Name	FILNAM	A6	
Device Name	DEVNAM	8A3	
Company Code	COMNAM	16A3	
File Status	STATUS	8D1	
File Access	FILACS	16A1	
*** RECORDS 200-216 ***			
Blank Records			

Field Descriptions

FILNAM - File Name. The 6 character file name of a physical file. Every file other than DEVICE.DDF, SECURE.DDF and COMPNY.DDF has a fixed position in the DEVICE.DDF file.

DEVNAM - Device Name. This is the physical (or logical) device where this file is to be found. There are 8 possible entries, corresponding to the 8 possible companies that can be on the system. The order of the devices in this array corresponds to the order of the Company codes on the COMPNY.DDF file.

COMNAM - Company Code. This array has one slot per terminal. The Security System will support a maximum of 16 terminals. Any of the 8 maximum valid companies may be processed at any terminal. COMNAM (J) gives the Company code for the company currently being processed at terminal J (if any).

FILE DEFINITION

Version: DIBOL-11 Disk   System: ALL SYSTEMS   Release: 6

File Name: DEVICE (Device Table File)

STATUS.- File Status. Each entry in this array can have a value between 0 and
9. 0 means the file is not currently being used. 9 means the file
is protected by a single terminal. A value, J, between 1 and 8 means
that the file is being used at J different terminals. There are
entries in this array that correspond to the entries in the DEVNAM
array.

FILACS - File Access Code. Possible values are:

                    " " = no access
                    "I" = read-only access
                    "U" = unlimited access

The entries in this array correspond to the entries in the COMNAM
array and show the access privileges <u>for this file</u> of the users at
each separate terminal.

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: EXPACT (A/P Valid G/L Account File)

Description: This is a master file containing the G/L account numbers that are
used in the A/P system. An account number must be in this file
before it can be used by any other A/P program.

File Status: Master   Device Record #: 13   Rec. Size: 37 Data
+2 End of Record

The first record of this file is used as a control record

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Account Number	ACTNO	D7	XXXX-XXX
Description	ACDESC	A30	
** CONTROL RECORD **			
(Unused)		A17	
Sort Flag	SRTFLG	D1	
Delete Flag	DELFLG	D1	
Number of Sorted Records in File	ORGCNT	D5	
Number of Records in File	RECCNT	D5	
Maximum Number of Records Possible	MAXCNT	D5	
Number of Records Flagged for Deletion	DELCNT	D3	

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F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: ALL SYSTEMS   Release: 6

File Name: MESARA (Message Area File)

Description: There is one record in this file for each of the 16 terminals
that may be used. The 17th record contains the physical devices corresponding
to the package logicals being used.

File Status: Permanent   Max. No. Records: 17   Rec. Size: 136 Data
                                                         +2 End-of-Record

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
*** RECORDS 1-16 ***			
Message Array	MESSAG	4A25	
Last Program Run	LSTPGM	A10	Includes logical device.
Next Program to be Run	NXTPGM	A10	Includes logical device.
Restart Switch	RSTRT	D1	"0"=Next program is not restartable, "1"=Next program is restartable.
Terminal Type	TRMID	A1	See Operator Instructions for MSGMNT.
Spooling Option	SPOOLD	D1	"0"=No spooling, "1"=Optional spooling, "2"=Automatic spooling of audit trail reports.
Default Printer	DEFPRT	D1	"0"=No default.
Company Code of Current User	COMNAM	A3	
Spool File Device	SPLDEV	A3	
Spool File Block Size	SPLSIZ	D5	

FILE DEFINITION

Version: DIBOL-11 Disk   System: ALL SYSTEMS   Release: 6

File Name: MESARA (Message Area File)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Current Printer Now Printing	CURPRT	D1	
*** RECORD 17 ***			
Program Logical Array	LOGASN	27A2	
Corresponding Physical or Logical Device Array	PHYASN	27A2	
(Unused)		A38	

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: NEWAP∅ (New Payables Transaction File)
(with NO manufacturing interfaces)

Description: This file is used only by the New Payables Voucher Entry
application. It holds all new payables transactions from the
time they are entered until they are finally posted to the APOPEN
file, at which point this file is cleared back to one Control
record. There is a separate version of this file for A/P systems
that are set up to interface to the Job Costing, Standard Product
Costing or Purchase Order systems.

File Status: Transaction   Device Record #: 14   Rec. Size: 291 Data
                                                             +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Voucher Number	WVCHNO	D6	
Voucher Date	WVCHDT	D6	MMDDYY
A/P Account Number	WAPACT	D7	XXXX-XXX
Cash Account Number	WCSACT	D7	XXXX-XXX
Discount Account Number	WDSACT	D7	XXXX-XXX
Vendor Number	WVENNO	A4	
Vendor Name	WNAME	A30	
Invoice Number	WINVNO	A8	
Voucher Reference	WDESC	A25	
Purchase Order Number	WPCHNO	A8	
Invoice Date	WINVDT	D6	MMDDYY
Invoice Amount	WINVAM	D8	$XXX,XXX.XX-
Non-Discountable Amount	WNDISC	D7	$XX,XXX.XX-
Discount Percent	WDPCT	D3	XX.X%
Discount Amount	WDAMT	D6	$X,XXX.XX-

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: NEWAPØ (New Payables Transaction File)
(with NO manufacturing interfaces)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Discount Date	WDISDT	D6	MMDDYY
Due Date/Check Date	WDUEDT	D6	MMDDYY. See Note 1.
Check Number	WCHKNO	D6	See Note 2.
Distribution Account Numbers	WDACTS	9D7	XXXX-XXX
Distribution Amounts	WDAMTS	9D8	$XXX,XXX.XX-
** CONTROL RECORD **			
(Unused)		A222	
Voucher Register Number	REGNUM	D3	
Next Voucher Number	DVCHNO	D6	
Multiple A/P Accounts ?	MLTAP	A1	"Y"=Yes, "N"=No.
Default A/P Account	DFLAP	D7	XXXX-XXX
Multiple Cash Accounts ?	MLTCSH	A1	"Y"=Yes, "N"=No.
Default Cash Account	DFLCSH	D7	XXXX-XXX
Multiple Discount Accounts ?	MLTDSC	A1	"Y"=Yes, "N"=No.
Default Discount Account	DFLDSC	D7	XXXX-XXX
(Unused)		A6	
Default Vouchering Date	DVCHDT	D6	MMDDYY
Register/Edit List Flag	REGFLG	A1	
(Unused)		A1	
Purchase Order Interface Flag	INTRPO	D1	

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: NEWAPØ (New Payables Transaction File)
(with NO manufacturing interfaces)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Standard Product Costing Interface Flag	INTRSP	D1	
Job Costing Interface Flag	INTRJC	D1	
General Ledger Interface Flag	INTRGL	D1	
Organized Count	ORGCNT	D5	
Record Count	RECCNT	D5	
Maximum Count	MAXREC	D5	
(Unused)		A3	

Field Descriptions

WVCHDT - Vouchering Date. This is the date used on all General Ledger
transactions generated by this voucher.

WAPACT, WCSACT, WDSACT - Accrual account numbers. For a regular voucher, the
A/P account is used; for a prepaid voucher, the Cash and Discount
accounts are used.

WINVDT - Invoice Date. This is the date used for aging purposes, and for
determining the due date and discount date.

WDUEDT - Due Date/Check Date. For a regular voucher, this field contains the
due date; for a prepaid voucher it contains the check date.

** Control Record Fields **

REGNUM - Voucher Register Number. This is the report sequence number of the
last Voucher Register printed. It is not currently used.

DVCHNO - Next Voucher Number. This is the next sequential voucher number to
be used by the Voucher Entry application. It can only be manually
accessed via the Reset Starting Voucher Number application;
otherwise, it is maintained automatically by the system.

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: NEWAPØ (New Payables Transaction File)
(with NO manufacturing interfaces)

MLTAP, DFLAP, MLTCSH, DFLCSH, MLTDSC, DFLDSC - These are all default values
that are used for the duration of one New Payables Voucher Entry
session. Once new vouchers are posted, these default values are
cleared.

DVCHDT - Default Vouchering Date. This is the default used for the current
session of New Payables Voucher Entry. Once new vouchers are posted,
this field is cleared.

REGFLG - Register/Edit List Flag. This is set by the VCHENT program to either
"R" or "E" and tells the VCHREG program whether it should print the
Voucher register or Voucher Edit List.

INTRPO, INTRSP, INTRJC, INTRGL - Interface Flags. A value of "1" means the
interface is active (i.e. A/P does interface to the specified system).

NOTES:

1. The check date is used for prepaid items.

2. This field is used for prepaid items only.

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: NEWAPØ (New Payables Transaction File)
(Job Costing - Standard Product Costing - Purchase Order Version)

Description: This file is used only by the New Payables Voucher Entry
application. It holds all new payables transactions from the
time they are entered until they are finally posted to the APOPEN
file, at which point this file is cleared back to one Control
record.

File Status: Transaction   Device Record #: 14   Rec. Size: 894 Data
                                                                +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Voucher Number	WVCHNO	D6	
Voucher Date	WVCHDT	D6	MMDDYY
A/P Account Number	WAPACT	D7	XXXX-XXX
Cash Account Number	WCSACT	D7	XXXX-XXX
Discount Account Number	WDSACT	D7	XXXX-XXX
Vendor Number	WVENNO	A4	
Vendor Name	WNAME	A30	
Invoice Number	WINVNO	A8	
Voucher Reference	WDESC	A25	
Purchase Order Number	WPCHNO	A8	
Invoice Date	WINVDT	D6	MMDDYY
Invoice Amount	WINVAM	D8	$XXX,XXX.XX-
Non-Discountable Amount	WNDISC	D7	$XX,XXX.XX-
Discount Percent	WDPCT	D3	XX.X%
Discount Amount	WDAMT	D6	$X,XXX.XX-

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: NEWAP∅ (New Payables Transaction File)
(Job Costing - Standard Product Costing - Purchase Order Version)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Discount Date	WDISDT	D6	MMDDYY
Due Date/Check Date	WDUEDT	D6	MMDDYY. See Note 1.
Check Number	WCHKNO	D6	See Note 2.
Distribution Account Numbers	WDACTS	18D7	XXXX-XXX
Distribution Amounts	WDAMTS	18D8	$XXX,XXX.XX-
Distribution Job Numbers	WDJOBN	9A6	
Distribution Item Numbers	WDPRTN	9A15	
Distribution Cost Types	WDCTYP	9A2	
Distribution Quantities	WDQTY	9D6	
Distribution Commodity Codes	WCMCOD	9A4	
Distribution Units of Measure	WCUOM	9A2	
Distribution Purchase Order Numbers	WPONUM	9D8	
Distribution P.O. Line Numbers	WPOLIN	9D3	
Filler		A54	
** CONTROL RECORD **			
(Unused)		A828	
Next Voucher Number	DVCHNO	D6	
Multiple A/P Accounts ?	MLTAP	A1	"Y"=Yes, "N"=No.
Default A/P Account	DFLAP	D7	XXXX-XXX
Multiple Cash Accounts ?	MLTCSH	A1	"Y"=Yes, "N"=No.

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: NEWAPØ (New Payables Transaction File)
(Job Costing - Standard Product Costing - Purchase Order Version)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Default Cash Account	DFLCSH	D7	XXXX-XXX
Multiple Discount Accounts ?	MLTDSC	A1	"Y"=Yes, "N"=No.
Default Discount Account	DFLDSC	D7	XXXX-XXX
(Unused)		A6	
Default Vouchering Date	DVCHDT	D6	MMDDYY
Register/Edit List Flag	REGFLG	A1	
(Unused)		A1	
Purchase Order Interface Flag	INTRPO	D1	
Standard Product Costing Interface Flag	INTRSP	D1	
Job Costing Interface Flag	INTRJC	D1	
General Ledger Interface Flag	INTRGL	D1	
Organized Count	ORGCNT	D5	
Record Count	RECCNT	D5	
Maximum Count	MAXREC	D5	
(Unused)		A3	

Field Descriptions

WVCHDT - Vouchering Date. This is the date used on all General Ledger
transactions generated by this voucher.

WAPACT, WCSACT, WDSACT - Accrual account numbers. For a regular voucher, the
A/P account is used; for a prepaid voucher, the Cash and Discount
accounts are used.

WINVDT - Invoice Date. This is the date used for aging purposes, and for
determining the due date and discount date.

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: NEWAPØ (New Payables Transaction File)
(Job Costing - Standard Product Costing - Purchase Order Version)

WDUEDT - Due Date/Check Date. For a regular voucher, this field contains the
due date; for a prepaid voucher it contains the check date.

WDACTS, WDAMTS - There are two entries for each of these fields, for each
expense distribution. The first is for the actual expense account
and the second is for the variance account, if Standard Product
Costing is being interfaced. Thus, for expense distribution N,
WDACTS (2*N-1) holds the expense account and WDACTS (2*N) holds the
variance account.

** Control Record Fields **

REGNUM - Voucher Register Number. This is the report sequence number of the
last Voucher Register printed. It is not currently used.

DVCHNO - Next Voucher Number. This is the next sequential voucher number to
be used by the Voucher Entry application. It can only be manually
accessed via the Reset Starting Voucher Number application;
otherwise, it is maintained automatically by the system.

MLTAP, DFLAP, MLTCSH, DFLCSH, MLTDSC, DFLDSC - These are all default values
that are used for the duration of one New Payables Voucher Entry
session. Once new vouchers are posted, these default values are
cleared.

DVCHDT - Default Vouchering Date. This is the default used for the current
session of New Payables Voucher Entry. Once new vouchers are posted,
this field is cleared.

REGFLG - Register/Edit List Flag. This is set by the VCHENT program to either
"R" or "E" and tells the VCHREG program whether it should print the
Voucher register or Voucher Edit List.

INTRPO, INTRSP, INTRJC, INTRGL - Interface Flags. A value of "1" means the
interface is active (i.e. A/P does interface to the specified system).

NOTES:

1. The check date is used for prepaid items.

2. This field is used for prepaid items only.

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: NEWAPD (New G/L Distribution File)

Description: This is a temporary work file used during posting of new payables
vouchers, and during posting of checks. The file is opened in
output mode at the beginning of the posting runs, and then is
completely deleted at the end of the posting.

File Status: Temporary Work   Device Record #: 15   Rec. Size: 35 Data
                                                            +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Distribution Type	NTYPE	D1	
G/L Account Number	NACCT	D7	XXXX-XXX
Transaction Date	NDATE	D6	MMDDYY
(Filler)		A2	
Vendor Number	NVENNO	A4	
Voucher Number	NVCHNO	D6	
Transaction Amount	NTRXAM	D8	$XXX,XXX.XX-
Filler		A1	
** CONTROL RECORD **			
(Unused)		A22	
Number of Records in File	RECCNT	D5	
		A8	

Field Descriptions

NTYPE - Distribution Type. Types are:

        1 = A/P Added   2 = Cash Disbursed
        3 = Discounts Taken   4 = A/P Paid
        6 = Expense Distribution

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: NEWAPD (New G/L Distribution File)

NDATE .- Transaction Date. The transaction date for new payables vouchers is
         the voucher date, not the invoice date.

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: PTLPAY (Partial Payments Transaction File)

Description: This is a standard Transaction file which holds all partial
            payment transactions until they are posted to the APOPEN file.
            At this point the file is cleared back to one Control record.

File Status: Temporary Transaction   Device Record #: 19   Rec. Size: 79 Data
                                                           +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Vendor Number	PVENNO	A4	
Voucher Number	PVCHNO	D6	
Invoice Number	PINVNO	A8	
Invoice Date	PINVDT	D6	MMDDYY
Invoice Amount	PINVAM	D8	$XXX,XXX.XX-
Invoice Discount	PDSCAM	D6	$X,XXX.XX-
Due Date	PDUDTE	D6	MMDDYY
Partial Payment Amount	PPYAMT	D8	$XXX,XXX.XX-
Partial Payment Discount	PPYDSC	D6	$X,XXX.XX-
Partial Payment A/P Account Number	PAPACT	D7	XXXX-XXX
Original Invoice Amount Remaining	PPYREM	D8	$XXX,XXX.XX-
Discount Already Taken	PPYDTK	D6	$X,XXX.XX-
** CONTROL RECORD **			
(Unused)		A55	
Register Flag	REGFLG	A1	"R" = Register, "E" = Edit List.
(Unused)		A5	

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: PTLPAY (Partial Payments Transaction File)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Number of Records in File	RECCNT	D5	
Maximum Number of Records Possible	MAXCNT	D5	
(Unused)		A3	

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: PURGAP (A/P Open Purged Items File)

Description: This file is used to hold a record of each APOPEN record marked
for deletion by the PRGAPO program, and is used to print the A/P
Open Purge Report. At the end of this report, the file is
deleted.

File Status: Temporary   Device Record #: 95   Rec. Size: 44 Data
                                                             +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Vendor Number	PVENNO	A4	
Voucher Number	PVCHNO	D6	
Invoice Number	PINVNO	A8	
Invoice Date	PINVDT	D6	MMDDYY
Invoice Amount	PINVAM	D8	$XXX,XXX.XX-
Invoice Discount	PSDCAM	D6	$X,XXX.XX-
Due Date	PDUDTE	D6	MMDDYY
** CONTROL RECORD **			
(Unused)		A31	
Number of Records in File	RECCNT	D5	
(Unused)		A8	

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: RECONC (Check Reconciliation File)

Description: This file contains one record for each check either printed by
             or entered into the A/P system. It is also shared by the Payroll
             system.

File Status: Permanent History   Device Record #: 78   Rec. Size: 75 Data
                                                              +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Cash Account Number	RCSHAC	D7	XXXX-XXX
Check Number	RCHKNO	D6	
Vendor/Employee Number	RVENNO	A9	
Vendor/Employee Name	RNAME	A30	
Check Date	RCHDTE	D6	MMDDYY
Check Amount	RCHAMT	D10	$XX,XXX,XXX.XX
Date Reconciled	RDTEPD	D6	MMDDYY
Originating System	RSYSTM	D1	"1" = Accounts Payable, "2" = Payroll.

FILE   DEFINITION

Version: DIBOL-11 Disk   System: ALL SYSTEMS   Release: 6

File Name: SECURE (Password Security File)

Description: This file contains the valid Password/Company code combinations
recognized by the Security System, and the file access privileges associated
with them.

File Status: Permanent   Max No. Records: 200   Rec. Size: 112

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Password	PASWRD	A9	
Company Code	COMPNY	A3	
Access Code	ACCESS	200A1	
*** CONTROL RECORD ***			
(Unused)		A194	
Organized Count	ORGCNT	D5	
Record Count	RECCNT	D5	
Maximum Count	MAXREC	D5	
Delete Count	DELCNT	D3	

Field Descriptions

PASWRD - Password. This is the password entered in the SECSYS program, in a
         "scrambled" form.

COMPNY - Company Code. This is the Company code corresponding to the
         password. It must be one of the codes on the COMPNY file.

ACCESS - Access Code. This can be either " ", "I" or "U" (see FILACS
         description for the DEVICE file). The entries in this array
         correspond to the first 200 records in the DEVICE file. They give
         the fixed access privileges for this Password-Company code
         combination, for every file on the DEVICE file.

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: SPLDIR (Spooler Directory File)

Description: This file contains one entry for every report that has been
             successfully spooled and has not yet been deleted. Entries are
             put into it via the utility subroutine LPOUT and accessed and
             deleted by the Print Spooled Reports program in each individual
             package that uses spooling.

File Status: Permanent   Number of Records: 31   Rec. Size: 31 Data
                                                        + 2 End-of-Record

The first record of this file is a control record (in a non-standard format).

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Spooler File Name	SPLNAM	A14	dev:filnam.ext
Spool File Date	SPDATE	A9	DD-MMM-YY
Spool File Time	SPTIME	A5	XX:XX
Pages in Report	SPPAGS	D3	
** CONTROL RECORD **			
Record Count	SPLREC	D3	
Unused		A28	

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F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: TVNIDX (Temporary Vendor Index File)

Description: This file is used solely for printing the Alphabetical Vendor
            List. It is created by the VLIST program and deleted by the
            VENLST program.

File Status: Temporary Index   Device Record #: 18   Rec. Size: 35 Data
                                                         +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Vendor Name	TIVNAM	A30	
Record Number on Vendor File	TIRCNO	D5	
** CONTROL RECORD **			
(Unused)		A22	
Number of Records in File	TREC	D5	
(Unused)		A8	

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: VENIDX (Vendor Index File)

Description: This is the index to the Vendor Master file.

File Status: Master Index   Device Record #: 12   Rec. Size: 10 Data
                                                              +2 End of Record

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Vendor Number	IVENNO	A4	
Filler		A1	
Record Number in VENMAS File	IRECNO	D5	

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: VENMAS (Vendor Master File)

Description: This file contains one record for each vendor. It contains the
             fairly static data connected with a vendor, as well as cumulative
             historical data showing the overall activity for the vendor.

File Status: Master   Device Record #: 11   Rec. Size: 283 Data
                                                      +2 End of Record

The first record of this file is used as a control record.

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Vendor Number	VENNO	A4	
Vendor Type	VTYPE	D1	
Name	NAME	A30	
Address Line 1	ADD1	A25	
Address Line 2	ADD2	A25	
City	CITY	A15	
State	STATE	A10	
Zip	ZIP	A10	Not formatted.
Telephone Number	TELNO	A12	Not formatted.
Identification Number	VIDNO	D9	XXX-XX-XXX if VIDTYP = "S", XX-XXXXXXX if VIDTYP = "F", unformatted otherwise.
Federal Identification Type	VIDTYP	A1	"S" = Social Security Number, "F" = Federal Identification Number.

FILE DEFINITION

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: VENMAS (Vendor Master File)

FIELD DESCRIPTION	FIELD NAME	TYPE/ SIZE	FORMAT
Type of 1099	TP1099	A1	
Payment Cutoff Day	CUTDAY	D2	
Number of Due Days	DUEDAY	D2	
Number of Discount Days	DISDAY	D2	
Discount Percent	DISPCT	,D3	XX.X%
Total $ Billed Month-to-Date	BILMTD	,D8	$XXX,XXX.XX-
Number of Vouchers Month-to-Date	NOVMTD	,D3	
Total $ Billed Year-to-Date	BILYTD	,D9	$X,XXX,XXX.XX-
Number of Vouchers Year-to-Date	NOVYTD	,D4	
Payments Made Month-to-Date	PAYMTD	,D8	$XXX,XXX.XX-
Payments Made Year-to-Date	PAYYTD	,D9	$X,XXX,XXX.XX-
(Filler)		,A90	
** CONTROL RECORD **			
(Unused)		A223	
Account Number Defaults for New Payable Voucher Entry	VENDEF	A24	
Sort Flag	SRTFLG	D1	
Delete Flag	DELFLG	D1	

Field Descriptions

VTYPE - Vendor Type. This is Ø for a permanent vendor and 1 for a temporary
          vendor. All vendors entered via Vendor Master File Maintenance are
          permanent. Temporary vendors are only entered during New Payables

F I L E   D E F I N I T I O N

Version: DIBOL-11 Disk   System: A/P   Release: 6

File Name: VENMAS (Vendor Master File)

Entry and Editing. These can be made permanent by using change mode
of Vendor Master File Maintenance. Otherwise, they are automatically
deleted during Month-End Processing.

VIDNO – Identification Number. This would usually be the Social Security
Number if the vendor is an individual, or the Federal Identification
Number if the Vendor is a business. It is used for printing 1099
forms and may be blank.

TP1099 – Type of 1099. This is a user-defined code, and is only used for
printing 1099 forms.

CUTDAY – Payment Cut-off Day. This field is not presently used.

DUEDAY – Number of Due Days. Used for default purposes, this is the vendor's
usual number of due days.

DISDAY – Number of Discount Days. Used for default purposes, this is the
vendor's usual number of discount days.

DISPCT – Discount Percent. Used for default purposes, this is the vendor's
usual discount percent.

VENDEF – Account Number Defaults for New Payables Voucher Entry. See the File
Definition for the Control record of the NEWAP0 file to see how this
is broken down.

NOTE:

1. The delete field is: NAME(1,6) = "]]]DEL".