PROFITS™

Users Guide

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Version 2.6

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6.0 WORK ON ACCTS PAYABLE/PURCHASE ORDERS 353

INTRODUCTION

1. Overview

This users guide contains all the information you need to operate PROFITS™. We have included an extensive Table of Contents, Index, and Appendix to help you locate and understand what you are reading. When using this book, the following conventions are used.

This book is arranged by menu options. Thus, if you have a question about a customer you are entering and the on-line help function does not answer the question, you may refer to this manual. To locate the desired information, simply look under the menu options you have taken. For example, information on customer entry is located under 1.1.1, which corresponds to the 3 menu selections you took to get to Work on Customer File.

Next, any text that appears in *THIS TYPE STYLE (Italics)* is what you should key into the system. Anything within *<>* is a single key you should press. For example:

1 <ENTER>

means press the number one key and then press the key labeled ENTER, RETURN or < . If you see a sequence such as *<CTRL><ENTER>*, you should press and hold the first key while you press and release the second key.

```
Notice the difference between this type and the type in the other paragraphs you have
read.  This type style is used to indicate responses you will see on the computer
screen.  For Example:

                         PRINTING REPORT
```

2. The Keyboard

Before using PROFITS^{TM} it is very important that you read this section. It will explain what each of the function keys do and several other keys you need to become familiar with.

The function keys are the gray keys labeled F1 through F10 or F12, they are on the far left-hand side or along the top of the keyboard depending on which system you are using.

These keys will be displayed at the bottom of the screen when they are available for use. If a function key is not displayed, this simply means that the feature is not available in the option you are currently working on.

F1 Help - This key is available anytime PROFITS^{TM} is requesting user input. If you do not understand the prompt, simply press *<F1>*. The help message will clear automatically when you press *<ENTER>* or *<FIELD PLUS>*.

F2 Print - This key is available when you are performing maintenance on a master file or when batch edits are available for printing to double check the information entered before posting.

F3 GoBack; - This key takes you back one step. Use it to return to a previous menu or to go back to a previous screen of prompts. Pressing *<F3>* or the *<ESC>* key undoes your last step. When in a print program, *<F3>* is used as a way to cancel or pause the printing.

F4 Menu - This key is used to return you to the last sub-menu you were previously working in.

F5 UP - This key allows you to scroll up one line. *<SHIFT><F5>* moves you one page up. You may also use the up arrow or the *<PAGE UP>* key.

F6 DOWN - This key allows you to scroll down. *<SHIFT><F6>* moves you one page down. You may also use the down arrow or the *<PAGE DN>* key.

F7 Insert - This key allows you to insert a line above the one you are currently on. You may also use the *<INSERT>* key.

F8 Delete - This key allows you to delete the current record or line. You may also use the *<DELETE>* key.

F9 End - This key ends a particular function such as a search. It is also used to end the system and return you to DOS. You may also use the *<END>* key.

F10 Search - This key allows you to search through a master file to find a specific item. Depending on the search available you will either be prompted with a field to begin your search on or you may choose an item from a list displayed by moving the highlighted bar to your choice.

ENTER - This key is used to advance from one field to another. It sometimes is referred to as the RETURN key.

CTRL ENTER - This is a combination of the *<CTRL>* and *<ENTER>* keys. When you are ready to send the entire screen of information you would press and hold *<CTRL>* and then press and release *<ENTER>*.

FIELD PLUS - This is the large gray plus key next to the 10 key pad. This key and the *<ENTER>* key perform the same function of moving from one field to the next.

FIELD MINUS - This is the gray minus key. This key allows you to move the cursor back one field on the current input screen.

OPTION WHEEL - Some prompts on the system already have the possible answers programmed in. These are referred to as option wheels and are enclosed in square brackets such as [Yes] or [PG]. You select the answer by pressing the spacebar until your choice is displayed. If you pass the answer you wanted, you can continue around again or press the backspace key to go back.

ESCAPE - This is the gray *<ESC>* key. This key takes you back one step. Use it to return to a previous menu or to go back to a previous screen of prompts. This key and the *<F3>* key perform the same function.

TAB - This is the gray *<TAB>* key. This key allows you to advance from one field to another. This key, the *<ENTER>* key, and the *<FIELD PLUS>* key all perform the same functions.

SHIFT TAB - This is a combination of the gray *<SHIFT>* and *<TAB>* keys. These keys allow you to move the cursor back one field, the same as the *<FIELD MINUS>* key. When you choose to move back one field press and hold the *<SHIFT>* and press and release *<TAB>*.

0.0 PROFITS™ MENU

To begin the PROFITS™ system, you should be at your dos prompt. Key *P* and press *<ENTER>*.
When you press the enter key, you are telling the system to process the command P. P contains the
instructions to load the PROFITS™ software and display the menu. The will look similar to the one
below.

```
                          Sample Company
PROFITS              S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

        ┌─────────────────────────────────────┐
        │          P R O F I T S              │
        │   ─────────────────────            │
        │   1. Work on Master Files/Utilities │
        │   2. Work on Billing/Order Processing│
        │   3. Work on Accounts Receivable     │
        │   4. Work on Inventory/Sales Analysis│
        │   5. Work on Production Inventory    │
        │   6. Work on Accts. Pay/Purch. Orders│
        │   7. Work on Payroll                 │
        │   8. Work on General Ledger          │
        │   9. Work on Job Cost                │
        │   0. Exit System                     │
        │                                      │
        └─────────────────────────────────────┘
                     Selection
```

The PROFITS MENU is divided into sub-menus which group similar options together. Each menu is
laid out in a logical order and in most cases you simply start at the top and work your way down.

Moving around on each menu and between the menus is extremely easy. To select an option, you
may place the rectangular cursor over the desired option using the *<F5>* and *<F6>* keys or the Up and
Down arrows. If you find it easier you can also just select the number. After you have made your
selection, press *<ENTER>* to execute it. You may change your selection until you press *<ENTER>*, by
using the *<BACKSPACE>* key.

If you want to return to the previous menu, select the menu option "Return to previous menu", or
press *<F3>*. *<F3>*, also referred to as Goback, will take you back one step or menu, you may also use
the Esc key.

To end the system and return to DOS, where you can turn the system off, you must first get to a
menu if not already there. Press *<F3>* until you are at the PROFITS MAIN MENU, then press *<F9>*. The
PCS logo will appear and then the DOS prompt will be displayed. At this point, you may turn the system
off or load another software package.

If you are not sure what one of the menu options will do, press *<F1>*. This is the help key and is available whenever the system is asking for user input.

1.0 WORK ON MASTER FILES/UTILITIES

     This sub-menu is used to perform maintenance functions such as Add, Change, and Delete on the system's master files. It is also where you print the master listings. When you select this option, the following menu will appear.

```
                              Sample Company
PROFITS               S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

   ┌────────────────────┬──────────────────────────────────────┐
   │        P R O       │   FILE MAINTENANCE/UTILITIES          │
   │                    │                                      │
   │ 1.  Work on Mast   │1. Work on A/R-Billing Master Files    │
   │ 2.  Work on Bill   │2. Work on A/P Master Files            │
   │ 3.  Work on Acco   │3. Work on Payroll Master Files        │
   │ 4.  Work on Inve   │4. Work on G/L Master Files            │
   │ 5.  Work on Prod   │5. Work on System Files                │
   │ 6.  Work on Acct   │6. Master File Inquiries               │
   │ 7.  Work on Payr   │7. Backup/Restore & Misc Utilities     │
   │ 8.  Work on Gene   │8. Delete Batch Files                  │
   │ 9.  Work on Job    │9. Work on Piecework Rates/Styles      │
   │ 0.  Exit System    │0. Return to previous menu             │
   │                    │                                      │
   │                    │               Selection               │
   └────────────────────┴──────────────────────────────────────┘
```

     From this menu, you may perform maintenance on the A/R, A/P, Payroll, G/L or the System files. You may also perform different utility functions, such as backup and restore. If you do not wish to maintain files in any of these categories, you may return to the main menu by pressing *<F3>*.

     To select an option, press the number that is to the left of the option; press the *<F5>* or *<F6>* keys; or the up or down arrows until it is highlighted, then press *<ENTER>*.

     Option 1 should be selected if you would like to maintain or add customers, inventory items, salesmen, product classes, sales tax percentages, customer ship-to locations, and contract pricing amounts. This menu also provides ways to update the current prices in the inventory file and gives you the ability to print a listing of each of the master files.

     Option 2 should be selected if you would like to maintain or add vendors. This option will also give you access to the vendor listings.

     Option 3 will provide access to the department, employee, and state tax master files. This option will give you access to the employee and department listings.

Option 4 should be selected if you would like to maintain or add general ledger chart of account numbers, budgets, or schedules. This option will also give you access to print the chart of accounts and budget listings. NOTE: A sample chart of accounts is already available for your use, you may add, change, or delete the sample chart if necessary.

Option 5 is used to set up or change your control file, system configuration flags, system security, and printer default codes, if desired. this option is also used to set up Shipping Manager Configurations. This Shipping Manager application is an optional purchase.

Option 6 will provide <u>viewing</u> access to numerous master files.

Option 7 is used to backup, restore, or delete your company's information. It is also used to perform several miscellaneous utilities when necessary.

Option 8 allows you to delete information in various batch files when necessary.

Option 9 should be selected if you would like to maintain or add designs, styles and ratesheet operations. This option will also give you access to print the your design, style and ratesheet listings.

1.1 WORK ON A/R-BILLING MASTER FILES

This menu provides access to the A/R and Billing master files. Select the option of your choice and press *<ENTER>*.

```
                            Sample Company
PROFITS                 S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

     ┌─────────────────────────────────────────────────────────────────┐
     │        P R O    │  FILE MAINTE   │  A/R & BILLING MASTER FILES     │
     ├─────────────────┼────────────────┼────────────────────────────────┤
     │ 1.  Work on Mast │1. Work on A/R  │1. Work on Customer File        │
     │ 2.  Work on Bill │2. Work on A/P  │2. Work on Inventory File       │
     │ 3.  Work on Acco │3. Work on Payr │3. Work on Salesman File        │
     │ 4.  Work on Inve │4. Work on G/L  │4. Work on Product Class File   │
     │ 5.  Work on Prod │5. Work on Syst │5. Work on Sales Tax File       │
     │ 6.  Work on Acct │6. Master File  │6. Work on ShipTo File          │
     │ 7.  Work on Payr │7. Backup/Resto │7. Work on Contract Price File  │
     │ 8.  Work on Gene │8. Delete Batch │8. Work on Item Structures      │
     │ 9.  Work on Job  │9. Work on Piec │9. Inventory Price Updates      │
     │ 0.  Exit System  │0. Return to pr │0. Return to previous menu      │
     └─────────────────────────────────────────────────────────────────┘
                                                        Selection
```

Select option 1 if you would like to add, change, or delete a customer. A customer is a record that contains information about a particular customer, such as address, phone, contact, etc. This option is also used to print the customer listing in several different formats.

Select option 2 if you wish to add, change, or delete an item. An item is a record that contains information about a particular item, such as pricing, cost, etc. This option is also used to print an inventory listing in several different formats.

Select option 3 to add, change, or delete a salesman. A salesman is a record that holds the salesman's name and commission percentage. This option is also used to print a salesman listing.

Select option 4 if you want to add, change, or delete a product class. A product class is a record that holds the class name and general ledger account numbers that are effected when you post a sales order or a purchase order to an item within this class. It is also used to help you classify your similar items into one class for reporting purposes. This option is also used to print a product class listing.

Option 5 is used to add, change, or delete a sales tax percentage. A sales tax number holds the percentage of sales tax to be calculated when processing sales orders. This option is also used to print a sales tax listing.

Option 6 is used to add, change, or delete a customer's ship-to location. The ship-to number holds the customer's various ship-to addresses. This option is also used to print a ship-to listing.

Option 7 is used to add, change, or delete a contract price. The contract price file holds a particular price on an item or item class for a particular customer. You may also specify how long this special contract price is in affect.

Option 8 is used to add, change, or delete item structures. This file holds the structure on a finished good inventory item. You may have up to nine levels on each item. NOTE: This option is only available if you purchased our Bill of Materials module.

Option 9 is used to manually or automatically update your inventory prices by a certain percentage or a fixed dollar amount. You have various ways of determining which items to update, such as items within a particular class or vendor.

1.1.1 Work on Customer File

This menu option is used to add, change or delete customers. Profits uses customer number 00000000 to store deleted customer sales statistics. This special customer is also used to store default customer information. When you add a new customer the information from customer 00000000 is displayed on the screen. You may change any of the displayed information for this specific new customer. With this in mind, you should set up customer 00000000 with the most common answers for each of the customer fields.

The first question the system will ask, is what is the customer number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the customer number, press *<ENTER>* to send the information to the computer. If the customer number already exists, the information is displayed on the screen. If you would like thee system to assign a customer number for you, leave the customer number field blank and hit enter. At this point, you may make any changes, delete the customer by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found.
Do you wish to add it? [No ]
```

If you want to add the customer to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the customer, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the customer number field, allowing you to enter the next customer.

```
Customer Number
  Name                                Phone
  Address 1                           Fax Phone
  Address 2                           Cust Type [RETAIL          ]
  City            St  Zip             Cust Class

Taxable      [Yes   ]  A/R Type  [Open Item ]  Date of Last Sale      0
Tax Area                Print Statements  [Yes]  Date of Last Payment  0
Tax ID#                 Add Late Charges  [Yes]  Last Payment Amt.   .00
Salesperson             Credit Limit  [$9,9999]  Date of Last Order     0
Price Level   [Level 1]  Req. Authorization [No]   - Current - ---YTD---
Terms     [Net 30    ]                  Orders        0           0
Allow Backorders   [Yes]                Sales       .00         .00
Allow Qty Discount [No ]                Cost        .00         .00
Small Order Chgs   [No ]                Margin %    .00         .00
Trade Discount      .00                 Sales Last Year         .00
Ship Inst                               Credit Memos            .00
Info
```

Customer Number - 8 character field. You may assign customer numbers any way you wish. You might choose to use part of the customer's name OR you might consider a numbering scheme that would print the customers in alphabetic order. For example, you may alphabetize your customers and assign their numbers in increments of 20 to allow for new customers to be assigned numbers in approximate alpha order. **We suggest that all customer numbers have the same number of digits** . You may use leading zeros to keep customer numbers the same length.

Name - 30 character field for the first line of the sold-to address.

Address 1 - 30 character field for the first address line of the sold-to address.

Address 2 - 30 character field for the second address line of the sold-to address. If this field is not used, it will not be printed on invoices, acknowledgements, or statements.

City - 18 character field for the sold-to city.

State - 2 character field for the sold-to state abbreviation. You should use the standard Post Office abbreviations.

Zip - 10 character field for the sold-to zip code.

Phone - 10 character field for the customer's phone number to be printed on the Aged Trial Balance.

Fax Phone - 10 character field for the customer's fax phone number.

Taxable - If this customer should be charged sales tax, activate this option. If this customer should not be charged sales tax, do not activate this option. If the Georgia Sales Tax Report option is activated, you will have several choices for non-taxable reasons, i.e. exempt, resale, or government sales. Remember that a customer may be taxable, but if the item he orders is non-taxable, he will not be charged sales tax on that item.

Tax Area - 3 digit numeric field representing the sales tax jurisdiction of this customer. The number used must be set up in Tax file. **If you are using the Georgia Sales Tax Report, remember that any out of state tax areas should be numbered 201 or above.**

During Order Entry, the customer's order will be charged to this tax area, unless you use a Ship-To address and its tax area.

Tax ID Number - 13 digit numeric field used to store this customer's tax ID number.

Salesperson - 2 digit numeric field representing the salesperson who usually sells to this customer.

Price Level - May be level 1 through 5. The price level determines the fixed price from the Inventory file or the discount percentage from the Product Class file that this customer will receive during Order Entry.

Terms - One of the nine term descriptions from the Control file. This description will determine the terms discount percent and discount date on this customer's invoices. The terms description may be overridden during Order Entry.

Allow Backorders - To allow backorders on this customer's orders, activate this option. If this customer will not accept backorders, do not activate this option.

Allow Qty Discount - If this customer is not allowed to take quantity discounts, do not activate this option.

Small Order Charges - If the customer is not subject to small order charges, do not activate this option.

Trade Discount - 4 digit numeric field with 2 decimal places. The trade discount percentage is applied to each line item on this customer's orders if the resulting price is less than the other possible prices. The percentage may be overridden during Order Entry.

A/R Type - A customer may be set up with a Balance Forward A/R or with an Open Item A/R. If a customer has a Balance Forward A/R, his A/R invoices are carried forward at the end of each month as three totals - over 30 days, over 60 days, and over 90 days. Profits does not track his payments against a specific invoice. If a customer has an Open Item A/R, each invoice is carried forward from month to month until it is completely paid.

Print Statements - If this customer should never receive statements, do not activate this option.

Add Late Charges - If the customer is not subject to late charges, do not activate this option.

Credit Limit - 9 digit numeric field used to enter this customer's credit limit. Do not use decimals but whole numbers when entering the limit. The credit limit is used for on-line credit checking during Order Entry. Also, the Aged Trial Balance prints a message beside customers who are over their limits, and you may print the Aged Trial Balance selectively for customers who are over their credit limits.

Req. Authorization - Set this selector to [Yes] if you would like PROFITS to prompt for an authorization code during order entry if this customer exceeds their assigned credit limit. If not leave the selector set at [No].

Warehouse - 2 digit numeric field representing the sales location for which this customer orders. The location may be overridden during Order Entry, if the order is being sold from a different location.

If the Multi-Warehouse option is not activated, this field will not be displayed in your Customer file or in Order Entry.

Vendor - 10 character field representing the number or name assigned to your company by this customer. This field prints on the invoice and picking ticket.

Class - 8 character field representing the number assigned by this customer as to the classification of your merchandise. This field prints on the invoice and picking tickets.

Depart. - 8 character field. This field tells the receiving personnel for this customer which department the goods belong to. This field prints on the invoice and picking ticket.

Cust Type - One of the five customer types set up in the Control file used to classify your customers.

Cust Class - 3 character field used for the classification you have assigned this customer.

Shipping Instructions - 30 character field for a message to be printed on this customer's invoices. It may be overridden during Order Entry.

Info 1 - 30 character field used to store particular information regarding this customer.

Info 2 - 30 character field used to store additional information pertaining to this customer.

```
Customer Number
  Name                                Phone
  Address 1                           Fax Phone
  Address 2
  City              St  Zip


A/R Contact                     Phone
2nd Contact                     Phone           Fax


First Order        High Credit        .00   Avg Pymt Days

              Quote      Order     Invoice      Credit     Payment
  Last Date       0          0           0           0           0
  Number          0          0           0           0           0
  Slsmn. No.      0          0           0           0           0
  Amount        .00        .00         .00         .00         .00
```

A/R Contact - 25 character field for your contact's name to be printed on the Aged Trial Balance. This should be the person you would call if there was a problem with the customer's account.

Phone - 10 character field that stores the phone number of the A/R Contact.

2nd Contact - 25 character field used to store a second contact at this customer's location.

Phone - 10 character field that stores the phone number of the second A/R Contact.

Fax - 10 character field that stores the fax number of the second A/R Contact.

First Order - 6 digit numeric field used to store the date of this customer's first order.

High Credit - 9 digit numeric field with 2 decimal places used to store this customer's high credit amount.

Avg. Pymt Days - 3 digit numeric field representing the number of days that this customer averages making payments. This field is updated automatically each time payments are posted to A/R.

The last section of this screen contains fields that will be automatically updated through quotes, order processing and accounts receivable. This screen displays the last date this customer was given a quote, placed an order, made a payment, who the salesperson was, and what was the dollar amount for each.

The next screen within the customer file allows you to enter additional information about this customers contacts.

```
Customer Number
  Name                              Phone
  Address 1                         Fax Phone
  Address 2
  City                St  Zip


           First Name    Last Name    Title/Position    Phone No.   Ext.
[None]
           E-mail
[Mr. ]
           E-mail
[Mrs.]
           E-mail
[Dr. ]
           E-mail
```

First select the person's title. Your options are [None], [Mr.], [Mrs.], and [Dr.];

Next, enter the person's first name, last name, title/position, phone number, extension, and the e-mail address for that contact.

```
Customer Number
  Name                              Phone
  Address 1                         Fax Phone
  Address 2
  City                St  Zip


                          GROUPS BELONG TO
Group Name                Description
```

Group Name - A 20 character field which stores the group name which this customer belongs to.

Description - A 57 character field which stores the description of this group.

Note: For more information on Group Names, refer to the section "Work on Quote Groups".

```
Customer Number
  Name                                    Phone
  Address 1                               Fax Phone
  Address 2
  City                   St  Zip


  Notes Starting Date

  Date      User          Comment
```

Notes Starting Date - To view existing activity notes for this customer, enter the starting date for the day of notes you would like to view and hit enter. To enter new activity, press the F7 Insert key and the system prompts you for miscellaneous comments.

Print Customer Listings

To print all or a range of customers, you simply press *<F2>* from the first screen of the Customer Maintenance screen.   When you do this, you will be asked the following questions:

```
        Print:    [All Salesmen]
                  [One Salesman]


        Print the [Long Customer Listing ]
                  [Name & Number Listing ]
                  [Name & Address Listing]


        Print by  [Customer Number]
                  [Customer Name  ]


        Do you want to print?    [All  ]
                                 [Range]


        First to print - _____
        Last  to print - _____
```

The first question 'Print:' is an option wheel that allows you to select to print the customer listings for [All Salesmen] or just [One Salesman].

The second question 'Print the' is an option wheel that allows you to select several different report formats. For example, a Long Customer Listing prints every field in the customer file, but a Name and Number Listing prints only the customer's number, name, and telephone number.

The third question 'Print by?' is an option wheel that allows you to select the order in which you would like the printout. If you select [Customer Number] the report will be in ascending customer number order. If you select [Customer Name] the report will be in ascending alphabetical order by customer name.

The fourth question lets you define how much of the file you want to print. You can select [All], to print every customer in the system, or you can choose [A Range], to print one or a range of customers. If you choose [A Range], you will be asked to define the first and last customer number you want to have printed. If you want only one customer, make the first and last customer number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Customer Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.1.2 Work on Inventory File

This menu option is used to add, change, or delete inventory items. Profits uses item number 00000000 to store deleted and non-inventoried item information. This special item is also used to store default item information when you add a new item. When you add a new item the information from item 00000000 is displayed on the screen. You may change any of the displayed information for this specific new item. With this in mind, you should set up item 00000000 with the most common answers for each of the item fields.

The first question the system will ask is, what is the item number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the item number, you press *<ENTER>* to send the information to the computer. If a record with the item number is found, the information is displayed on the screen. At this point, you may make any changes, delete the item by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found.
Do you wish to add it? [No ]
```

If you want to add the item to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer, and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the item, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the item field, allowing you to enter the next item.

```
Item Number

Description                                 Avg. Cost      Last
                                            Conversion Factor      1
                                            Conversion    [Multiply]
Base Price       .000      Price    Quantity  Taxable at Level 1  [Yes]
Unit of Measure            .000          0    Taxable at Level 2  [Yes]
Product Class 1            .000          0    Taxable at Level 3  [Yes]
Weight                     .000          0    Alt. Item 1
Bin                        .000          0    Alt. Item 2
Allow Backorders [No ]     .000          0    Alt. Item 3

On Hand          0           Current  Year-to-Date   Y-T-D Drop Ship
On Order         0   Qty Sold      0           0   Quantity    .00
Allocated        0   Sales       .00         .00   Sales       .00
Backordered      0   Cost        .00         .00   Receipts Cur  .00
                                                   Receipts YTD  .00
                                                   Adjust. Cur   .00
```

Item Number - 12 character field. You may use any combination alphabetic and numeric characters to number your items. However, we recommend that you consider all numeric item numbers for ease of entry during Billing. If all numeric item numbers are used, they should have the same number of digits. You should use leading zeros to keep the item numbers the same length so that the items will be sorted in proper sequence.

Description - Two lines of 28 character fields used to describe this item. The first description line will print on the invoice and all Inventory reports. The second description line is used for searching purposes.

Base Price - 9 digit numeric field with 3 decimal places. If you are using Percentage Pricing, this price is used as a basis for calculating price level discounts, quantity discounts, and trade discounts.

Unit of Measure - 3 character field to be printed on the invoices and the Inventory reports. You should consider using cs for case, ea for each, etc.

Product Class - 2 digit numeric field used to classify the item.

Weight - 9 digit numeric field with 3 decimal places. It is used to calculate the total weight of an order on the Acknowledgement.

Bin - 6 character field used to indicate the location where you usually store this item. The Stock Status and Inventory Analysis reports may be printed selectively by this field and/or sequenced by this field.

Allow Backorders - To allow backorders for this item, activate this option. If this item should never be backordered, do not activate this option.

Prices or Discount % - A set of five 9 digit numeric fields with 3 decimal places. If the Fixed Pricing option is activated, they will be titled "Prices". Profits uses these prices to correspond to the customer's price level or to correspond to the quantity breaks for quantity discounts.

If you are using Percentage pricing, these fields will be titled "Disc %". Profits uses the discount percentages to correspond to the quantity breaks for quantity discounts.

Quantity - If you use quantity discounts, you will need to set up the five quantity breaks. Each quantity break is a 6 digit numeric field which should be the smallest order quantity which receives the corresponding price or discount percentage. For example, if order quantities of 1-5 do not receive a discount, the first quantity break would be 6. Any order quantity below 6 will receive the base price. If order quantities of 6-10 should receive the first price or discount percentage, the second quantity break would be 11.

Average Cost - 9 digit numeric field with 3 decimal places. When you are first setting up the item, this cost may be the same as your last cost. As you begin using Inventory Transactions or Purchasing, the average cost will be calculated each time you enter receipts.

Last Cost - 9 digit numeric field with 3 decimal places. When you begin using Inventory Transactions or Purchasing, the last cost will be updated each time you enter receipts.

Conversion Factor - 4 digit numeric field. Sometimes you will stock an item in one unit of measure, but price it in a different unit of measure. The conversion factor along with the conversion selection will tell Profits how to invoice this item properly, and how to update the inventory quantities properly.

Conversion - You may select to multiply by the conversion factor or divide by it. For example, these two fields may be used when you stock and sell an item per foot, but you price it per 100 feet. In this case, the conversion factor would be 100 and the conversion selection would be [Divide]. When a customer orders 100 feet of this item, Profits would know to multiply the order quantity by the price and divide it by 100 to get the extended line amount. When the Inventory file is updated, Profits would know to subtract 100 from the on hand quantity of the item.

Taxable - An item may be taxable or non-taxable at each of the levels within a sales tax area. If a customer is taxable, and he orders an item that is non-taxable, that item will not be charged tax even though there may be sales tax charged on other lines of the order.

```
 Item Number

 Vendor 1              Item Number              Last Purchased      0
 Vendor 2              Item Number              Last Purchased      0
 Vendor 3              Item Number              Last Purchased      0
                                                Minimum/Order Pnt   0
 Unit of Measure       Conversion Factor     1  Maximum             0
                                                Normal Order Qty    0
                       Bill of Materials Information

 Eng Drawing           Issue at:  [This Level]  Use Existing Stock  [Yes]

                          Material    Labor    Overhead   Date Last
 On Order                   .000      .000      .000     Maintained  0
 Std. Cost This Level       .000      .000      .000                 0
 Std. Cost Lower Levels     .000      .000      .000                 0
 Current Cost This Level    .000      .000      .000                 0
 Current Cost Lower Levels  .000      .000      .000                 0
```

Vendor - Three 8 character fields used to indicate the vendors from which you usually purchase this item. The Stock Status and Inventory Analysis reports are selective by this field and/or may be sequenced by this field.

Item Number - Three 14 character fields used to store the vendor's item number for this item if it is different from the item number that you use. It will be printed on the purchase order.

Last Purchased - Three 6 digit fields used to record the date this item was last purchased from this vendor.

Unit of Measure - 3 character field used to store the vendor's unit of measure if it is different from the unit of measure you use. It will be printed on the Purchase Order.

Conversion Factor - If your vendor uses a different unit of measure, you will need to convert the order quantity on your purchase order to your receiving quantity. Profits will multiply the order quantity by the purchasing conversion factor to calculate the quantity of the item to add to the on hand quantity in the Inventory file. For example, if you stock an item as each, but you order it from your vendor by the case, you will set the conversion factor to 12 (the number in a case). When you receive an order for one case of the item, Profits will receive 12 of the item into Inventory.

Minimum/Order Point - 8 digit numeric field representing the point at which you want to re-order this item. Items below minimum are indicated on the Stock Status Report.

NOTE: If you are not using the 'min/max' ordering theory to indicate when to reorder, this field becomes the order point field. The order point field is automatically figured by the system for you.

Maximum - 8 digit numeric field representing the quantity you would like to have on hand after you receive your latest order from your vendor.

NOTE: If you are not using the 'min/max' ordering theory, this field should be left blank. The system will figure the reorder point for you in the order point field above.

Normal Order Quantity - 8 digit numeric field representing the quantity that you usually order of this item in your vendor's unit of measure.

Eng Drawing - 10 character field identifying the drawing needed to manufacture this item.

Issue At? - When you enter finished good receipts for this item, its components may be issued at [This Level] or at [Lower Levels].

Use Existing Stock? - If you are issuing this item at lower levels, you may choose to use existing stock when processing a finished good receipt. If you set this flag to [Yes], Profits will issue any existing items first, then issue the remaining items required at lower levels.

Standard Costs - A set of three 9 digit numeric fields with three decimal places representing the standard material, labor and overhead manufacturing costs at this level.

Current Costs - A set of 9 digit numeric fields with three decimal places representing your current material, labor and overhead manufacturing costs at this level.

```
Item Number

Item Price Group                    Period    This Year    Last Year
Item Type                              1         .00*          .00
Safety Stock Pct    .00                2         .00*          .00
Trade Price Pct     .00   150.00       3         .00*          .00
Market Cost Pct     .00    90.00       4         .00*          .00
Lead Time (Days)      0                5         .00*          .00
#Months Usage         6                6         .00           .00
S/N Tracking      [Yes]                7         .00           .00
SKU No.          101000                8         .00           .00
Status        [Active ]                9         .00           .00
Item Type    [Stocking ]              10         .00           .00
New Item Number                       11         .00           .00*
# History Trans.                      12         .00           .00*
```

Item Price Group - 5 character field used by the item price table to compute prices during order entry.

Item Type - One character field automatically set by the Item Ranking Report. This field indicates the fastest moving 'A' items to the slowest moving 'D' items.

Safety Stock Pct - 5 digit numeric field with 2 decimal places used to represent the percentage of stock to added to the order point number.

Trade Price Pct - 5 digit numeric field with 2 decimal places used to represent the percentage you would like to mark up from the base/selling price on the first screen.

Market Cost Pct - 5 digit numeric field with 2 decimal places used to represent the percentage you would like to mark up from the last cost on the first screen.

Lead Time (Days) - 3 digit numeric field representing the number of DAYS elapsed from the date you ordered this item to the FIRST receipt date of this item.

#Months Usage - 2 digit numeric field representing the number of months of past sales activity, using quantity sold, to compute the average usage rate for this item and when to re-order this item.

S/N Tracking - To track serial numbers on this item, activate this option. If this item will never have serial numbers leave the selector at [No].

SKU No. - 12 character field used to store another number associated with this item other than the actual item number. This SKU number can be used in place of the item number throughout the system.

Status - A selector to define the status of the item. Your choices are [Active], [Discontinued], and [Inactive]. Items that are [Discontinued] will notify the user during order entry and offer an alternate item if applicable. [Inactive] items cannot be ordered or entered during order entry.

Item Type - A selector to set the item type as a [Stocking] or [Non-Stocking] item. If an item is a [Non-Stocking] item, order entry will not allocate or reduce the on hand quantities of this item.

If the Embroidery module has been purchased you may also define each item as either a [Design] or a [Name Drop] item.

New Item Number - This field is only accessible with the help of your support staff. There is a special utility program that will allow you to change an item number if necessary.

 # History Trans. - 3 digit field used to store the maximum number of item history transactions to save for a prior month.   Monthend will purge all transactions over the number entered here.

Quantity Sold - A set of 12 fields indicating the quantity of this item sold this year vs. last year. These fields are automatically updated from order entry.

```
 Item Number

 Item Price Group                  Period   This Year   Last Year
 Item Type                            1        .00*         .00
 Safety Stock Pct    .00              2        .00*         .00
 Trade Price Pct     .00   150.00     3        .00*         .00
 Market Cost Pct     .00    90.00     4        .00*         .00
 ----------------------------------------------------------------------
 Starting Date
    Date    Trans. Type   Order No.  Quantity  Amount    Reference
  2 May 95  INV - Sale      1064      3.000     20.00        .00
  2 May 95  INV - Sale      1065     23.000    120.00        .00
 12 May 95  INV - Sale      1078     25.000    150.00        .00
 15 May 95  ISA - Receipt             3.000       .00    DROP OFF VENDOR
 25 May 95  ISA - Order             12.000       .00    ORDERED 12 NO PO
```

Starting Date - 6 digit numeric field used to enter the date you would like to begin reviewing inventory transaction information. Enter date in the format MMDDYY.

The following fields are viewing only. Any time an item is sold, bought, or adjusted a transaction entry will be recorded for your viewing.

Date - The date displayed is the date the inventory transaction occurred.

Tran. Type - This field lists from which module the transaction occurred. For example 'INV - Sale' is stating that a transaction effected this item through the Invoicing/Billing module.

Order No. - If the transaction originated from the Invoicing/Billing module the order number will be displayed in this field.

Quantity - This field displays the quantity of the item that was effected by the transaction.

Amount - This field displays the dollar value (if any) of the item that was effected by the transaction.

Reference - A reference may be entered when making an entry through the Inventory Transaction module. If a reference was entered, it will be displayed in the reference field above.

Print Inventory Listings

To print all or a range of inventory items, you simply press *<F2>* from the first screen of the Inventory Maintenance option. When you do this, you will be asked the following questions:

```
Print the  [   Long Inventory Listing    ]
           [Number and Description Listing]


Print by   [Item Number    ]
           [Item Description]


Do you want to print?  [All  ]
                       [Range]


Exclude:  [Inactive & Discontinued]
          [Inactive              ]
          [Discontinued          ]
```

The first question 'Print the' is an option wheel that allows you to select two different report formats. The Long Inventory Listing prints every field in the file. The Number and Description Listing prints each item number along with the description.

The second question 'Print by' is an option wheel that allows you to select the order in which you would like the printout. If you select [Item Number], the report will be in ascending item number order. If you select [Item Description], the report will be printed alphabetically by item description.

The third question lets you define how much of the file you want to print. You can select [All], to print every item in the system, or you can choose [A Range], to print one or a range of items. If you choose [A Range], you will be asked to define the first and last item numbers you want to have printed. If you want only one item number, make the first and last item number the same.

The final question allows you to exclude [Inactive & Discontinued] items from the inventory listing. You may also choose to just exclude [Active] or [Discontinued] items.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing, return to the Inventory Maintenance screen, or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.1.3 Work on Salesman File

This option allows you add, change, or delete a salesman. When you set up the Customer file, each customer must have a valid salesman number. Some of your customers may not have a particular salesman associated with them. You should set up one salesman as a house account to use for these customers. Be certain that the salesman numbers you use when setting up the Customer file correspond to the names set up in the Salesman file.

The first question the system will ask, is what is the salesman number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the salesman number, press *<ENTER>* to send the information to the computer. If the salesman number already exists, the information is displayed on the screen. At this point, you may make any changes, delete the salesman by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found.
Do you wish to add it?  [No ]
```

If you want to add the salesman to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the salesman, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the salesman number field, allowing you to enter the next salesman.

```
Salesman Number


Name
Commission Percentage    Level 1   Level 2   Level 3   Level 4   Level 5
                           .00       .00       .00       .00       .00
                              Current        Year-to-Date

              Order              0                 0
              Sales            .00               .00
              Cost             .00               .00
              Commissions      .00               .00
```

Number - 3 digit numeric field. You may assign salesman numbers any way you wish. However, you might consider a numbering scheme that would print the salesmen in alphabetic order. For example, you may alphabetize your salesmen and assign their numbers in increments of 10 to allow for new salesmen to be added in approximate alpha order.

Name - 25 character field. The salesman's name will be printed on the Daily Sales Recap and on the Sales Commission Report.

Commission Percentage/Level 1-5 - Five 4 digit numeric fields with 2 decimal places. You may use different salesman commission percentages based on the customer and item's price levels. The commission percentage is displayed during Order Entry, and may be overridden by line item. It is used to calculate the commission amount for the Sales Commission Report.

Print Salesman Listing

To print all or a range of salesmen, you simply press *<F2>* from the first screen of the Salesman Maintenance screen. When you do this, you will be asked the following question.

```
Do you want to print?   [All  ]
                        [Range]


First to Print - _____
Last  to Print - _____


Field to Print  [Commissions]
                [Profit %  ]
```

The first question lets you define how much of the file you want to print. You can select [All], to print every salesman in the system, or you can choose [A Range], to print one or a range of salesmen. If you choose [A Range], you will be asked to define the first and last salesman number you want to have printed. If you want only one salesman, make the first and last salesman number the same.

The second question lets you choose to print the listing showing either the salesman commissions dollars current and year-to-date or the profit percentage current and year-to-date. Select the option of your choice.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Salesman Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.1.4 Work on Product Class File

This menu option is used to add, change, or delete product classes. The Product class is used to describe the different types of items you carry. Each item must be set up with a valid product class. This designation allows you to group related items for reporting and pricing purposes. For example, the sales total for items in a particular product class may be posted to a specific General Ledger account, and the sales total for another product class may be posted to a different General Ledger account.

The first question the system will ask, is what is the product class number. If you wish to exit this option and return to the menu, press *<F4>***.**

Once you have entered the product class number, press *<ENTER>* to send the information to the computer. If the product class number already exists, the information is displayed on the screen. At this point, you may make any changes, delete the product class by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?  [No]
```

If you want to add the product class to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the product class, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the class number field, allowing you to enter the next product class.

```
Product Class


Name
G/L Sales Account
G/L Expense Account
G/L Cost Account
```

Number - 2 digit numeric field.

Name - 25 character field. The product class name will print on the Product Class Listing.

G/L Sales Account - 7 digit numeric field. Profits will credit this account with the sales for this product class on the Sales Journal produced during the Billing procedure.

G/L Expense Account - 7 digit numeric field. Profits will debit this account with the purchases for this product class on the Purchase Journal produced during the Invoice Purchase Orders procedure.

G/L Cost Account - 7 digit numeric field. Profits will debit this account with the costs for this product class on the Sales Journal produced during the Billing procedure.

NOTE: The cost entry will be made only if the 'Update Inventory Cost at Billing' flag is set to [Yes] under the System Configuration Flags option.

Discount Percentages - A set of five 4 digit numeric fields with 2 decimal places. If the Fixed Prices option in the System Configuration Flags is set to [Yes], these percentages will not be used in your Product Class file.

If you are using Percentage Pricing, (Fixed Price flag set to [No]), you will set up each discount percentage to correspond to one of the price levels set up in the Customer file. During Order Entry, the customer's price level along with the line item's product class may be used to determine the discount percent the customer will receive on that line item.

Print Product Class Listing

To print all or a range of product classes, you simply press *<F2>* from the first screen of the Product Class Maintenance screen. When you do this, you will be asked the following question.

```
            Do you want to print?   [All  ]
                                    [Range]


            First to Print - _____
            Last  to Print - _____
```

The first question lets you define how much of the file you want to print. You can select [All], to print every product class in the system, or you can choose [A Range], to print one or a range of classes. If you choose [A Range], you will be asked to define the first and last class number you want to have printed. If you want only one product class, make the first and last class number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Product Class Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.1.5 Work on Sales Tax File

This menu option is used to add, change, or delete sales tax jurisdictions. Profits accesses the Sales Tax file during Order Entry in order to determine the validity of the tax area and the sales tax percentage to charge. As of part of the last step of the Billing process, Profits accumulates the total sales tax charged by tax area.

When setting up the Customer file, each customer must have a valid tax area. Be certain that the tax areas you use in the Customer file correspond to the tax names and percentages set up in the Sales Tax File.

The first question the system will ask, is what is the sales tax number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the sales tax number, press *<ENTER>* to send the information to the computer. If the sales tax jurisdiction already exists, the information is displayed on the screen. At this point, you may make any changes, delete the tax area by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?  [No]
```

If you want to add the sales tax area to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the sales tax jurisdiction, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the tax number field, allowing you to enter the next state tax jurisdiction.

```
Tax Area


Name


                        - Rate 1 -       - Rate 2 -        - Rate 3 -
Tax Percentages           .000             .000              .000

                        -------Monthly-------
        Gross Amount                    .00

                        Taxable Amount    Tax Amount
        Rate 1                    .00            .00
        Rate 2                    .00            .00
        Rate 3                    .00            .00
```

Tax Area - 3 digit numeric field. You may assign the area numbers any way you wish. If you need to report sales tax by county, you may choose to set up each county by its state-assigned number or alphabetize the counties and assign the numbers sequentially. If you need to report sales tax by state only, you may choose to alphabetize the states and assign the numbers sequentially.

In Georgia, you must use the state-assigned numbers for the counties on the back of the Sales Tax and Use form, so that the Georgia Sales Tax report will be printed correctly. Also, any out of state tax areas should be number 201 or above.

Name - 30 character field. The tax area name will be printed on the Daily Sales Tax report and the Monthly Sales Tax Report.

Tax Rates - A set of three 5 digit numeric fields with 3 decimal places. For most states, you will only need to use the first tax percentage. In some tax areas, however, there are three levels of tax, or tax rates. For example, in Georgia, there is a 4% state sales tax. In several Georgia counties, there is a 1% local option sales tax. In a few Georgia counties, there is also a 1% MARTA sales tax. In Fulton County, all three sales tax rates apply. To set up Fulton County, you should set up rate 1 as 4%, rate 2 as 1%, and rate 3 as 1%.

Print Sales Tax Listing

To print all or a range of sales tax areas, you simply press *<F2>* from the first screen of the Sales Tax Maintenance screen. When you do this, you will be asked the following question.

```
        Do you want to print?   [All  ]
                                [Range]


        First to Print - _____
        Last  to Print - _____
```

The first question lets you define how much of the file you want to print. You can select [All], to print every sales tax area in the system, or you can choose [A Range], to print one or a range of areas. If you choose [A Range], you will be asked to define the first and last area number you want to have printed. If you want only one sales tax jurisdiction, make the first and last area number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Sales Tax Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.1.6 Work on Ship-To File

This menu option is used to add, change, or delete ship-to addresses. The Ship-to file stores the ship-to addresses of customers with multiple delivery locations. Often, these ship-to locations are also in different tax areas. During Order Entry, you may scan the Ship-To file for the appropriate ship-to address. If you use one of the addresses from the Ship-To file, the Ship-To Tax Area will also be used for that order. You should set up one record for each different ship-to address.

If a customer also receives orders at his sold-to location, you will need to set up a ship-to address for it. (NOTE: You may want this ship-to to be "SAME").

The first question the system will ask, is what is the customer number and ship-to number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the customer number and the ship-to number, press *<CTRL><ENTER>* to send the information to the computer. If the ship-to location already exists, the information is displayed on the screen. At this point, you may make any changes, delete the location by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?  [No]
```

If you want to add the ship-to location to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the ship-to location, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the customer and ship-to fields, allowing you to enter the next ship-to location.

```
Customer Number
Ship-To Number

Ship-to - Name
          Address 1
          Address 2
          City                St  Zip


Ship-to Tax Area

Phone
Fax
Contact
```

Customer Number - 8 digit numeric field corresponding to the customer's number in the Customer file.

Ship-To Number - 4 digit numeric field identifying this ship-to address. You should number a customer's ship-to addresses sequentially with the most frequently used addresses first.

Name - 30 character field used for the first line of the ship-to address. The customer's name will be displayed automatically, but you may key a different name over it.

Address 1 - 30 character field used for the first address line of the ship-to address.

Address 2 - 30 character field used for the second address line of the ship-to address. If this field is not used, it will not be printed on the invoice.

City - 18 character field used for the ship-to city.

State - 2 character field used for the ship-to state abbreviation. You should use the standard Post Office abbreviations.

Zip - 10 character field used for the ship-to zip code.

Tax Area - 3 digit numeric field used for the tax area of the ship-to location. If you select this ship-to address, this tax area will be used instead of the tax area from the Customer file.

Phone - 10 digit numeric field used to store the phone number of the A.R. contact for this ship-to location.

Fax - 10 digit numeric field used to store the fax phone number of the A.R. contact for this ship-to location.

Contact - 24 character field used to store the A.R. contact for this ship-to location.

Print Ship-To Address Listing

To print all or a range of ship-to locations, you simply press *<F2>* from the first screen of the Ship-To Maintenance screen. When you do this, you will be asked the following question.

```
Do you want to print?    [All  ]
                         [Range]


First to Print - _____
Last  to Print - _____
```

The first question lets you define how much of the file you want to print. You can select [All], to print every ship-to location in the system, or you can choose [A Range], to print one or a range of locations. If you choose [A Range], you will be asked to define the first and last location number you want to have printed. If you want only one ship-to location, make the first and last location number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Ship-To Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.1.7 Work on Contract/Matrix File

This menu option is used to add, change, or delete contract or matrix prices. If you are using the Contract Pricing option, (System Configuration Flags), the Contract file is accessed during Order Entry, as is the Matrix file. If the customer or customer class has a contract or matrix pricing method set up for an item, item class, or item price group he has ordered, and his order meets any contract specifications, he will be given the contract or matrix pricing method. Otherwise, the order will be priced as though no contract or matrix price exists.

During the final step of the Billing procedure, Profits accumulates the contract quantity sold to date. When the contract is accessed the next time the customer orders this item, Profits will check the order quantity plus the contract quantity sold to date to determine if the customer has ordered more than the contract quantity.

The first question the system will ask, is whether you are accessing a [Contract Price] or a [Matrix Price]. Contract Pricing is documented next and following Matrix pricing will be discussed in detail.

When accessing a [Contract Price], the first question the system will ask, is what is the customer number and item number or customer number and item class. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the customer number and the item number or customer number and item class, press *<CTRL><ENTER>* to send the information to the computer. If the contract price already exists, the information is displayed on the screen. At this point, you may make any changes, delete the price by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?  [No]
```

If you want to add the contract price to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the contract price, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the contract/matrix selection field, allowing you to enter the next contract price.

```
Customer Number
Item Number
Class

Contract Price              .000
Contract Quantity              0
Minimum Order Quantity         0
Quantity Sold to Date          0
Expiration Date                0
Price Level            [Level 1 ]
Contract No.
```

Customer Number - 8 digit numeric field used to identify the customer for whom this contract price is valid.

Item Number - 12 character field used to identify the item that you have priced on this contract.

Class - 2 digit numeric field representing the product/item class you are setting up a contract for. Using class allows you to set up a particular contract price for a group of like items.

NOTE: When entering a contract for a customer you must choose either item number or class, but never both choices on the same contract.

Contract Price - 9 digit numeric field with 3 decimal places used to store the contract price.

Contract Quantity - 9 digit numeric field used to store the total quantity for which this contract is valid. If the customer has ordered more than this quantity since the contract went into effect, a warning message is displayed on the Order Entry screen, but the customer will receive the contract price.

Minimum Order Quantity - 9 digit numeric field used to store the minimum quantity Order that the customer can order at one time and qualify for the Quantity contract price. If the customer orders less than this quantity, his price will be determined as though no contract existed.

Quantity Sold to Date - 6 digit numeric field representing the total number of items that have been sold under this contract.

Expiration Date - 6 digit numeric field used to store the date that the contract expires. If this customer orders this item after the expiration date, a warning message is displayed on the Order Entry Screen and the customer will receive the contract price.

Price Level - If you choose to set up a contract for a particular item class, then you will need to choose which item price level to assign to the class. If you are setting up a contract for one particular item, the price level selector does not effect the contract price.

Contract No. - 10 character field used to store an identifying contract number for this particular contract, if applicable.

<u>Print Contract Price Listing</u>

To print all or a range of contract prices, you simply press *<F2>* from the first screen of the Contract Price Maintenance screen. When you do this, you will be asked the following question.

```
Do you want to print?   [All  ]
                        [Range]


First to Print - _____
Last  to Print - _____


Do you want to sort by class [No ]
```

The first question lets you define how much of the file you want to print. You can select [All], to print every contract price in the system, or you can choose [A Range], to print one or a range of prices. If you choose [A Range], you will be asked to define the first and last customer number you want to have printed. If you want only one contract price, make the first and last customer number the same.

The last question 'Do you want to sort by class' allows you to sort the contract listing by item class, all contracts will be grouped together according to this class.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                      PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Contract Pricing Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

When accessing [Matrix Pricing], the first question the system will ask, is what is the customer class and item price group you wish to set up a pricing method for. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the customer class and the item price group, press *<CTRL><ENTER>* to send the information to the computer. If this pricing combination already exists, the information is displayed on the screen. At this point, you may make any changes, delete the matrix by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?  [No]
```

If you want to add the pricing method to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the pricing method, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the contract/matrix selector, allowing you to enter the next matrix price.

```
 Customer Type
 Item Type


 Pricing Method    [Base Price  ]
                   [Trade Price ]
                   [Last Cost   ]
                   [Market Cost ]

 Multiplier         010.00
 Commission Pct.   018.00
```

Customer Class - 3 character field used to identify the customer type for whom this matrix pricing method is valid. (The customer class is assigned to a particular customer in the Customer Master File)

Item Price Group - 5 character field used to identify the type or group of item to receive the matrix price method set below. (Item group is assigned to a particular item in the Inventory Master File).

If you choose [Base Price], the base price will be accessed during order entry. If you use [Trade Price], the trade price for the item will be used. If you choose [Last Cost], the customer will receive the last cost from the Inventory file and lastly, you may choose [Market Cost] and the market cost from the Inventory file will be accessed.

Multiplier - 5 digit numeric field with two decimal places used to enter a percentage to mark up/down from the above pricing method options. For example, you may want to charge an additional 10% of the [Base Price].

Commission Pct. - 5 digit numeric field with two decimal places used to enter the salesman's commission percentage that should be paid for items at this matrix intersection. If this field is left blank the commission percent from the salesman master file will be used.

1.1.8 Work on Item Structures

This menu option is used to add, change, or delete item structures. The Product Structure file contains a list of raw materials and/or assemblies that make up each finished good and intermediate assemblies that you manufacture. All raw materials, intermediate assemblies, and finished goods must be set up in the Inventory file.

Profits accesses this file during a Cost Rollup in order to calculate the total cost of a finished good. This file is also accessed when you enter a finished good receipt in Inventory Transactions. Profits uses this listing in order to issue each of the raw materials and intermediate assemblies used to manufacture the finished good.

The first question the system will ask, is what is the item number and whether you want to copy this structure from an existing structure. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the item number, press *<CTRL><ENTER>* to send the information to the computer. If the structure already exists, the information is displayed on the screen. At this point, you may make any changes, delete the structure by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F9>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?  [No]
```

If you want to add the structure to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the item structure, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<F9>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the item field, allowing you to enter the next item structure.

```
 Item Number

 Copy?

  Item Number       Quantity       UOM    Description
--------------------------------------------------------------------------
```

Item Number - 12 character field identifying the finished good or intermediate assembly for which you are entering a list of raw materials or intermediate assemblies.

Copy From? - If you have already set up a product structure similar to the one you are setting up now, you may use the original item number here. Profits will copy the raw materials list from this item to the new item. Then, you may make any necessary changes for the new structure.

RAW MATERIALS LIST

Item Number - 12 character field identifying each raw material or intermediate assembly used to manufacture this finished good.

Quantity - 9 digit numeric field representing the quantity of raw material or intermediate assembly required to manufacture the finished good. The number of decimal places is determined in the System Configuration Flags.

1.1.9 Inventory Price Update

This option is used to automatically update your inventory item prices and costs by a fixed amount or percentage. You are given the ability to manually change the base price, five fixed prices, average and last cost or automatically update a particular range of items.

When you select this option you will be prompted with the following selection criteria.

```
Change:     [All Items      ]
            [A Range of Items]
```

The question above prompts you for the selection criteria to change. You may change [All Items] or [A range of Items]. If you select [A Range of Items], you may select the range by:

```
Select:     [Item Numbers ]
            [Item Classes  ]
            [Item Vendors  ]
```

You may make any combinations of selections you wish. For example, you may choose to change all items in item class 10 with vendor number 1000. When you have finished making your selections, use the *<F9>* End key to advance to the select pricing action criteria. The 'Pricing Action' selection allows you to manually change each item in the previous selection or automatically type in the desired change and all items in the previous selection will be changed to the new price. The selector contains these options listed below:

```
            [Automatic]
            [Manual   ]
```

Advance the selector to the change of your choice and press *<ENTER>*, You will then be prompted with the following questions.

```
        Do you want to print an audit trail of the price changes? [No ]
```

If you would like to print an audit trail to track the price changes, advance the selector to [Yes]. If not, press *<ENTER>* and you will be prompted with the following questions.

If you choose [Automatic] change, your selections are as follows:

```
Base Price [Update by Desired Percentage]
           [Update by Fixed Amount      ]
           [No Change                    ]
           [Update by % of Cost          ]
```

Advance the selector to your choice, if you choose 'Desired Percentage' you will be prompted for the percentage price change. If you choose 'Fixed Amount', you will be prompted for the dollar amount price change. If you choose 'No Change' the system will not change the price of any of your item's base prices. If you choose 'Update by % of Cost', you will be prompted for the % figure. After you make your selection, press *<ENTER>* and you will be prompted with the following message:

```
Five Prices [Update by Desired Percentage]
            [Update by Fixed Amount       ]
            [Calculate From Base Price     ]
            [No Change                     ]
```

Advance the selector to your choice, if you choose 'Desired Percentage' you will be prompted for the percentage price change for each price level (1-5). If you choose 'Fixed Amount', you will be prompted for the dollar amount price change for each price level. If you choose 'Calculate From Base Price' you will be prompted for the percentage of the base price you wish to use for the calculation. If you choose 'No Change' the system will not change the price of any of your five price levels. After you make your selection, press *<CTRL><ENTER>* and the system will automatically change your item prices with your above selections.

If you choose [Manual] change the first item number within your previous selections will be displayed. The base price, five level fields, and average and last cost will be displayed so you may manually type in the price changes for this item. When you are satisfied with the new figures, press *<CTRL><ENTER>* and the next item number in your selection will be displayed. If you do not want to change a particular item, simply *<CTRL><ENTER>* and the next item will be displayed.

1.2 WORK ON A/P MASTER FILES

This menu provides access to the Accounts Payable master files and miscellaneous master files such as Material, Parts and Equipment files. Select the option of your choice and press *<ENTER>*.

```
                              Sample Company
PROFITS                  S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

        ┌──────────────┬──────────────┬───────────────────────────────┐
        │    P R O     │ FILE MAINTE  │      A/P MASTER FILES          │
        ├──────────────┼──────────────┼───────────────────────────────┤
        │ 1   Work on Mast│1. Work on A/R│1. Work on Vendor File         │
        │ 2.  Work on Bill│2. Work on A/P│2. Work on P.O. Address File   │
        │ 3.  Work on Acco│3. Work on Payr│3. Work on Color Master        │
        │ 4.  Work on Inve│4. Work on G/L│4. Work on Material Master File│
        │ 5.  Work on Prod│5. Work on Syst│5. Purge Material Master File  │
        │ 6.  Work on Acct│6. Master File│6. Work on Parts File          │
        │ 7.  Work on Payr│7. Backup/Resto│7. Work on Equipment File      │
        │ 8.  Work on Gene│8. Delete Batch│                               │
        │ 9.  Work on Job │9. Work on Piec│                               │
        │ 0. Exit System  │0. Return to pr│0. Return to previous menu     │
        └──────────────┴──────────────┴───────────────────────────────┘
                                                      Selection
```

Select option 1 if you would like to add, change, or delete a vendor. A vendor is a record that contains information about a particular vendor, such as address, phone, contact, terms, etc. This option is also used to print the vendor listing in several different formats.

Option 2 is used to add, change, or delete a vendor's ship-to address.

Option 3 is used to add, change, or delete a color from the master file.

Option 4 allows you to Add, Change or Delete your material utilization information. NOTE: This option is fully documented in the Profits Apparel User's Guide.

Option 5 allows you to periodically purge material rolls that have a zero value. NOTE: This option is fully documented in the Profits Apparel User's Guide.

Option 6 is used to Add, Change or Delete your parts inventory records. You may also print your inventory master listings from this option.

Option 7 allows you to Add, Change or Delete your equipment inventory records. You may also print your inventory master listings from this option.

1.2.1 Work on Vendor File

This menu option is used to add, change or delete vendors. Profits accesses the Vendor file during Purchase Order Entry in order to retrieve the basic order information. You may override any of the information for the specific order you are entering. When you invoice the order, Profits will accumulate the total purchases by vendor.

In Accounts Payable, Profits accesses the Vendor file in order to retrieve the basic invoice information. Profits accumulates the total purchases and payments by vendor.

Profits uses vendor number 00000000 as the one-time vendor. Also, any deleted vendor totals are stored in this special vendor. When you add a new vendor, the information from vendor 00000000 is displayed on the screen. You may change any of the displayed information for this specific new vendor. With this in mind, you should set up vendor 00000000 with the most common answers you use for each of the vendor fields.

The first question the system will ask, is what is the vendor number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the vendor number, press *<ENTER>* to send the information to the computer. If the vendor number already exists, the information is displayed on the screen. At this point, you may make any changes, delete the vendor by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found.
Do you wish to add it? [No ]
```

If you want to add the vendor to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the vendor, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the vendor number field, allowing you to enter the next vendor.

```
Vendor Number
  Name
  Address 1
  Address 2
  City                St  Zip              Phone
Vendor Contact                             Phone 2
Vendor Contact 2                           Fax
Buyer                   [Keith Sloane    ] Fax 2
Shipping Instructions   [UPS Ground      ]
Date of Last Payment           0           This Year    Last Year
Due Date Method  [Due Days    ] Purchases        .00          .00
Due Days                  0     Payments         .00          .00
Discount Method  [Discount Days] Discounts       .00          .00
Discount Days             0     Lost Discount    .00          .00
Discount Pct          .000      Expense Account
Backorder Handling      [Yes]    EIN               Print 1099  [No ]
FOB Point        [Origin      ]  WC Expires        Gen Liab Exp
```

Vendor Number - 8 character field. You may use any combination of alphabetic and numeric characters to number your vendors. However, we recommend that you consider all numeric vendor numbers for ease of entry during Purchasing and A/P Invoice Entry. If all numeric vendor numbers are used, the numbers should be the same number of digits. You may use leading zeros to keep the vendor numbers the same length. Listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields that are applicable to your company.

Name - 30 character field for the vendor's name or the first line of his address.

Address 1- 30 character field for the first address line of the vendor's address.

Address 2- 30 character field for the second address line of the vendor's address. If this field is not used, it will not be printed on the checks.

City -18 character field for the vendor's city.

State - 2 character field for the vendor's state abbreviation. You should use the standard Post Office abbreviations.

Zip - 10 character field for the vendor's zip code.

Phone - 10 character field for the vendor's phone number.

Phone 2 - 10 character field for an additional vendor's phone number.

Fax - 10 character field for the vendor's fax number.

Fax 2 - 10 character field for an additional vendor's fax number.

Vendor Contact - 20 character field used to store the persons name that you usually order from at this company.

Vendor Contact 2 - 20 character field used to store an additional persons name that you order from at this company.

Buyer - One of the nine buyers you have set up in the Control file, used to indicate the person from your company who usually places an order with this vendor.

Shipping Instructions - One of the five shipping instructions you have set up in the Control file, used to indicate the method by which your orders are usually shipped from this vendor.

Due Days Method - If this vendor determines the due date by the number of days from the invoice date, use [Due Days]. If this vendor determines the due date by a specific date of the next month, use [Day of Month].

Due Days - 2 digit numeric field representing the number of days until or the day of the month when the invoice is considered past due. The due days method determines how this field is used. For example, if the due days method is [Due Days], and the due days are 30, Profits will set the due date to 30 days after the invoice date. If the due days method is [Day of Month], Profits will set the due date to the 30th of the month following the month of the invoice date.

Discount Method - If this vendor determines the discount date by the number of days from the invoice date, use [Discount Days]. If this vendor determines the discount date by a given date of the next month, use [Day of Month].

Discount Days - 2 digit numeric field. The discount method determines how this number is used. For example, if the discount method is [Discount Days] and the discount days are 10, Profits will set the discount date to 10 days after the invoice date. If the discount method is [Day of Month], Profits will set the discount date to the 10th of the month following the month of the invoice date.

Discount Percent - 5 digit numeric field with 3 decimal places. The discount percent is used to calculate the discount amount available on an invoice if it is paid by the discount date.

Backorder Handling - If this vendor will backorder items and ship them at a later date, activate this option. If this vendor cancels all backorders, do not activate this option.

FOB Point - If this vendor uses the origin as his FOB Point, use [Origin]. If this vendor used the destination as his FOB point, use [Destination].

Expense Account - 7 digit numeric field. During A/P Invoice Entry, this account will automatically be displayed for distributing the expense. You may override the account at that time.

You should set up an expense account for any vendor that usually gets expensed to a specific account. For example, your power company's invoices usually are expensed to your utilities expense account. If a particular invoice should not be expensed to this account, you may override the account while you enter the invoice.

EIN - 15 character field used to store the tax ID number for this vendor's 1099 form.

Print 1099 - If you would a 1099 to print for this vendor, advance the selector to [Yes]. If you do not want a 1099 to print, leave the selector set to [No].

WC Expires - This field stores the date that this vendor's workmen's compensation expires. If not using workmen's compensation enter a 0.

Gen Liab Exp - This field stores the date that this vendor's general liability expires. If not using general liability enter a 0.

Print Vendor Listings

To print all or a range of vendors, you simply press *<F2>* from the first screen of the Vendor Maintenance screen.   When you do this, you will be asked the following questions:

```
Print the   [Long Vendor Listing     ]
            [Name and Number Listing ]


Print by    [Vendor Number]
            [Vendor Name  ]


Do you want to print?   [All  ]
                        [Range]


First to print - _____
Last  to print - _____
```

The first question 'Print the' is an option wheel that allows you to select several different report formats. For example, a Long Vendor Listing prints every field in the vendor file, but a Name and Number Listing prints only the customer's number and name.

The second question 'Print by?' is an option wheel that allows you to select the order in which you would like the printout. If you select [Vendor Number] the report will be in ascending vendor number order. If you select [Vendor Name   ] the report will be in ascending alphabetical order by vendor name.

The third question lets you define how much of the file you want to print. You can select [All], to print every vendor in the system, or you can choose [A Range], to print one or a range of vendors. If you choose [A Range], you will be asked to define the first and last vendor number you want to have printed. If you want only one vendor, make the first and last vendor number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Vendor Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.2.2 Work on P.O. Address File

This menu option is used to add, change, or delete vendor ship-to addresses. The P.O. address file stores the ship-to addresses of vendors with multiple addresses. During Purchase Order Entry, you may scan the Ship-To file for the appropriate ship-to address. You should set up one record for each different ship-to address.

The first question the system will ask, is what is the vendor number and ship-to number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the vendor number and the ship-to number, press *<CTRL><ENTER>* to send the information to the computer. If the ship-to location already exists, the information is displayed on the screen. At this point, you may make any changes, delete the location by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
            Record not found
            Do you wish to add it?  [No]
```

If you want to add the ship-to location to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the ship-to, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the vendor and ship-to fields, allowing you to enter the next ship-to location.

```
Vendor Number
Ship-To Number

Ship-to - Name
          Address 1
          Address 2
          City              St  Zip




Phone
Fax
Contact
```

Vendor Number - 8 digit numeric field corresponding to the vendor's number in the Vendor Master file.

Ship-To Number - 4 digit numeric field identifying this ship-to address. You should number a vendor's ship-to addresses sequentially with the most frequently used addresses first.

Name - 30 character field used for the first line of the ship-to address. The vendor's name will be displayed automatically, but you may key a different name over it.

Address 1 - 30 character field used for the first address line of the ship-to address.

Address 2 - 30 character field used for the second address line of the ship-to address.

City - 18 character field used for the ship-to city.

State - 2 character field used for the ship-to state abbreviation. You should use the standard Post Office abbreviations.

Zip - 10 character field used for the ship-to zip code.

Phone - 10 digit numeric field used to store the phone number of the vendor contact for this ship-to location.

Fax - 10 digit numeric field used to store the fax phone number of the vendor contact for this ship-to location.

Contact - 24 character field used to store the vendor contact for this ship-to location.

<u>Print P.O. Address Listing</u>

To print all or a range of addresses, you simply press *<F2>* from the first screen of the P.O. Address Maintenance screen. When you do this, you will be asked the following question.

```
          Do you want to print?    [All  ]
                                   [Range]


          First to Print -
          Last  to Print -
```

The first question lets you define how much of the file you want to print. You can select [All], to print every ship-to location in the system, or you can choose [A Range], to print one or a range of locations. If you choose [A Range], you will be asked to define the first and last location number you want to have printed. If you want only one ship-to location, make the first and last location number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the P.O. Address Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.2.3 Work on Color Master

This menu option allows you to add, change, or delete a color from the Color Master file.

The first question the system will ask, is what is the color number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the color number, press *<ENTER>* to send the information to the computer. If the color number already exists, the information is displayed on the screen. At this point, you may make any changes, delete the color by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
                     Record not found
                     Do you wish to add it?  [No]
```

If you want to add the color to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the color, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the color field, allowing you to enter the next color.

```
Color Number

                    Color Name  _____
```

Number - 2 character field used to identify the color. You may assign the color numbers any way you wish.

Name - 11 character field describing the color.

1.2.6 Work on Parts File

This menu option is used to add, change or delete your parts inventory.

The first question the system will ask, is what is the part number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the part number, press *<ENTER>* to send the information to the computer. If the part number already exists, the information is displayed on the screen. At this point, you may make any changes, delete the part by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found.
Do you wish to add it? [No ]
```

If you want to add the part number to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the part number, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the part number field, allowing you to enter the next part number.

```
Part Number  ABC-123
 Location
   Description                           Machine Name
   Vendor Number                             Phone
     Onhand Qty          0    - - - - - U S A G E - - - -
     UOM                      Jan     0   Jul        0
     Last Cost         .00    Feb     0   Aug        0
     Avg. Cost         .00    Mar     0   Sep        0
     Min. Onhand Qty     0    Apr     0   Oct        0
     Last Order Qty      0    May     0   Nov        0
     Last Order Date     0    Jun     0   Dec        0
        Misc. Line 1
        Misc. Line 2
        Misc. Line 3
        Misc. Line 4
```

Location - A 15 character field used to store the whereabouts or location of the machine.

Description - A 30 character field used to store the name of this item. The first 10 characters of this field are used to alphabetize this record. If you select your listings by description, this is the field it will be printed by.

Vendor Name - A 30 character field used to identify the vendor you normally purchase this item from.

Phone - A 10 digit numeric field used to identify the vendors phone number. Do not enter punctuation, for example (404)555-1212 would be entered as 4045551212.

Onhand Qty - A 5 digit numeric field used to store the quantity of this item that you currently have in stock. This field is reduced by the quantity used when you enter maintenance transactions.

UOM - A 5 character field used to store the unit of measure for this item. For example: EA, GRS.

Last Cost - A 7 digit numeric field with 2 decimals used to store the last amount you paid for this item. This should be per UOM, and will be updated when you enter receipts for this item.

Avg. Cost - A 7 digit numeric field with 2 decimals used to store what your average cost has been for this part. This field will be updated when you enter receipts for this item. This cost is also used to calculate the part cost to be charged to the equipment when this part is used.

Min. Onhand Qty - A 5 digit numeric field used to store the minimum number of this item you wish to stock. When Onhand quantity drops below this quantity it will appear on the Below Minimum Report.

Last Order Qty - A 5 digit numeric field used to store the quantity you ordered last. This field will be updated when you enter your receipts. This field will help you determine what your next order quantity should be.

Last Order Date - This field displays the date that you last ordered this item. This field will be updated when you receive this item into inventory. The format is DD, MMDD or MMDDYY. Unspecified information will default to current month and year.

Miscellaneous - A set of four 40 character fields used to store any type of information pertinent to this part. They may be printed on the Parts Listing if desired.

Usage - A set of twelve 5 character fields used to store the number of this part used per month. These fields are updated by the system during maintenance transaction entry. The month of the transaction date determines which month is updated.

Print Parts Inventory Listings

To print all or a range of parts, you simply press *<F2>* from the first screen of the Parts Maintenance screen.   When you do this, you will be asked the following questions:

```
Do you want to print?  [All-Part#   ]
                       [All-Desc    ]
                       [All-Location]
                       [Range-Part# ]
                       [Range-Desc  ]
                       [Range-Loc.  ]
```

The first question 'Do you want to print' is an option wheel that allows you to select several different report formats and ranges. For example, if you select an [All- Part#] listing every part number and all part information will be printed. If you select a [Range-Part#] listing you will be prompted for a part number range to print.

The second question 'Include Monthly Usage?' is an option wheel that allows you to include or exclude the monthly usage of each part on the report if applicable.

The third question 'Include Miscellaneous Lines' is an option wheel that allows you to include or exclude miscellaneous lines for each part on the report. The report could be very lengthy if these lines were printed.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                         PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Parts Inventory screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.2.7 Work on Equipment File

This menu option is used to add, change or delete your equipment inventory.

The first question the system will ask, is what is the equipment number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the equipment number, press *<ENTER>* to send the information to the computer. If the equipment number already exists, the information is displayed on the screen. At this point, you may make any changes, delete the equipment number by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
                    Record not found.
                    Do you wish to add it? [No ]
```

If you want to add the equipment number to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the equipment number, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the equipment number field, allowing you to enter the next equipment number.

```
Equipment Number 8-ABC-123456

  Department              Location                  Asset #

  Machine Type                        Serial Number
  Machine Class
  Motor Type                          Serial Number

  Attachment #1
  Attachment #2
  Attachment #3
  Attachment #4

  Product Range
```

Department - A 10 character field used to store the name of the department in which this piece of machinery is located.

Location - A 15 character field used to store the location within the above department.

Asset Number - A 10 character field used to store your company's asset number assigned to this piece of equipment. This is one of the KEY fields (Orders) that you may print the equipment reports by.

Machine Type - A 15 character field that allows you to group your equipment together. This field is also used to determine the order in which your reports are printed.

Serial Number - A 15 character field used to store the manufacturers serial number of the entire unit. A separate serial number field described below is used to track the motor serial number.

Machine Class - A 10 character field that allows you to group your equipment by classification.

Motor Type - A 25 character field that allows you to identify what type of motor this piece of equipment uses.

Serial Number - A 15 character field used to store the serial number of the motor on this unit.

Attachments - A set of four 15 character fields that allows you to describe any attachments to this piece of equipment.

Product Range - A 30 character field that is used to identify what this machine is used for. For example: Shirts, Pants, etc.

```
Equipment Number

  Purchase Cost         .00      - - - - Monthly Costs - - - -
  Purchase Date           0      Jan     .00    Jul     .00
  Written Value         .00      Feb     .00    Aug     .00
  Accum Deprec.         .00      Mar     .00    Sep     .00
  Last Service Date       0      Apr     .00    Oct     .00
  Cost to Date          .00      May     .00    Nov     .00
  Down Time to Date     .00      Jun     .00    Dec     .00

         Miscellaneous    1
         Miscellaneous    2
```

Purchase Cost - A 9 digit numeric field with 2 decimal places used to identify the amount of money you paid for this machine. This figure will be of use when you calculate your depreciation. PETS does NOT do depreciation calculations.

Purchase Date - This date is used to store the purchase date of the equipment. This date is also useful for depreciation calculations.

Written Value - A 9 digit numeric field with 2 decimal places used to identify the book value of this piece of equipment. This field is optional.

Accum Deprec - A 9 digit numeric field with 2 decimal places used to store the amount of accumulated depreciation that you have taken on this piece of equipment since the purchase date. This amount should not be greater than the Purchase Cost field.

Last Service Date - This field store the date you last entered a maintenance transaction on this piece of equipment. This field is automatically updated by the system when you enter maintenance transactions.

Cost to Date - A 9 digit numeric field with 2 decimal places used to store the total dollar amount you have spent on this machine since you added it to the system. This field is updated automatically when you enter maintenance transactions and contains both labor and material costs, but excludes the original purchase price.

Down Time to Date - A 5 digit numeric field with 2 decimal places used to store the number of hours that this piece of equipment has been down since you added it to the system. This field is automatically updated by the system when you enter maintenance transactions.

Miscellaneous - A set of two 40 character fields used to store any type of information pertinent to this piece of equipment. They may be printed on the Listing if desired.

Monthly Costs - A set of twelve 9 digit numeric fields with 2 decimal places used to represent a month and the costs that were charged to this piece of equipment during each month. These fields are updated when you enter maintenance transactions. The transaction date determines which field is updated. For example 020591 would update February. You may request these costs to print on the listings if desired.

Print Parts Inventory Listings

To print all or a range of parts, you simply press *<F2>* from the first screen of the Parts Maintenance screen.   When you do this, you will be asked the following questions:

```
Do you want to print?  [Short Listing ]
                       [All-Equip#    ]
                       [All-Asset#    ]
                       [All-Location# ]
                       [Range-Equip#  ]
                       [Range-Asset#  ]
                       [Range-Loc.    ]
```

You will be prompted with the following question 'Do you want to print' is an option wheel that allows you to select several different report formats and ranges. For example, if you select an [All- Equip#] listing every equipment number and all information will be printed. If you select a [Range-Equip#] listing you will be prompted for a equipment number range to print.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                              PRINTING REPORT
```

        You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system
will pause and ask you if you wish to [Cancel] the printing and return to the Equipment Maintenance
screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press
<ENTER>.

1.3 WORK ON PAYROLL FILES

The following menu provides access to the maintenance functions of the payroll system.

```
                           Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

   ┌─────────────────┬──────────────────┬──────────────────────────────┐
   │      P R O      │   FILE MAINTE    │     PAYROLL MASTER FILES      │
   │                 │                  │                              │
   │ 1.  Work on Mast│ 1. Work on A/R   │. Work on Department File     │
   │ 2.  Work on Bill│ 2. Work on A/P   │. Work on Employee File       │
   │ 3.  Work on Acco│ 3. Work on Payr  │. Work on State Tax File      │
   │ 4.  Work on Inve│ 4. Work on G/L   │. Work on Employee Deductions │
   │ 5.  Work on Prod│ 5. Work on Syst  │. Work on Employee Base/MinWage│
   │ 6.  Work on Acct│ 6. Master File   │                              │
   │ 7.  Work on Payr│ 7. Backup/Resto  │                              │
   │ 8.  Work on Gene│ 8. Delete Batch  │                              │
   │ 9.  Work on Job │ 9. Work on Piec  │                              │
   │ 0. Exit System  │ 0. Return to pr  │. Return to previous menu     │
   └─────────────────┴──────────────────┴──────────────────────────────┘
                                                        Selection
```

Option 1 is used to add or make changes to your department files. This option will be accessed by Payroll to print the department name on the Labor Distribution Register.

Option 2 is used to add or make changes to your employee files. This option provides access to all employee information.

Option 3 is used to add, change, or delete your state tax information. Profits accessed the State file during the processing of a payroll in order to determine the validity of each employee's withholding tax jurisdictions.

Option 4 is used to add, change or delete employee deduction information. This information is also accessed through option 1.

Option 5 allows you to set a new base rate (Hourly Rate) and Minimum Wage Rate in the employee file for each Piecework employee.

1.3.1 Work on Department File

This menu option allows you to add, change, or delete a department. If you are departmentalizing your Chart of Accounts or your Payroll, you will need to set up the departments in the Department file. The Department file will be accessed by General Ledger to print the department name in the heading of the reports. The file will be accessed by Payroll to print the department name on the Labor Distribution Register.

The first question the system will ask, is what is the department number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the department number, press *<ENTER>* to send the information to the computer. If the department number already exists, the information is displayed on the screen. At this point, you may make any changes, delete the department by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?   [No]
```

If you want to add the department to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the department, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the department number field, allowing you to enter the next department.

```
Department Number

Department Name
PY Expense #
```

Number - 3 digit numeric field used to identify the department. You may assign the department numbers any way you wish, but keep in mind that your Departmental Income Statements will print in this order.

Name - 40 character field describing the department. This field will print in the heading of the Departmental Income Statements and on the Labor Distribution Register.

PY Expense #- 4 digit numeric field identifying the payroll expense account you wish department earnings to be posted to if using Profits Incentive Payroll module.

<u>Print Department Listing</u>

To print all or a range of departments, you simply press *<F2>* from the first screen of the Department Maintenance screen. When you do this, you will be asked the following question.

```
Do you want to print?    [All  ]
                         [Range]


First to Print -
Last  to Print -
```

The first question lets you define how much of the file you want to print. You can select [All], to print every department in the system, or you can choose [A Range], to print one or a range of departments. If you choose [A Range], you will be asked to define the first and last department number you want to have printed. If you want only one department, make the first and last department number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                  PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Department Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.3.2 Work on Employee File

This menu option allows you to add, change, and inactivate employees. The Employee file stores the necessary information about each of your employees in order to calculate and accumulate their withholding taxes and other deductions.

The first question the system will ask, is what is the employee number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the employee number, press *<ENTER>* to send the information to the computer. If the employee number already exists, the information is displayed on the screen. At this point, you may make any changes, delete the employee by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?  [No]
```

If you want to add the employee to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the employee, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* or *<F9>* when the screen displays the *<F9>* End key, and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the department number field, allowing you to enter the next department.

```
 Employee Number

 Name                                           Home Phone
 Address                                        Work Phone
 City                         State     Zip          Ext.

 Last Name
 Social Security No.       0  Department         0  Exempt from FIT   [No ]
 Pay Frequency [Weekly     ]  G/L Account        0  Filing Status [Single]
 Pay Type          [Hourly]   Bank#                 Federal Exemptions    0
 Salary               .00     Employment Date    0  Extra FIT (Amt)     .00
 Regular Rate       .0000     Termination Date   0  Extra FIT (Pct)     .00
 Overtime Rate      .0000     Last Review Date   0  Exempt from FICA [No ]
 Premium Rate       .0000     Birth Date         0  Exempt from Med   [No ]
 Sick/Misc. Rate    .0000     Other Date         0  EIC Payments    [None]
 Min. Wage Rate     .0000     Pension Plan          Work State          GA
 Max. Earnings        .00     Pension Plan Dte      Badge Number       129
 Skill Empl No.      1000     High. Compensated [No] Shift 1  Lunch Shift 1
                                                  Dir. Dep Bank#
```

Number - 8 character field. You may assign employee numbers any way you wish. You might choose to use part of the employee's name OR you might consider a numbering scheme that would print the employees in alphabetic order. For example, you may alphabetize your employees and assign their numbers in increments of 20 to allow for new employees to be assigned numbers in appropriate alpha order. We suggest that all employee numbers have the same number of digits. You may use leading zeros to keep employee numbers the same length.

Name - 30 character field for the employee's full name.

Address - 30 character field for the employee's street address. His address will be printed on the Payroll checks and W2's.

City - 18 character field for the employee's city of residence.

State - 2 character field for the employee's state of residence.

Zip - 9 character field for the employee's zip code.

Home Phone - 10 character field used to store the employee's home phone.

Work Phone - 10 character field used to store the employee's work phone.

Ext. - 4 character field used to store the employee's extension.

Last Name - 15 character field used to store the employee's last name.

Social Security Number - 9 character field used to store the employee's social security number to be printed on the quarterly withholding tax reports and the W2's.

Pay Frequency - The choices are [Weekly], [Bi-Weekly], [Semi-Monthly], and [Monthly]. If this employee is salaried, Profits will use the pay frequency to determine when to generate a payroll transaction for the employee. When calculating the withholding taxes, Profits uses the pay frequency to annualize the employee's gross wages.

Pay Type - If this employee is paid an hourly rate, use [Hourly]. If this employee is salaried and you want Profits to generate his payroll transactions, use [Salary]. If this employee is a piecework employee set the selector to [Piecework], and if the employee has been terminated select [Inactive]. Profits will no longer generate transactions for an inactive employee, but W-2's will print at the end of the year for all inactive employees and all history will be stored until the employee is set to [Purge]. Employees set to [Purge] will be removed from the system in their entirety during Payroll yearend.

Salary - 9 digit numeric field with 2 decimal places used to store this employee's salary. You must use his/her **ANNUAL** salary, not his salary per pay period. Profits will calculate his/her salary per pay period. If this employee is hourly, leave this field zero.

Regular Rate - 6 digit field with 4 decimal places used to store an hourly employee's normal pay rate.

Overtime Rate - 6 digit numeric field with 4 decimal places used to store an hourly employee's overtime pay rate.

Premium Rate - 6 digit numeric field with 4 decimal places used to store an hourly employee's premium pay rate, which could be double time or triple time.

Sick/Misc. Rate - 6 digit numeric field with 4 decimal places used to store a pay rate for sick time or any other miscellaneous rate you may want to store.

Min. Wage Rate - 6 digit numeric field with 4 decimal places. This field is used for [Piece Work] employees only. It allows you to have a different minimum wage for each employee. Your control file in Ticket-Pak must be set to [Empl Min wage Rate] if you wish to use this filed.

Max. Earnings - 5 digit numeric field with 2 decimal places used to store the Maximum Hourly Average than an employee is allowed. If the employee makes above this amount the employee is flagged on the Pre-Check Edit Listing.

Skill Empl No - If you are interfacing to SkilStaf payroll service, this field is used for the 10 digit employee number assigned by SkilStaf to this employee.

Department - 3 digit numeric field used to store the employee's department. If you are departmentalizing your payroll, but not your General Ledger, the department number must be set up here and not in the G/L Account.

G/L Account - 7 digit numeric field identifying the General Ledger expense account that this employee's gross earnings should be posted to. If you are departmentalizing your General Ledger, the department number should be included in the account number.

Bank # - 17 digit numeric field used to store the employee's checking or savings account number.

Employment Date - 6 digit numeric field used to store this employee's hire date. It should be in the format, MMDDYY.

Termination Date - 6 digit numeric field used to store this employee's termination date. It should be in the format, MMDDYY.

Last Review Date - 6 digit numeric field used to store this employee's last date of review. It should be in the format, MMDDYY.

Birth Date - 6 digit numeric field used to store this employee's birthday. It should be in the format, MMDDYY.

Other Date - 6 digit numeric field used to store any other date you would like to keep a record of for this employee.

Pension Plan - If this employee participates in a pension plan, activate this option. It will be printed on his W2.

Pension Plan Date - 6 digit numeric field used to store the date this employee became eligible for the company pension plan.

Highly Compensated - Answer [Yes] if this employee is considered highly compensated. This flag is used for the Benefits Reporting system.

Exempt From FIT - If this employee is exempt from Federal Income Tax, activate this option.

Filing Status - This flag is used for calculating this employee's federal withholding taxes. You should use [Single] or [Married], based on his W-4.

Federal Exemptions - 2 digit numeric field used to store the number of exemptions this employee claims on his W-4.

If you want to withhold a flat percentage for this employee's FIT, set the exemptions to 99 and set up the actual percentage or amount in the next fields.

Extra FIT (Amt) - 6 digit numeric field with 2 decimal places used to store an additional amount that this employee wants to be withheld from each of his payroll checks for federal withholding tax.

Extra FIT (Pct) - 6 digit numeric field with 2 decimal places used to store an additional percentage that this employee wants to be withheld from each of his payroll checks for federal withholding tax.

Exempt from FICA - If this employee is exempt from FICA, activate this option.

Exempt from Med - If this employee is exempt from Medicare tax, activate this option.

EIC Payments - If this employee has filed for Earned Income Credit payments, you need to indicate [1 Spouse] or [2 Spouses]. Otherwise, use [None]. Profits will automatically calculate and add these payments each pay period to his check.

Work State - If this employees' state of residence is different from where he works, enter the 2 character state abbreviation for the state the employee works in. Earnings will be accumulated in the state the employee works in for state unemployment tax purposes.

Badge Number - If using the Time and Attendance Module, a badge number may be assigned in addition to the employee's employee number. When clocking into the system, badge number is required.

Shift - If you are using the Time and Attendance Module, shift coincides with the shifts and their numbers entered into the Control File. Enter the number of the shift this employee works in.

Lunch Shift - If you are using the Time and Attendance Module, lunch shift coincides with the shifts and their numbers entered into the Control File. Enter the number of the lunch shift this employee works in.

Dir Dep Bank # - 8 digit numeric field used to store the employee's direct deposit bank account number. NOTE: If a number is entered in this field as well as the bank number field above, Profits will create a stub for direct deposit instead of a payroll check when this employee's payroll is processed.

Supervisor - If this employee is a supervisor and you are using the Time and Attendance Module, change the selector to [Yes]. If the employee is not a supervisor, leave the flag set to [No].

```
Employee Number

  Year-to-Date Totals:   1st Qtr    2nd Qtr    3rd Qtr    4th Qtr
--------------------------------------------------------------------
  Fed. Taxable Wages         .00        .00        .00        .00
  FICA Taxable Wages         .00        .00        .00        .00
  Medicare Taxable Wages     .00        .00        .00        .00
  Non-Taxable Adjust.        .00        .00        .00        .00
  Non-Taxable 401K Ded       .00        .00        .00        .00
  Non-Taxable S125 Ded       .00        .00        .00        .00

  Federal Tax                .00        .00        .00        .00
  FICA Tax                   .00        .00        .00        .00
  Medicare Tax               .00        .00        .00        .00
  EIC Payments               .00        .00        .00        .00
  Vacation Hours    .00      .00        .00        .00        .00
  Sick Hours        .00      .00        .00        .00        .00
```

Federal Taxable Wages - These fields store the amount of FIT taxable wages that have been paid in each of the quarters.

FICA Taxable Wages - These fields store the amount of taxable wages that are subject to FICA tax in each quarter.

Medicare Taxable Wages - These fields store the amount of taxable wages that are subject to Medicare tax in each quarter.

Non-Taxable Adjust. - These fields store the amount of wages paid, that are not taxable, per quarter.

Non-Taxable 401K Ded. - These fields store the amount of 401K deductions taken, per quarter.

Non-Taxable S125 Ded. - These fields store the amount of S125 deductions taken, per quarter.

Federal Tax - These fields store the amount of federal tax that has been withheld for each quarter.

FICA Tax - These fields store the amount of FICA tax that has been withheld for each quarter.

Medicare Tax - These fields store the amount of Medicare tax that has been withheld for each quarter.

EIC Payments - These fields are not currently used by the system. Access to them is not permitted by the system.

Vacation Hours - These fields store the total vacation hours taken each quarter. NOTE: You may key in the total number of vacation hours this employee is to receive to the left of the quarter information, the system will then deduct from this total each time vacation hours are used.

Sick Hours - These fields store the total sick hours taken each quarter. NOTE: You may key in the total number of sick hours this employee is to receive to the left of the quarter information, the system will then deduct from this total each time sick hours are used.

```
 Employee Number

 Set up Employee Taxes:                     Current Taxes:  State   NONE
  Tax Jurisdiction   GA                                     Local   NONE
  Filing Status     [GA - Filing Separate]                  DIS/UEM NONE

  Year-to-Date Totals:    1st Quarter 2nd Quarter 3rd Quarter 4th Quarter
  ----------------------------------------------------------------------
  Taxable Wages                   .00         .00         .00         .00
  Taxes                           .00         .00         .00         .00
  Non-Taxable S125 Ded.           .00         .00         .00         .00
  Non-Taxable 401K Ded.           .00         .00         .00         .00

  Exempt From This Tax   [No ]    Personal Allowances        0
  Additional Amount       .00
  Additional Percent      .00
```

Tax Jurisdiction - 5 character field used to identify the various withholding tax jurisdictions in which this employee works. Each employee may have up to three tax jurisdictions -- state, local and disability/unemployment.

IMPORTANT: You must set up each tax jurisdiction in the State file in order to post the withholding taxes to the correct General ledger account.

For each jurisdiction, you will need the following employee information:

Filing Status - The choices you have will depend on the tax jurisdiction. For example, in Georgia, your tax jurisdiction is GA and your filing status may be [Georgia - Single], [GA - Filing Separate], [Georgia - Head Hsld.], [Georgia - 1 Working], or [GA - Both Working].

Exempt From Tax - If this employee is exempt from this tax, activate this option.

Additional Amount - 6 digit numeric field with 2 decimal places used to store an additional amount that this employee wants withheld from each of his paychecks for this tax jurisdiction.

Additional Percentage - 4 digit numeric field with 2 decimal places used to store an additional percentage that this employee wants withheld from each of his paychecks for this tax jurisdiction.

Personal Allowances - A set of zero to nine two digit fields outlining this employee's exemptions, allowances, and/or tax credits for this tax jurisdiction. The number of different questions and their workings depend on the tax jurisdiction and the employee's withholding tax certificate for this jurisdiction.

```
Employee Number

Employee Deduction Totals:
                                    Amount Taken     Fixed Amount or
    Active   Description    Yearly Limit  Year-To-Date   Percent to Take
    --------------------------------------------------------------------
    [No ]   Health Insurance      .00        .00            .00 $
    [No ]   Uniforms              .00        .00            .00 $
    [No ]   Loan Repayment        .00        .00            .00 $
    [No ]                         .00        .00            .00 $
    [No ]                         .00        .00            .00 $
    [No ]                         .00        .00            .00 $
    [No ]                         .00        .00            .00 $
    [No ]                         .00        .00            .00 $
    [No ]                         .00        .00            .00 $
    [No ]                         .00        .00            .00 $
    [No ]                         .00        .00            .00 $
    [No ]                         .00        .00            .00 $
```

For each deduction that you have set up in the Control File, you need to specify if it is active for this employee. For each active deduction, you need to specify the following information.

Active - If this deduction is valid for this employee, activate this option.

Yearly Limit - 7 digit numeric field used to store the maximum amount that should be deducted from this employee's paychecks for this deduction this year. If the deduction is to be taken regardless of the total taken this year, set the yearly limit to zero.

Amount Taken YTD - 7 digit numeric field used to accumulate the amount that has been deducted from this employee's paychecks for this deduction this year.

Fixed Amt Or Pct to Take - 5 digit numeric field used to store the amount or percent to take per paycheck. The deduction is set up as a fixed amount or a percent in the Control file.

Screen 5 contains the following fields. When done, press *<F9>*.

```
Employee Number

Employee Deduction Totals:
                                             Amount Taken   Fixed Amount or
     Active    Description    Yearly Limit   Year-To-Date   Percent to Take
     -----------------------------------------------------------------------
     [No ]                         .00           .00            .00 $
     [No ]                         .00           .00            .00 $
     [No ]                         .00           .00            .00 $
     [No ]                         .00           .00            .00 $
     [No ]                         .00           .00            .00 $
     [No ]                         .00           .00            .00 $
     [No ]                         .00           .00            .00 $
     [No ]                         .00           .00            .00 $
     [No ]                         .00           .00            .00 $
     [No ]     Federal Levy        .00           .00            .00 $
     [No ]     St. Garnishment     .00           .00                %
```

For each deduction that you have set up in the Control File, you need to specify if it is active for this employee. For each active deduction, you need to specify the following information.

Active - If this deduction is valid for this employee, activate this option.

Yearly Limit - 7 digit numeric field used to store the maximum amount that should be deducted from this employee's paychecks for this deduction this year. If the deduction is to be taken regardless of the total taken this year, set the yearly limit to zero.

Amount Taken YTD - 7 digit numeric field used to accumulate the amount that has been deducted from this employee's paychecks for this deduction this year.

Fixed Amt Or Pct to Take - 5 digit numeric field used to store the amount or percent to take per paycheck. The deduction is set up as a fixed amount or a percent in the Control file.

NOTE: The State Garnishment and Federal Levy deductions are automatically programmed to use Profits internal tax table for the percent calculation.

Print Employee Listings

To print all or a range of employees, you simply press *<F2>* from the first screen of the Employee Maintenance screen.   When you do this, you will be asked the following questions:

```
              Print the  [Short Employee Listing ]
                         [Long Employee Listing  ]
                         [Name and Number Listing]
                         [Index Cards             ]
                         [Insurance Listing       ]
                         [Employee Labels         ]
                         [Employee Birthdays      ]
                         [Employee Avg Listing    ]


              Do you want report by?  [Employee#  ]
                                      [Last Name  ]
```

```
Do you want to print?   [All  ]
                        [Range]


First to print - _____
Last  to print - _____
```

The first question 'Print the' is an option wheel that allows you to select several different report formats. For example, a Long Employee Listing prints every field in the employee file, but a Name and Number Listing prints only the employee's number and name.

The second question lets you define in which order you would like the report printed. Your choices are [Employee#] or [Last Name] order.

The third question lets you define how much of the file you want to print. You can select [All], to print every employee in the system, or you can choose [A Range], to print one or a range of employees. If you choose [A Range], you will be asked to define the first and last employee number you want to have printed. If you want only one employee, make the first and last employee number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

<div align="center">PRINTING REPORT</div>

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Employee Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.3.3 Work on State Tax File

This menu option allows you to add, change, or delete a state or local tax jurisdiction. Profits accesses the State Tax file during the processing of a payroll in order to determine the validity of each employee's withholding tax jurisdictions. The taxes withheld for each tax jurisdiction are posted to the General Ledger account set up in the State file. You must set up a record in the State Tax file for each tax jurisdiction you are using in the Employee file, including state, local and DIS/UEM.

The first question the system will ask, is what is the tax code. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the tax code, press *<ENTER>* to send the information to the computer. If the tax code already exists, the information is displayed on the screen. At this point, you may make any changes, delete the tax code by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?  [No]
```

If you want to add the state tax code to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the tax code, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the tax code field, allowing you to enter the next state tax code.

```
Tax Code


Name
Type of Tax        [State Tax]
Withholding Account
State I.D.#
SSA Account#

Unemployment Ins. Pct.
Earnings Limit
S-125 Deductions Allowed [Yes]
401K State Limit
```

Tax Code - 5 character field corresponding to the tax jurisdiction you are using in the Employee file.

Type of Tax - The tax may be for [State], [Local], or [DIS/UEM] purposes. The option you select must correspond to this tax code's use in the Employee file.

Withholding Account - 7 digit numeric field identifying the General Ledger liability account that you want the withholding taxes for this tax code to be posted to.

State ID# - 15 character field used to store your state I.D. number to be printed on the W-2's.

SSA Account - 10 character field used to store your state unemployment account number to be printed on the SUTA report.

Unemployment Ins. Pct. - 5 digit numeric field with 3 decimal places used to store the unemployment insurance percentage. On the SUTA Report, the unemployment amount will be calculated based on this percentage.

Earnings Limit - 7 digit numeric field with 2 decimal places used to store the earnings limit for calculating unemployment on the SUTA Report.

S-125 Deductions Allowed - If you want Profits to allow S125 deductions for employees set this flag to [Yes]. If not set the flag to [No].

401K State Limit - 7 digit numeric field with 2 decimal places used to store the state earnings limit for calculating 401K deductions.

Print State Tax Code Listing

To print all or a range of tax codes, you simply press *<F2>* from the first screen of the State Tax File Maintenance screen. When you do this, you will be asked the following question.

```
Do you want to print?  [All  ]
                       [Range]


First to Print - _____
Last  to Print - _____
```

The first question lets you define how much of the file you want to print. You can select [All], to print every tax code in the system, or you can choose [A Range], to print one or a range of tax codes. If you choose [A Range], you will be asked to define the first and last tax code you want to have printed. If you want only one tax code, make the first and last tax code the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                  PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the State Tax File Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.3.4 Work on Employee Deduction File

This menu option allows you to add, change, and inactivate employee deductions. This information is also accessed through Employee file maintenance, but this option offers easier access to the employee's deductions and particular information on the first screen of the employee file.

When you select this option, the first screen of the Employee file will be displayed. Not all fields on the first screen are available for change. The fields that can be accessed will be highlighted and are listed below.

The first screen displays all fields, but only those fields that are accessible are described below.

```
Employee Number

Name                                              Home Phone
Address                                           Work Phone
City                       State     Zip                 Ext.

Last Name
Social Security No.       0  Department        0  Exempt from FIT   [No ]
Pay Frequency [Weekly    ]  G/L Account        0  Filing Status [Single]
Pay Type        [Hourly]    Bank#                 Federal Exemptions   0
Salary              .00     Employment Date    0  Extra FIT (Amt)    .00
Regular Rate       .0000    Termination Date   0  Extra FIT (Pct)    .00
Overtime Rate      .0000    Last Review Date   0  Exempt from FICA [No ]
Premium Rate       .0000    Birth Date         0  Exempt from Med  [No ]
Sick/Misc. Rate    .0000    Pension Plan    [No ] EIC Payments    [None]
Min. Wage Rate     .0000    Pension Plan Dte      Badge Number       129
Max. Earnings       .00     High. Compensated [No] Pay Periods Left   02
Skill Empl No.     1000                           Report to [Work     ]
                                                  Supervisor      [No ]
```

Name - 30 character field for the employee's name.

Address - 30 character field for the employee's street address. His address will be printed on the Payroll checks and W2's.

City - 18 character field for the employee's city of residence.

State - 2 character field for the employee's state of residence.

Zip - 9 character field for the employee's zip code.

Home Phone - 10 character field used to store the employee's home phone.

Work Phone - 10 character field used to store the employee's work phone.

Ext. - 4 character field used to store the employee's extension.

Last Name - 15 character field used to store the employee's last name.

Social Security Number - 9 character field used to store the employee's social security number to be printed on the quarterly withholding tax reports and the W2's.

Pay Frequency - The choices are [Weekly], [Bi-Weekly], [Semi-Monthly], and [Monthly]. If this employee is salaried, Profits will use the pay frequency to determine when to generate a payroll transaction for the employee. When calculating the withholding taxes, Profits uses the pay frequency to annualize the employee's gross wages.

Pay Type - If this employee is paid an hourly rate, use [Hourly]. If this employee is salaried and you want Profits to generate his payroll transactions, use [Salary]. If this employee is a piecework employee set the selector to [Piecework], and if the employee has been terminated select [Inactive]. Profits will no longer generate transactions for an inactive employee, but W-2's will print at the end of the year for all inactive employees.

Skill Empl No - If you are interfacing to SkilStaf payroll service, this field is used for the 10 digit employee number assigned by SkilStaf to this employee.

Employment Date - 6 digit numeric field used to store this employee's hire date. It should be in the format, MMDDYY.

Termination Date - 6 digit numeric field used to store this employee's termination date. It should be in the format, MMDDYY.

Last Review Date - 6 digit numeric field used to store this employee's last date of review. It should be in the format, MMDDYY.

Birth Date - 6 digit numeric field used to store this employee's birthday. It should be in the format, MMDDYY.

Other Date - 6 digit numeric field used to store any other date you would like to keep a record of for this employee.

Pension Plan - If this employee participates in a pension plan, activate this option. It will be printed on his W2.

Pension Plan Date - 6 digit numeric field used to store the date this employee became eligible for the company pension plan.

Highly Compensated - Answer [Yes] if this employee is considered highly compensated. This flag is used for the Benefits Reporting system.

Badge Number - If using the Time and Attendance Module, a badge number may be assigned in addition to the employee's employee number. When clocking into the system, badge number is required.

Pay Periods Left - 2 digit field used to identify the current pay period this employee is in. This field is automatically updated by the system each time you generate deductions.

Report To - If you are using the Time and Attendance Module, you may set this 'report to' selector to [Office] or [Supervisor] to notify the employee upon clock in that he/she needs to report to the office or his/her supervisor. If the employee is to report to [Work] the system will perform as usual with no particular notification.

Supervisor - If this employee is a supervisor and you are using the Time and Attendance Module, change the selector to [Yes]. If the employee is not a supervisor, leave the flag set to [No].

For each deduction that you have set up in the Control File, you need to specify if it is active for this employee. For each active deduction, you need to specify the following information.

```
Employee Number

Employee Deduction Totals:
                                          Amount Taken    Fixed Amount or
   Active   Description    Yearly Limit   Year-To-Date    Percent to Take
   ------------------------------------------------------------------------
   [No ]    Health Insurance       .00            .00            .00 $
   [No ]    Uniforms               .00            .00            .00 $
   [No ]    Loan Repayment         .00            .00            .00 $
   [No ]                           .00            .00            .00 $
   [No ]                           .00            .00            .00 $
   [No ]                           .00            .00            .00 $
   [No ]                           .00            .00            .00 $
   [No ]                           .00            .00            .00 $
   [No ]                           .00            .00            .00 $
   [No ]                           .00            .00            .00 $
   [No ]                           .00            .00            .00 $
```

Active - If this deduction is valid for this employee, activate this option.

Yearly Limit - 7 digit numeric field used to store the maximum amount that should be deducted from this employee's paychecks for this deduction this year. If the deduction is to be taken regardless of the total taken this year, set the yearly limit to zero.

Amount Taken YTD - 7 digit numeric field used to accumulate the amount that has been deducted from this employee's paychecks for this deduction this year.

Fixed Amt Or Pct to Take - 5 digit numeric field used to store the amount or percent to take per paycheck. The deduction is set up as a fixed amount or a percent in the Control file.

NOTE: The State Garnishment and Federal Levy deductions are automatically programmed to use Profits internal tax table for the percent calculation.

When you have made the necessary changes or additions, press *<CTRL><ENTER>*. The system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the first screen, allowing you to maintain the next employee deductions.

1.3.5 Change Employee Base/MinWage

This option is used to update the Employee Minimum Wage and Hourly Rate. This option only affects the rates for piecework employees and is useful only if all employees are to have the same rates.

When you select this option the following screen will appear.

```
        This program will allow you to set or change
        the Hourly and Min. Wage rate for your piecework
        employees without having to call up each employee.
        If you have different rates per employee you MUST
        manually update each employee.  This program will
        help if you need the same rate entered into each
        piecework employees record.

        If you want to change only one of the rates leave
        the other rate at zero and that rate will not be
        changed.

              New Hourly Rate      .0000
              New Min Wage Rate    .0000
```

New Hourly Rate - The base rate at which you want to pay your employees. This will be updated in the employee file under the Hourly Rate field.

New Min Wage Rate - The rate at which you base minimum wage. This rate will be updated in the employee file under Minimum Wage.

If you do not want to update both the Hourly and Minimum Wage Rates, then you can leave the one rate at zero while the other is updated with a new dollar amount.

1.4 WORK ON GENERAL LEDGER FILES

The following menu provides access to the maintenance functions of the general ledger system.

```
                              Sample Company
PROFITS                  S/N DocuCopy   Version 2.4    10:13:06  May   1, 95
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
│        ┌───────────────┬───────────────┬──────────────────────────┐   │
│        │        P R O  │ FILE MAINTE   │    G/L MASTER FILES       │   │
│        │               │               │                           │   │
│        │ 1.  Work on Mast│1. Work on A/R │. Work on Chart of Accounts│ │
│        │ 2.  Work on Bill│2. Work on A/P │. Work on Budget File      │ │
│        │ 3.  Work on Acco│3. Work on Payr│. Work on Schedule File    │ │
│        │ 4.  Work on Inve│4. Work on G/L │                           │ │
│        │ 5.  Work on Prod│5. Work on Syst│                           │ │
│        │ 6.  Work on Acct│6. Master File │                           │ │
│        │ 7.  Work on Payr│7. Backup/Resto│                           │ │
│        │ 8.  Work on Gene│8. Delete Batch│                           │ │
│        │ 9.  Work on Job │9. Work on Piec│                           │ │
│        │ 0. Exit System  │0. Return to pr│. Return to previous menu  │ │
│        └───────────────┴───────────────┴──────────────────────────┘   │
│                                                           Selection    │
└──────────────────────────────────────────────────────────────────────┘
```

Option 1 is used to add or make changes to your chart of accounts. Setting up your Chart of Accounts is probably the most important step you will take in setting up your accounting system on Profits. NOTE: You should consider using the sample Chart of Accounts already present in the system.

Option 2 is used to add or make changes to your budget files. This option allows you to set up budgets for certain G/L Chart of Accounts.

Option 3 is used to add, change, or delete schedule files. The schedule file allows you to print a statement or partial statement in a different format than what you have set up in the Chart of Accounts file.

1.4.1 Work on Chart of Accounts

This menu option is used to add, change or delete chart of account numbers. Setting up your Chart of Accounts is probably the most important step you will take in setting up your accounting system on Profits. You should consider using our sample Chart of Accounts. You may be able to use these accounts with a few additions or deletions. Also, you may change the account name to match the name you use on your financial statements. You may print the sample chart of accounts by pressing *<F2>* from the Chart of Accounts Maintenance screen. (How to print will be explained in more detail later).

If you cannot use the sample Chart of Accounts, you need to complete the fdlowing steps in order to set up your own Chart of Accounts.

1. First, you must organize your accounts into twelve groups --

Balance Sheet	Income Statement
Current Assets	Income
Fixed Assets	Cost of Sales
Other Assets	Operating Expenses
Current Liabilities	Admn. Expenses
Long Term Liabilities Other Income	
Capital	Other Expenses

2. Next you will number the accounts. If you are departmentalizing, you may use up to four digits to number the accounts, the first three digits are reserved for the department number. If you are not departmentalizing, you may use up to seven digits to number the accounts. You may be able to use your current account numbers, if they are sequential according to your Balance Sheet or Income Statement. If possible, you should increment the account numbers by 10 so that accounts may be added at any point in the Balance Sheet.

Each group should start with a new sequence of numbers. For example, Current Assets may start with 1000, Fixed Assets with 1500, and Other Assets with 1800. Number each account sequentially. The last accounts should be numbered with the last possible number in the sequence before the next group begins. For example, if Fixed Assets is numbered 1500, Total Current Assets might be 1499.

3. After numbering the accounts, you are ready to assign the rest of the codes for each account.

NOTE: The Chart of Accounts File screen works similar to the other options in File Maintenance, except that as you are adding accounts, Profits will remember how you set up the last account you added. This should cut down on your keystrokes.

The first question the system will ask, is what is the chart of accounts number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the account number, press *<ENTER>* to send the information to the computer. If the account number already exists, the information is displayed on the screen. At this point, you may make any changes, delete the account by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found.
Do you wish to add it? [No ]
```

If you want to add the account to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the account, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the account number field, allowing you to enter the next account.

```
 Account Number


               Account Name
               Account Type            [Asset      ]
               Number of spaces to indent [0 Spaces   ]
               Space After Code                1
               Debit/Credit Code       [Normal Debit ]
               Total Level             [Level 2     ]
               Underscore Code         [None        ]
               Print in Column Code    [Column 1    ]
               Sources/Uses Statement Code  [No Code ]
               Statement of Cash Flow Code  [No Code ]
               Account Kind            [Detail      ]
               Consolidated Account Number
```

Account Number - 7 digit field used to identify the account number. If you are departmentalizing your general ledger the first three digits are reserved for the department number and the last four the account number. If you are not departmentalizing, you may use up to seven digits to number your accounts.

Account Type - The account type defines the accounting function of the account. The valid types are: [Asset], [Liability], [Capital], [Income], and [Expenses].

Number of Spaces to Indent - This selector determines how many spaces the account name is indented when it prints on the financial statements. The options are [0 Space], [1 Space], [2 Spaces], [3 Spaces], [4 Spaces], [Suppress], or [Center].

NOTE: The [Center] option is not available at the time of this printing.

If you select Suppress, the account name and balance will not print on the statements. The balance will be added into the next total account line. For example, you may set up a Liability account for each of the payroll taxes you withhold, but you only want to print the total payroll taxes. You should set up a total account for "Payroll Taxes" and suppress each of the accounts that add to it.

You should also decide on some type of indenting scheme. For example, you may indent the group headings and totaling account 4 spaces. The detail accounts would probably be indented 0 spaces.

Space After Code - This 2 digit number determines how many blank lines to print after this account. If no lines should be skipped after this account, use "1". After heading and totaling accounts, you should skip at least one line. Use "2" to skip one line. To begin printing the next account on the next page, use "99". You should do this after the Total Assets account on the Balance Sheet.

Debit/Credit Code - Each account has a normal debit or normal credit balance. Asset and Expense accounts have a normal debit balance. Liability, Capital, and Income accounts have a normal credit balance.

Total Level - May be level 1 through 9. The total levels are used in the printing of your financial statements to determine how your account balances are sub-totaled. Profits adds the balance of each account to all of the total levels. As each line is printed, the totals for that level and below are reset. The higher levels are unchanged.

Underscore Code - This code determines how the balances on the financial statements are underscored. The options are: [None], [Single Line], [Double Line].

NOTE: If you use a single line or double line, a blank like will be skipped under the account name for the underscore line. Therefore, you may not need to use the Space After Code in order to achieve the right spacing.

Print in Column Code - Profits will print the Balance Sheet in three columns. This code determines which column the account balance is printed in. The valid codes are Column 1 through Column 3, or "No Code" for Income accounts.

Sources/Use Code - This code determines how this account is used on the Sources and Uses of Funds Statement. The options are:

No Code - The account is not printed on the statements.

Source/Use - The account is a
source or use of funds.

Exp-No Outlay - The account is
an expense that does not require
an outlay of cash.

Component of W/C - The account is
a component of working capital.

Net Income - The account is your
net income account.

Cash Flow Code - This code determines how this account is used on the Cash Flow Statement.
The options are:

No Code - The account is not
printed on the statement.

Cash Account - The account is
a cash account.

Exp-No Outlay - The account is
an expense account that requires
no outlay of cash.

Balance Sheet - The account is a
balance sheet account.

Net Income - The account is your
net income account.

Account Kind - This code determines how this account may be used. A Header account prints on
the statements only. A Total account is used on the statements to print your sub-totals and totals. No
entries may be posted to either of these account kinds. Detail accounts are your posting accounts.
When you enter journals, these are the only accounts that you may make entries to.

Consolidated Account Number - 7 digit numeric field used to identify the account number you
would like to use to consolidate accounts from different companies.

```
Account Number


                Account Name
                Account Type              [Asset    ]

                DISTRIBUTION ACCOUNT       PERCENTAGE TO DISTRIBUTE
                           0                      .00
                           0                      .00
                           0                      .00
                           0                      .00
                           0                      .00
                           0                      .00
                           0                      .00
                           0                      .00
                           0                      .00
```

Distribution Account and Percentage - A set of nine account numbers and corresponding percentages that may be used if you would like to distribute the dollars posted to this account into other accounts on a percentage basis. All accounts and their coinciding percentages should be entered here.

For example if you may want to distribute rent expense across multiple departments on a percentage based on squared footage, you could enter the appropriate department accounts and the calculated percentages. The rent expense for the month would be distributed accordingly.

The actual distribution of the account dollars is processed under menu option 8.2.4. When you take this option you will be prompted for what period to distribute the dollars to.

Print Chart of Account Listings

To print all or a range of accounts, you simply press *<F2>* from the first screen of the Chart of Accounts Maintenance screen.   When you do this, you will be asked the following questions:

```
        Print the   [Working Chart Listing  ]
                    [Accounts and Budgets    ]


        Do you want to print?   [All  ]
                                [Range]


        First to print - _____
        Last  to print - _____
```

The first question 'Print the' is an option wheel that allows you to select two different report formats. For example, the Working Chart Listing prints every field in the chart of accounts file for a printed reference of your chart of accounts. An Account and Budget Listing prints a listing of the accounts you have budgets set up for. (Budget File Maintenance will be explained next).

The next question lets you define how much of the file you want to print. You can select [All], to print every account in the system, or you can choose [A Range], to print one or a range of accounts. If you choose [A Range], you will be asked to define the first and last account number you want to have printed. If you want only one account, make the first and last account number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                          PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Chart of Accounts Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.4.2 Work on Budget File

This menu option allows you to add, change, or delete an account budget. If you choose to use one of our Income Statement formats that compare actual expenses versus budget, you will need to set up the budgets in the Budget file. Budget File Maintenance will allow you to use any one of the methods listed below to calculate your budget.

The first question the system will ask, is what is the account number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the account number, press *<ENTER>* to send the information to the computer. If a budget already exists for this account number, the information is displayed on the screen. At this point, you may make any changes, delete the budget by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
            Record not found
            Do you wish to add it?  [No]
```

If you want to add the budget to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the budget, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display another screen, if applicable to this master file. If there are no other screens the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the account number field, allowing you to enter the next budget.

```
Account Number                           Account Name


Annual Budget Amount             .00
Amount to apply to each period   .00
First period amount              .00     Mark-up %              .00
                                         Mark-up $              .00


--------------------------------------------------------------------------
January                          .00     July                  .00
February                         .00     August                .00
March                            .00     September             .00
April                            .00     October               .00
May                              .00     November              .00
June                             .00     December              .00
```

Account Number - The 7 digit account number you would like to set up a budget on.

Annual Budget Amount - You key the annual amount. Profits will calculate the amount to budget to each period evenly.

Periodic Budget Amount - You key the actual amount to budget to each period.

Mark Up Percent - You key the amount budgeted to the first period and the percentage of mark up that should be applied to each period. Profits will calculate the budget amounts by increasing each period this percentage over the previous period.

Mark Up Dollars - You key the amount budgeted to the first period and the dollar amount to mark up each period. Profits will calculate the budget amounts by increasing each period this dollar amount over the previous period.

Period Amounts - You key each period's budgeted amount.

1.4.3 Work on Schedule Files

This menu option allows you to add, change, or delete a schedule. After setting up the Chart of Accounts, you should set up any necessary schedules. The Schedule file allows you to print a statement or partial statement in a different format than what you have set up in the Chart of Accounts file. For example, if you suppressed the individual payroll tax accounts and printed the total payroll taxes only, you may want to set up a supporting schedule for this figure. You may set up as many schedules as necessary to complete your financial reports.

The first question the system will ask, is what is the schedule code. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the schedule code, press *<ENTER>* to send the information to the computer. If the schedule already exists, the information is displayed on the screen. At this point, you may make any changes, delete the schedule by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?  [No]
```

If you want to add the schedule to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the schedule, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

After entering the appropriate fields on the first screen, press *<F9>* to end, and the system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the schedule code field, allowing you to enter the next schedule.

```
Schedule Code

Schedule Name                                    Type [Profit / Loss ]


Account                         Ind-Sp. Dr/  To-  Un-  Col-        Consol
Number  Description        Type  ent Af. Cr   tal  der  umn  Kind  Acct
------------------------------------------------------------------------
 6010   Printing Expense   [Exp] [1]  1  [D]  [1]  [N]  [1]  [D]      0
 6020   Postage            [Exp] [1]  1  [D]  [1]  [N]  [1]  [D]      0
 6030   Office Supplies    [Exp] [1]  2  [D]  [1]  [S]  [1]  [D]      0
    0   TOTAL OFFICE EXPENSE [Exp] [3] 2  [D]  [2]  [D]  [2]  [D]      0
```

Schedule Code - 10 character field used to identify the schedule. For example, if you are setting up a schedule for payroll taxes, you may choose to use "PAYROLL".

Name - 40 character field describing the schedule. The name will be printed in the heading when the schedule is printed.

Account Number - 7 digit field used to identify the account number. If you are departmentalizing your general ledger the first three digits are reserved for the department number and the last four the account number. If you are not departmentalizing, you may use up to seven digits to number your accounts.

Description - 24 character field used to assign a description to the account. If you are using an account number that is currently in your chart of accounts you may leave this field blank and the description will be pulled from the chart of accounts.

Account Type - The account type defines the accounting function of the account. The valid types are: [Asset], [Liability], [Capital], [Income], and [Expenses].

Indent - This selector determines how many spaces the account name is indented when it prints on the schedule. The options [0 Space], [1 Space], [2 Spaces], [3 Spaces], [4 Spaces], [Suppress], or [Center].

NOTE: The [Center] option is not available at the time of this printing.

If you select Suppress, the account name and balance will not print on the schedule. The balance will be added into the next total account line.

Space After - This 2 digit number determines how many blank lines to print after this account. If no lines should be skipped after this account, use "1". After heading and totaling accounts, you should skip at least one line. Use "2" to skip one line.

Debit/Credit Code - Each account has a normal debit or normal credit balance. Asset and Expense accounts have a normal debit balance. Liability, Capital, and Income accounts have a normal credit balance.

Total Level - May be level 1 through 9. The total levels are used in the printing of your schedules to determine how your account balances are sub-totaled. Profits adds the balance of each account to all of the total levels. As each line is printed, the totals for that level and below are reset. The higher levels are unchanged.

Underscore Code - This code determines how the balances on the schedules are underscored. The options are: [None], [Single Line], [Double Line].

Column Code - Profits will print the schedule in three columns. This code determines which column the account balance is printed in. The valid codes are Column 1 through Column 3.

Account Kind - This code determines how this account may be used. A Header account prints on the statements only. A Total account is used on the statements to print your sub-totals and totals. No entries may be posted to either of these account kinds. Detail accounts are your posting accounts. When you enter journals, these are the only accounts that you may make entries to.

Consolidated Account Number - 7 digit numeric field used to identify the account number you would like to use to consolidate accounts from different companies.

Print Schedule Listing

To print all or a range of schedules, you simply press *<F2>* from the first screen of the Schedule Maintenance screen. When you do this, you will be asked the following question.

```
Do you want to print?   [All ]
                        [Range]


First to Print - _____
Last  to Print - _____
```

The first question lets you define how much of the file you want to print. You can select [All], to print every schedule in the system, or you can choose [A Range], to print one or a range of schedules. If you choose [A Range], you will be asked to define the first and last schedule code you want to have printed. If you want only one schedule, make the first and last schedule code the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Schedule Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

1.5 WORK ON SYSTEM FILES

The following menu provides access to the maintenance functions of the system.

```
                           Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

        ┌──────────────────┬──────────────────┬──────────────────────────────────┐
        │       P R O      │  FILE MAINTE     │  SYSTEM FILE MAINTENANCE         │
        │                  │                  │                                  │
        │  1.  Work on Mast│ 1. Work on A/R   │ . Work on Control File           │
        │  2.  Work on Bill│ 2. Work on A/P   │ . Work on System Configuration Flags│
        │  3.  Work on Acco│ 3. Work on Payr  │ . Work on Security File          │
        │  4.  Work on Inve│ 4. Work on G/L   │ . Work on Ptr Codes/WrkStn Defaults│
        │  5.  Work on Prod│ 5. Work on Syst  │ . Work on Shipping Mgr. Config.  │
        │  6.  Work on Acct│ 6. Master File   │ . Work on Benefits Ctrl File     │
        │  7.  Work on Payr│ 7. Backup/Resto  │ . Time & Attendance Control File │
        │  8.  Work on Gene│ 8. Delete Batch  │ . Check SYSLOCK File             │
        │  9.  Work on Job │ 9. Work on Piec  │                                  │
        │  0. Exit System  │ 0. Return to pr  │ . Return to previous menu        │
        └──────────────────┴──────────────────┴──────────────────────────────────┘
                                                           Selection
```

Option 1 is used to configure the PROFITS^{TM} system to your way of doing business. This option provides access to the company name and address, accounting method, credit limits, customer types, buyers, incentive payroll information, material utilization controls and much more.

Option 2 is again used to configure the PROFITS^{TM} system to your way of doing business. In the System Configuration Flags are a series of [Yes] and [No] questions pertaining to your company's way of reporting sales tax, salesmen commissions, form layouts, etc.

Option 3 is used to maintain your security file. This file contains the names and security levels of each authorized user.

Option 4 is used to maintain your printer control codes and set-up default printer information. It is also used to configure each workstations defaults for printing, etc.

Option 5 is used to configure your shipping information used with the Shipping Manager application. This application is optional and may be purchased in addition to PROFITS^{TM}.

Option 6 is used to configure your Benefits Administration control information for the Benefits Administration module. This application is optional and may be purchased in addition to PROFITS^{TM}

Option 7 is used to configure your Time and Attendance control information for the Time and Attendance module. This application is optional and may be purchased in addition to PROFITS^{TM}

Option 8 is used to check the system lock file when there is a conflict sharing a file on the network.

1.5.1 Work on Control File

This menu option allows you to set or change information pertaining to your company. When this option is selected, screens similar to the ones below will be displayed. To advance from one screen to the next, press *<CTRL><ENTER>*. NOTE: Instead of performing a *<CTRL><ENTER>* through each screen, you may access each main control file quickly by pressing *<F9>* until the control file you are looking for is displayed.

```
 Company Name          Sample Company, Inc.         Federal ID#
 Address 1     P.O. Box 1323                        Co Phone #
 Address 2                                          Co Fax #
 City  Roswell               State  GA   Zip 30077-1323


    Accounting Method   [Accrual]    Next Invoice Number        1000
    Cost Deviation Pct     5.000     Next Order Number          1000
    Days in A/R Period        30     Next P/O Number            1000
    Days in A/P Period        30     Next A/P Check Number      1000
    Late Charge Pct        1.500     Next Payroll Check Number  1000
    Late Charge Period [Period 2]    Next Quote Number          1000
    FICA Percent           6.200     FUI Percent                 .800
    FICA Earnings Limit  60600.00    FUI Earnings Limit       7500.00
    Medicare Percent        1.45     401K Federal Limit           .00
    Medicare Earn Limit 999999.00
```

Company Name - 40 character field used to print on all report headings. You should center the name of your company within the 40 spaces. This name will also appear on all input and menu screens.

Address 1 - 30 character field used to store the first line of your company's address.

Address 2 - 30 character field used to store the second line of your company's address. If this field is not used, it will not be printed on the purchase orders or W-2s.

City - 18 character field used to store your company's city.

State - 2 character field used to store your company's state abbreviation. You should use the standard Post Office abbreviations.

Zip - 10 character field used to store your company's zip code.

Federal ID# - 10 character field used to store your company's federal ID# for W2's, etc.

Co Phone # - 10 character field used to store your company's phone number.

Fax Phone # - 10 character field used to store your company's fax phone number.

Accounting Method - The two available options are [Accrual] or [Cash]. The accounting method determines the way that entries are posted to the General Ledger.

Cost Deviation Percent - 5 digit numeric field with 3 decimal places. When the last cost for an item exceeds the item's average cost by a percentage greater than the percent you assign here, the item is flagged for your review on the Inventory Transaction Register and Stock Status reports.

Days in A/R Period - 2 digit numeric field used to determine the aging of your customer's invoices. Most companies use 30-60-90 day aging. If your usual terms are Net 15, you may set up the A/R Period as 15. Profits would then use 15-30-45 day aging when printing the Aged Trial Balance and when calculating late charges.

Days in A/P Period - 2 digit numeric field used to determine the aging of your vendors' invoices. Most companies use 30-60-90 day aging.

Late Charge Percent - 5 digit numeric field with 3 decimal places representing the monthly percentage charged on past due amounts. When calculating late charges, this percentage will be displayed for your review before the charges are calculated. The percentage may be overridden.

Late Charge Period - The four options are: [Period 1], [Period 2], [Period 3], [Period 4]. The length of the periods is determined by the A/R period you have set up. For example, if your A/R period is 30 days, the periods would be: current, over 30 days, over 60 days, and over 90 days. When calculating the late charges, the percentage will be applied to open invoices in this period and older. Most companies use [Period 2].

FICA Percent - 5 digit numeric field with 3 decimal places, used to store the current percentage of FICA tax for Payroll.

FICA Earnings Limit - 7 digit numeric field with 2 decimal places, used to store the maximum yearly gross earnings that are FICA taxable.

Medicare Percent - 2 digit numeric field with 3 decimal places, used to store the current percentage of Medicare tax for Payroll.

Medicare Earnings Limit - 7 digit numeric field with 2 decimal places, used to store the maximum yearly gross earnings that are Medicare taxable.

Next Invoice Number - 6 digit numeric field. Enter the first invoice number you want Profits to assign. Profits will increment this number automatically while printing the invoices and update the Control file with the new Next Invoice Number.

Next Order Number - 6 digit numeric field. Enter the order number you want Profits to assign. Profits will increment this number automatically while you are entering orders and update the Control file with the new Next Order Number.

Next P/O Number - 6 digit numeric field. Enter the first purchase order number you want Profits to assign. Profits will increment this number automatically while you are entering purchase orders and update the Control file with the new Next P/O Number.

Next A/P Check Number - 6 digit numeric field. Enter the first check number you want Profits to assign. Profits will increment this number automatically while printing the accounts payable checks and update the Control file with the new Next A/P Check Number

Next Payroll Check Number - 6 digit numeric field. Enter the first check number you want Profits to assign. Profits will increment this number automatically while printing the payroll checks and update the Control file with the new Next Payroll Check Number.

Next Quote Number - 6 digit numeric field. Enter the first quote number you want Profits to assign. Profits will increment this number automatically while you are entering quotes and update the Control file with the new Next Quote Number.

FUI Percent - 5 digit numeric field with 3 decimal places, used to store the current Federal Unemployment percentage.

FUI Earnings Limit - 7 digit numeric field with 2 decimal places, used to store the current maximum yearly gross earnings that are FUI taxable.

401K Federal Limit - 7 digit numeric field with 2 decimal places, used to store the federal earnings limit for 401K deductions.

```
Company Name          Sample Company, Inc.
Address 1    P.O. Box 1323
Address 2
City  Roswell           State  GA   Zip 30077-1323

   Customer Types               Term Descriptions  Days  Pcts   Days

   RETAIL                       DUE UPON RECEIPT     0    .000    0
   WHOLESALE                    NET 30               0    .000    0
   DISTRIBUTOR                  2 % 10 NET 30       10   2.000    0
                                1 % 10 NET 30       10   1.000    0
                                                     0    .000    0
                                                     0    .000    0
                                                     0    .000    0
                                                     0    .000    0
                                                     0    .000    0
```

Customer Types - A set of nine 15 character fields. The descriptions you set up determine the selections you have when setting up customers.

Terms Description - A set of nine 15 character fields. The descriptions you set up determine the selections you have when setting up customers.

Days - A set of nine 3 digit numeric fields, corresponding to each of the above descriptions. This number is used to calculate the discount date of the invoice (the date by which the invoice must be paid on order for your customer to take the discount).

Pcts - A set of nine 5 digit numeric fields with 3 decimal places, corresponding to each of the above descriptions. This number is used to calculate the terms discount amount.

Days - A set of nine 3 digit numeric fields, corresponding to the number of days from the invoice/age date that the customer has before the invoice is due.

```
Company Name
Address 1
Address 2
City                    State      Zip

                        G/L Accounts

Cash            1020  A/P             2010  YTD Net Income      3997
A/R             1100  Purchase Discs  5060  Beg P&L Account     4000
Sales Tax Liab. 2110  Freight In      5040  Total Sales Account 4999
Sales           4010  Spc Chgs In     5050  Retained Earnings   3996
Sales Discounts 4060  FIT W/H         2040  Suspense Account    1240
Sales Returns   4070  Employee FICA   2080  Sales Tax Expense   5070
Late Charges    4070  FICA Expense    6230  Purchases           5010
A/R Adjustments 1110  Employer FICA   2080  Inventory           1220
Freight Out     4040  Cash - Payroll  1030
Spc Chgs Out    4050  One-Time Ded.   1100
```

G/L Accounts - A set of 7 digit numeric fields used to create the entries to be posted to General Ledger. Before you allow Profits to post to General Ledger, these accounts must be set up in the Chart of Accounts. You will need to set up the following accounts:

Cash - The asset account your Accounts Receivable cash receipts and Accounts Payable checks should be posted to.

Accounts Receivable - The asset account that invoices, invoice summaries, and cash receipts should be posted to.

Sales Tax Liability - The liability account that the sales tax you collect from your customers should be accrued to.

Sales - The income account that invoice summaries should be posted to. Sales from Billing are posted to the Sales account in the Product Class file.

Sales Discounts - The income or expense account that terms discounts taken during cash receipts should be posted to.

Sales Returns - The income or expense account that credit memos should usually be posted to.

Late Charges - The income account that late charges added to Accounts Receivable should be posted to.

A/R Adjustments - The asset account that adjustments made to A/R should be posted to. This should not be the same account as your Accounts Receivable account.

Freight Out - The income account that freight charges from Billing should be posted to.

Special Charges Out - The income account that special charges from Billing should be posted to.

Accounts Payable - The liability account that vendor invoices and checks should be posted to.

Purchase Discounts - The expense account that discounts taken from Accounts Payable checks should be posted to.

Freight In - The expense account that freight charges on purchase orders should be posted to.

Special Charges In - The expense account that special charges on purchase orders should be posted to.

FIT Withheld - The liability account that the FIT amount withheld from Payroll checks should be accrued to.

Employee FICA - The liability account that the FICA amount withheld from Payroll checks should be accrued to.

FICA Expense - The expense account that the employer's FICA amount should be expensed to.

Employer FICA - The liability account that the employer's FICA amount should be accrued to.

Cash - Payroll - The asset account that the net payroll amount should be posted to.

One Time Deductions - The liability account that any miscellaneous deductions taken from payroll checks should be accrued to.

YTD Net Income - The liability account that the net income for this year should be posted to. Profits will make this entry automatically.

Beginning P&L Account - The first income account in your Chart of Accounts.

Total Sales Account - The income account that you want the percent of sales column on your Income Statement to be based on. It should be a totaling account.

Retained Earnings - The capital account that your net income should be posted to at year end. Profits will make this entry automatically.

Suspense Account - The asset or liability account that you will use as a suspense account. Profits validates every account before an entry is posted. If the account is invalid, Profits will post the entry to the suspense account.

Sales Tax Expense - The expense account that sales tax from purchase orders should be posted to.

Purchases - The expense account that non-inventoried items on purchase orders should be posted to. Inventoried items will be posted to the expense account in the Product Class file.

Inventory - The asset account that is credited when costing is used during billing. This field will be used only if the 'Update Inventory Cost at Billing' flag is activated under the System Configuration Flag option.

```
Company Name
Address 1
Address 2
City                     State      Zip

        Buyers           Shipping Instructions      Halt Reasons

Keith Sloane             UPS Ground                 OK TO PAY
Ann Petzke               UPS **COD**                Damaged Goods
                         Air Freight                A/R Balance
                         Federal Express
```

Buyers - A set of nine 25 character fields used to store the names of the people in your company who place orders with your vendors.

Shipping Instructions - A set of five 25 character fields used to store the methods that our vendors usually use to ship your orders to you.

Halt Reasons - A set of five 15 character fields used to store the reasons that you may not pay an invoice within the due date. The first reason must remain as "OK TO PAY".

```
Company Name
Address 1
Address 2
City                 State      Zip

 Payroll     Deduction Method   Description          Account  Taxable
 Deductions: ------------------------------------------------------------
             [Fixed Amount  ]   HEALTH INSURANCE     1104     [Yes]
             [Fixed Amount  ]   UNIFORMS             1103     [Yes]
             [Fixed Amount  ]   LOAN REPAYMENT       1103     [Yes]
             [Inactive      ]                        0        [Yes]
             [Inactive      ]                        0        [Yes]
             [Inactive      ]                        0        [Yes]
             [Inactive      ]                        0        [Yes]
             [Inactive      ]                        0        [Yes]
             [Inactive      ]                        0        [Yes]
             [Inactive      ]                        0        [Yes]
             [Inactive      ]                        0        [Yes]
```

Deduction Method - A set of ten selectors specifying that the available deduction is [In-Active], [Fixed Amount], [Percentage], [401K%], [401K$], [S125% (Keep)], [S125$ (Keep)], [S125% (Take)], [S125$ (Take)], or [Use Tax Page].

Each employee may use any active deduction set up in the Employee file. A [Fixed Amount] deduction will deduct the specified amount from the paycheck, and a [Percentage] deduction will deduct the specified percentage of the gross earnings from the paycheck.

A [401K%] or [401K$] deduction will deduct the specified percentage or dollar amount and will not calculate tax for Federal or State, only FICA tax will be calculated.

The S125 deductions will deduct a specified dollar or percentage amount and then calculate taxes. The keep and take options are set up to determine whether the deduction amount should be taken from the employees' check or added back in after taxes have been calculated.

NOTE: 'Keep' S125 means the employee **DOES NOT** get the deduction amount added back to the payroll check and 'Return' means the employee **DOES** receive back the deduction in the payroll check. When calculating the net pay for each payroll, you have the option of taking each deduction.

Description - A set of ten 15 character fields used to describe the corresponding deduction.

Account - A set of ten 7 digit numeric fields identifying the General Ledger liability account that you want the corresponding deduction to be accumulated to.

Taxable - A set of ten selectors corresponding to each of the deductions which allows you to specify whether or not each deduction is taxable. If a deduction is taxable, the withholding taxes will be calculated on gross earnings. If a deduction is non-taxable, the withholding taxes will be calculated on gross earnings minus the deduction. **NOTE:** 401K and S125 deductions are to be set to [No], the system will not allow you to set them to [Yes].

```
Company Name
Address 1
Address 2
City                    State      Zip

  Payroll       Deduction Method   Description       Account  Taxable
  Deductions:   ---------------------------------------------------------
                [Fixed Amount  ]   HEALTH INSURANCE    1104    [Yes]
                [Fixed Amount  ]   UNIFORMS            1103    [Yes]
                [Fixed Amount  ]   LOAN REPAYMENT      1103    [Yes]
                [Inactive      ]                          0    [Yes]
                [Inactive      ]                          0    [Yes]
                [Inactive      ]                          0    [Yes]
                [Inactive      ]                          0    [Yes]
                [Inactive      ]                          0    [Yes]
                [Inactive      ]                          0    [Yes]
                [Use Tax Page  ]   FEDERAL LEVY           0    [Yes]
                [Use Tax Page  ]   ST. GARNISHMENT        0    [Yes]
```

Deduction Method - A set of eight selectors specifying that the available deduction is [In-Active], [Fixed Amount], [Percentage], [401K%], [401K$], [S125% (Keep)], [S125$ (Keep)], [S125% (Take)], [S125$ (Take)], or [Use Tax Page].

Each employee may use any active deduction set up in the Employee file. A [Fixed Amount] deduction will deduct the specified amount from the paycheck, and a [Percentage] deduction will deduct the specified percentage of the gross earnings from the paycheck.

A [401K%] or [401K$] deduction will deduct the specified percentage or dollar amount and will not calculate tax for Federal or State, only FICA tax will be calculated.

The S125 deductions will deduct a specified dollar or percentage amount and then calculate taxes. The keep and take options are set up to determine whether the deduction amount should be taken from the employees' check or added back in after taxes have been calculated.

NOTE: 'Keep' S125 means the employee **DOES NOT** get the deduction amount added back to the payroll check and 'Return' means the employee **DOES** receive back the deduction in the payroll check. When calculating the net pay for each payroll, you have the option of taking each deduction.

The second to the last deduction 'Federal Levy' will always remain coded as a [Use Tax Page] deduction. This special deduction uses the internal tax page to calculate an employees' federal levy deduction percentage.

The last deduction 'St. Garnishment' will always remain coded as a [Use Tax Page] deduction. This special deduction uses the internal tax page to calculate the employees' garnishment deduction percentage. Garnishment deduction percentages vary per state, so each state must have a garnishment record set up in the internal tax file. If you would like to have your state set up with a garnishment type deduction, please contract you support staff.

Description - A set of eight 15 character fields used to describe the corresponding deduction.

Account - A set of eight 7 digit numeric fields identifying the General Ledger liability account that you want the corresponding deduction to be accumulated to.

Taxable - A set of eight selectors corresponding to each of the deductions which allows you to specify whether or not each deduction is taxable. If a deduction is taxable, the withholding taxes will be calculated on gross earnings. If a deduction is non-taxable, the withholding taxes will be calculated on gross earnings minus the deduction. **NOTE:** 401K and S125 deductions are to be set to [No], the system will not allow you to set them to [Yes].

```
Company Name
Address 1
Address 2
City                    State       Zip

Earnings Types          Paid at:      Item Types      Makeup Percentage


  Regular              Regular Rate    'A' Items            80.000
  Overtime             Overtime Rate   'B' Items            15.000
  Premium              Premium Rate    'C' Items             4.000
  Sick                 Regular Rate    'D' Items             1.000
  Vacation             Regular Rate
  Taxable Adj.         Regular Rate
  Non-Tax Adj.         Regular Rate
  OverProd.            Regular Rate
  Other                Regular Rate
```

Earnings Types - A set of nine 12 character fields. The descriptions you set up determine the pay type selections you have when entering payroll transactions. These earnings types will also print on the payroll checks.

NOTE: The first three earnings types should remain as regular, overtime, and premium so they coincide with your pay figures/types in the employee file.

Item Types/Makeup Percentage - 5 digit numeric field with 3 decimal places. The makeup percentage coincides with the A-D item types and is determined on sales volume for each item type. For example, referencing the screen above, 80% of your inventory is classified as 'A' type items.

```
Company Name
Address 1
Address 2
City                    State      Zip

Last Closing Date   123189        Fiscal Year End            12
This Closing Date   123190        Reporting Periods   [Monthly   ]

Formats    Copies   Name          ---------Report Options----------
ABCD          1     Balance Sheet
ABCDEFGHI     1     Income Statement    Changes in Working Capital ? [Yes]
              0     Chart of Accounts   Changes in Cash Balance?    [Yes]
              1     General Ledger      Budget Processing?          [No ]
              1     Trial Balance       Dept Processing?  [No Departments]
              1     Work Sheet
              0     B/S Schedules   -------Printing Standards--------
              0     P&L Schedules       Print $ or % Variance   [Percent]
              0     Statement of Changes  Print Zero Balances       [No ]
```

Last Closing Date - 6 digit numeric field. Enter the last period's General Ledger closing date.

This Closing Date - 6 digit numeric field. Enter this period's General Ledger closing date. This will be the date that will print on the periodic reports.

Fiscal Year End - 2 digit numeric field. Enter the month that your General Ledger fiscal year end will be. For example, if your fiscal year ends December 31, then your fiscal year end would be 12.

Reporting Periods - If your periods are based on the twelve months, use [Monthly]. If your periods are based on thirteen four week periods, use [13 Periods].

Balance Sheet Formats - The four available Balance Sheet formats are:

A   Current period, current percent
           of sales, year to date and year
           to date percent of sales.

B   Comparative balance sheet (this
           year, last year, and variance).

C   Comparative balance sheet (this
           year and last year)

D   Three Column balance sheet
           (this year and last year)

Income Statement Formats - The nine available Income Statement formats are:

A   Current period, current percent of sales, year to date and year to date percent of sales

B   Year to date only and year to date percent of sales

C   Current period this year vs. current period last year with percent of sales and variance on the first page, year to date this year vs. year to date last year with percent of sales and variance on second page.

D   Current period, current percent of sales, year to date, year to year to date percent of sales, annual budget, and unexpended budget

E   Current period this year vs. current period last year with variance, year to date this year vs. year to date last year with variance

F   Current period this year vs. current period last year with variance on first page, year to date this year vs. year to date last year with variance on second page.

G   Current period this year, current period last year, year to date this year, year to date last year with percent of sales for each column.

H   Current period this year vs.
              current period last year with
              percent of sales on first page,
              year to date this year vs. year
              to date last year with percent of
              sales on second page.

I   Current period vs. current period
              budget with variance, year to
              date vs. year to date budget with
              variance.

Reports to Print - Enter the standard number of copies that you wish Profits to print for each of the following:

Balance Sheet	Work Sheet
Income Statement	B/S Schedules
Chart of Accounts	I/S Schedules
General Ledger	Statement of Chgs.
Trial Balance	

Changes in Working Capital If you want the Changes in Working Capital Statement to be printed as your Statement of Changes, set this flag to [Yes]. Otherwise, set this flag to [No].

Changes in Cash Balances - If you want the Changes in Cash Balances Statement to be printed as your Statement of Changes, set this flag to [Yes]. Otherwise, set this flag to [No].

Budget Processing - If you want to enter budgets for your accounts, set this flag to [Yes]. Otherwise, set this flag to [No].

Department Processing - If you select [No Departments], you may use all seven digits of the account number, but no department breaks will be analyzed. If you select [Income Accounts], Profits will only allow you to use the first three digits of the account number as departments in your income and expense account numbers. If you select [All Accounts], you may use departments in your Balance Sheet account numbers as well as your Income Statement accounts.

Print $ or % Variance - This code is used on the Income Statement and Balance Sheet formats that print a variance. If you select [Dollars], Profits will print the dollar variance. If you select [Percents], Profits will print the percent of variance.

Print Zero Balances - Not currently available on Profits.

```
Balance Sheet        Format A Name
                     Format B Name
                     Format C Name
                     Format D Name

Income Statement     Format A Name
                     Format B Name
                     Format C Name
                     Format D Name
                     Format E Name
                     Format F Name
                     Format G Name
                     Format H Name
                     Format I Name
```

Balance Sheet Format Names - A set of four 40 character fields. Enter the name that you want to appear in the heading of each of the balance sheet formats you have selected to print.

Income Statement Format Names - A set of nine 40 character fields. Enter the name that you want to appear in the heading of each of the income statement formats you have selected to print.

```
                --------Disclaimer Information--------

    Line 1:

    Line 2:

    Line 3:

    Line 4:

    Line 5:
```

Disclaimer Information - A set of five 132 character fields which will print at the end of your financial statements. For example, you may use these fields to specify that this is an unaudited report.

```
Journal      Journal
  Code         Name                        Reporting Periods Descriptions
                                           -----------------------------
   GJ     GENERAL JOURNAL                    Period  1 - January
   SJ     SALES JOURNAL                      Period  2 - February
   PJ     PURCHASE JOURNAL                   Period  3 - March
   CD     CASH DISBURSEMENT JOURNAL          Period  4 - April
   PR     PAYROLL JOURNAL                    Period  5 - May
   CR     CASH RECEIPTS JOURNAL              Period  6 - June
   AJ     ADJUSTING JOURNAL                  Period  7 - July
                                            Period  8 - August
                                            Period  9 - September
                                            Period 10 - October
                                            Period 11 - November
                                            Period 12 - December
```

Journal Codes - A set of ten 2 character fields. The codes you set up determine the selections you have when making journal entries.

Journal Names - A set of ten 40 character fields, corresponding to each of the above journal codes. The journal name will be printed on the Journal when you post the journal entries.

Reporting Periods Descriptions - A set of twelve or thirteen 15 character fields, corresponding to each of your General Ledger periods. For example, if your fiscal year end is 12 and your reporting periods are monthly, then period 12 would be December.

```
           L A S E R   F O R M   I N F O R M A T I O N

                            A/P CHECK

   Form ID   0  Filename              No. of Copies to Print 1
   Logo ID   0  Filename              Copy 1 Original
                                      Copy 2
                                      Copy 3
          Bank Information            Copy 4
     Name                             Copy 5
     City                             Copy 6
   Routing No.      0   Loc. No    0  Copy 7
   Account No.      0                 Copy 8
                                      Copy 9
   2 Signatures Req.  If Over $9999999.99  Copy 10
   Signature 1 ID     0  Filename
   Signature 2 ID     0  Filename
```

Form ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the form outline to be printed. It will be merged with the data to create the finished form. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file that should be downloaded to the printer if not using a printer cartridge. This field should be blank if FORM ID is used above.

Logo ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the company logo to be printed on the form. This field should be zero if you enter a logo filename in the next field.

Filename - A 12 character field identifying the name of the company logo file that should be downloaded to the printer. This field should be blank if LOGO ID is used above.

Bank Name - 30 character field identifying your bank's legal name. This name will be printed in small print on the checks.

City Name - 30 character field identifying your bank's city, state and zipcode. This information will be printed in small print below the bank name.

Routing Number - 9 digit field that identifies your bank. It is located on the bottom of your checks and is located between the bar and colon characters.

Loc. Number - 3 digit field that identifies the part of the country that your bank is located in. It will be printed in small print under the bank name, city and routing number.

Account Number - 15 digit field that identifies your company's account number. You should enter this number as it appears on the bottom of the check including spaces.

2 Signature Require If Over - 9 digit field with 2 decimal places used to the dollar amount of a check that will tell the system to require a second signature. If no check requires two signatures, enter all $9999999.99 in this field.

Signature 1 ID - 5 digit numeric field identifying the macro number that contains the first signature for signing checks. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file to be downloaded to the printer for the first signature. This field should be blank if Signature 1 ID is used above.

Signature 2 ID - 5 digit numeric field identifying the macro number that contains the second signature for signing checks. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file to be downloaded to the printer for the first signature. This field should be blank if Signature 2 ID is used above.

Number of Copies to Print - 2 digit field used to store the number of copies to print. This should include 1 for the original.

Copy 1-10 - A set of ten 20 character fields used to store the name of each copy to be printed. Examples such as ORIGINAL, FILE COPY, REMITTANCE COPY, etc.

Tray 1-10 - A 1 digit number that your printer used to identify the paper tray you wish to used when printing the original and any copies. Normally 1 is used for the top tray and 4 for the bottom.

```
                    L A S E R   F O R M   I N F O R M A T I O N

                              P/Y CHECK

    Form ID    0  Filename                  No. of Copies to Print 1
    Logo ID    0  Filename                  Copy 1 Original
                                            Copy 2
                                            Copy 3
        Bank Information                    Copy 4
       Name                                 Copy 5
       City                                 Copy 6
    Routing No.        0   Loc. No      0   Copy 7
    Account No.        0                     Copy 8
                                            Copy 9
    2 Signatures Req.  If Over $9999999.99  Copy 10
    Signature 1 ID      0  Filename
    Signature 2 ID      0  Filename
```

Form ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the form outline to be printed. It will be merged with the data to create the finished form. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file that should be downloaded to the printer if not using a printer cartridge. This field should be blank if FORM ID is used above.

Logo ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the company logo to be printed on the form. This field should be zero if you enter a logo filename in the next field.

Filename - A 12 character field identifying the name of the company logo file that should be downloaded to the printer. This field should be blank if LOGO ID is used above.

Bank Name - 30 character field identifying your bank's legal name. This name will be printed in small print on the checks.

City Name - 30 character field identifying your bank's city, state and zipcode. This information will be printed in small print below the bank name.

Routing Number - 9 digit field that identifies your bank. It is located on the bottom of your checks and is located between the bar and colon characters.

Loc. Number - 3 digit field that identifies the part of the country that your bank is located in. It will be printed in small print under the bank name, city and routing number.

Account Number - 15 digit field that identifies your company's account number. You should enter this number as it appears on the bottom of the check including spaces.

2 Signature Require If Over - 9 digit field with 2 decimal places used to the dollar amount of a check that will tell the system to require a second signature. If no check requires two signatures, enter all $9999999.99 in this field.

Signature 1 ID - 5 digit numeric field identifying the macro number that contains the first signature for signing checks. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file to be downloaded to the printer for the first signature. This field should be blank if Signature 1 ID is used above.

Signature 2 ID - 5 digit numeric field identifying the macro number that contains the second signature for signing checks. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file to be downloaded to the printer for the first signature. This field should be blank if Signature 2 ID is used above.

Number of Copies to Print - 2 digit field used to store the number of copies to print. This should include 1 for the original.

Copy 1-10 - A set of ten 20 character fields used to store the name of each copy to be printed. Examples such as ORIGINAL, FILE COPY, REMITTANCE COPY, etc.

Tray 1-10 - A 1 digit number that your printer used to identify the paper tray you wish to used when printing the original and any copies. Normally 1 is used for the top tray and 4 for the bottom.

```
              L A S E R   F O R M   I N F O R M A T I O N

                          S125 CHECK

  Form ID    0  Filename              No. of Copies to Print 1
  Logo ID    0  Filename              Copy 1 Original
                                      Copy 2
                                      Copy 3
        Bank Information              Copy 4
     Name                             Copy 5
     City                             Copy 6
  Routing No.       0   Loc. No     0 Copy 7
  Account No.       0                 Copy 8
                                      Copy 9
  2 Signatures Req.  If Over $9999999.99  Copy 10
  Signature 1 ID      0  Filename
  Signature 2 ID      0  Filename
```

Form ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the form outline to be printed. It will be merged with the data to create the finished form. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file that should be downloaded to the printer if not using a printer cartridge. This field should be blank if FORM ID is used above.

Logo ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the company logo to be printed on the form. This field should be zero if you enter a logo filename in the next field.

Filename - A 12 character field identifying the name of the company logo file that should be downloaded to the printer. This field should be blank if LOGO ID is used above.

Bank Name - 30 character field identifying your bank's legal name. This name will be printed in small print on the checks.

City Name - 30 character field identifying your bank's city, state and zipcode. This information will be printed in small print below the bank name.

Routing Number - 9 digit field that identifies your bank. It is located on the bottom of your checks and is located between the bar and colon characters.

Loc. Number - 3 digit field that identifies the part of the country that your bank is located in. It will be printed in small print under the bank name, city and routing number.

Account Number - 15 digit field that identifies your company's account number. You should enter this number as it appears on the bottom of the check including spaces.

2 Signature Require If Over - 9 digit field with 2 decimal places used to the dollar amount of a check that will tell the system to require a second signature. If no check requires two signatures, enter all $9999999.99 in this field.

Signature 1 ID - 5 digit numeric field identifying the macro number that contains the first signature for signing checks. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file to be downloaded to the printer for the first signature. This field should be blank if Signature 1 ID is used above.

Signature 2 ID - 5 digit numeric field identifying the macro number that contains the second signature for signing checks. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file to be downloaded to the printer for the first signature. This field should be blank if Signature 2 ID is used above.

Number of Copies to Print - 2 digit field used to store the number of copies to print. This should include 1 for the original.

Copy 1-10 - A set of ten 20 character fields used to store the name of each copy to be printed. Examples such as ORIGINAL, FILE COPY, REMITTANCE COPY, etc.

Tray 1-10 - A 1 digit number that your printer used to identify the paper tray you wish to used when printing the original and any copies. Normally 1 is used for the top tray and 4 for the bottom.

```
          L A S E R   F O R M   I N F O R M A T I O N

                             INVOICE

Form ID    0  Filename                   No. of Copies to Print 1
Logo ID    0  Filename                   Copy 1 Original
                                         Copy 2
                                         Copy 3
       Bank Information                  Copy 4
     Name                                Copy 5
     City                                Copy 6
Routing No.       0   Loc. No      0     Copy 7
Account No.       0                      Copy 8
                                         Copy 9
2 Signatures Req.  If Over $9999999.99   Copy 10
Signature 1 ID     0  Filename
Signature 2 ID     0  Filename
```

Form ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the form outline to be printed. It will be merged with the data to create the finished form. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file that should be downloaded to the printer if not using a printer cartridge. This field should be blank if FORM ID is used above.

Logo ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the company logo to be printed on the form. This field should be zero if you enter a logo filename in the next field.

Filename - A 12 character field identifying the name of the company logo file that should be downloaded to the printer. This field should be blank if LOGO ID is used above.

Number of Copies to Print - 2 digit field used to store the number of copies to print. This should include 1 for the original.

Copy 1-10 - A set of ten 20 character fields used to store the name of each copy to be printed. Examples such as ORIGINAL, FILE COPY, REMITTANCE COPY, etc.

Tray 1-10 - A 1 digit number that your printer used to identify the paper tray you wish to used when printing the original and any copies. Normally 1 is used for the top tray and 4 for the bottom.

```
          L A S E R   F O R M   I N F O R M A T I O N

                        PICKING TICKET

Form ID    0  Filename                 No. of Copies to Print 1
Logo ID    0  Filename                 Copy 1 Original
                                       Copy 2
                                       Copy 3
      Bank Information                 Copy 4
   Name                                Copy 5
   City                                Copy 6
Routing No.       0   Loc. No     0    Copy 7
Account No.       0                    Copy 8
                                       Copy 9
2 Signatures Req.  If Over $9999999.99 Copy 10
Signature 1 ID      0  Filename
Signature 2 ID      0  Filename
```

Form ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the form outline to be printed. It will be merged with the data to create the finished form. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file that should be downloaded to the printer if not using a printer cartridge. This field should be blank if FORM ID is used above.

Logo ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the company logo to be printed on the form. This field should be zero if you enter a logo filename in the next field.

Filename - A 12 character field identifying the name of the company logo file that should be downloaded to the printer. This field should be blank if LOGO ID is used above.

Number of Copies to Print - 2 digit field used to store the number of copies to print. This should include 1 for the original.

Copy 1-10 - A set of ten 20 character fields used to store the name of each copy to be printed. Examples such as ORIGINAL, FILE COPY, REMITTANCE COPY, etc.

Tray 1-10 - A 1 digit number that your printer used to identify the paper tray you wish to used when printing the original and any copies. Normally 1 is used for the top tray and 4 for the bottom.

```
L A S E R   F O R M   I N F O R M A T I O N

                              STATEMENT

     Form ID    0   Filename              No. of Copies to Print 1
     Logo ID    0   Filename              Copy 1 Original
                                          Copy 2
                                          Copy 3
          Bank Information                Copy 4
       Name                               Copy 5
       City                               Copy 6
     Routing No.      0   Loc. No      0  Copy 7
     Account No.      0                   Copy 8
                                          Copy 9
     2 Signatures Req.  If Over $9999999.99  Copy 10
     Signature 1 ID      0  Filename
     Signature 2 ID      0  Filename
```

Form ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the form outline to be printed. It will be merged with the data to create the finished form. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file that should be downloaded to the printer if not using a printer cartridge. This field should be blank if FORM ID is used above.

Logo ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the company logo to be printed on the form. This field should be zero if you enter a logo filename in the next field.

Filename - A 12 character field identifying the name of the company logo file that should be downloaded to the printer. This field should be blank if LOGO ID is used above.

Number of Copies to Print - 2 digit field used to store the number of copies to print. This should include 1 for the original.

Copy 1-10 - A set of ten 20 character fields used to store the name of each copy to be printed. Examples such as ORIGINAL, FILE COPY, REMITTANCE COPY, etc.

Tray 1-10 - A 1 digit number that your printer used to identify the paper tray you wish to used when printing the original and any copies. Normally 1 is used for the top tray and 4 for the bottom.

```
          L A S E R   F O R M   I N F O R M A T I O N

                            PO

Form ID    0  Filename                No. of Copies to Print 1
Logo ID    0  Filename                Copy 1 Original
                                      Copy 2
                                      Copy 3
     Bank Information                 Copy 4
   Name                               Copy 5
   City                               Copy 6
Routing No.        0   Loc. No     0  Copy 7
Account No.        0                  Copy 8
                                      Copy 9
2 Signatures Req.  If Over $9999999.99 Copy 10
Signature 1 ID      0  Filename
Signature 2 ID      0  Filename
```

Form ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the form outline to be printed. It will be merged with the data to create the finished form. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file that should be downloaded to the printer if not using a printer cartridge. This field should be blank if FORM ID is used above.

Logo ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the company logo to be printed on the form. This field should be zero if you enter a logo filename in the next field.

Filename - A 12 character field identifying the name of the company logo file that should be downloaded to the printer. This field should be blank if LOGO ID is used above.

Number of Copies to Print - 2 digit field used to store the number of copies to print. This should include 1 for the original.

Copy 1-10 - A set of ten 20 character fields used to store the name of each copy to be printed. Examples such as ORIGINAL, FILE COPY, REMITTANCE COPY, etc.

Tray 1-10 - A 1 digit number that your printer used to identify the paper tray you wish to used when printing the original and any copies. Normally 1 is used for the top tray and 4 for the bottom.

```
         L A S E R   F O R M   I N F O R M A T I O N

                       QUOTE

   Form ID    0  Filename              No. of Copies to Print 1
   Logo ID    0  Filename              Copy 1 Original
                                       Copy 2
                                       Copy 3
        Bank Information               Copy 4
      Name                             Copy 5
      City                             Copy 6
   Routing No.      0   Loc. No     0  Copy 7
   Account No.      0                  Copy 8
                                       Copy 9
   2 Signatures Req.  If Over $9999999.99  Copy 10
   Signature 1 ID    0  Filename
   Signature 2 ID    0  Filename
```

Form ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the form outline to be printed. It will be merged with the data to create the finished form. This field should be zero if you enter a filename in the next field.

Filename - A 12 character field identifying the name of the file that should be downloaded to the printer if not using a printer cartridge. This field should be blank if FORM ID is used above.

Logo ID - 5 digit numeric field identifying the macro number in the printer cartridge that contains the company logo to be printed on the form. This field should be zero if you enter a logo filename in the next field.

Filename - A 12 character field identifying the name of the company logo file that should be downloaded to the printer. This field should be blank if LOGO ID is used above.

Number of Copies to Print - 2 digit field used to store the number of copies to print. This should include 1 for the original.

Copy 1-10 - A set of ten 20 character fields used to store the name of each copy to be printed. Examples such as ORIGINAL, FILE COPY, REMITTANCE COPY, etc.

Tray 1-10 - A 1 digit number that your printer used to identify the paper tray you wish to used when printing the original and any copies. Normally 1 is used for the top tray and 4 for the bottom.

```
     P I E C E W O R K    P A Y R O L L    I N F O R M A T I O N

Company Pay Type  [Dollars Per Hundred]  Calculate PW OT on 40 Hours [Weekly]
Save Completed Detail          [ No]  Update Tine & Attendance Hist. [ No]
Compute Avg If STD Hours Over      0  Use BarCode Scanner PW Input   [ No]
Quarterly Avg Computed    [Quarterly]  Write Finished Good Receipts   [ No]
Bundle Qty Less Than    0  Add .00 [$]  Write Finished Good Orders    [ No]
Print [PIECEWORK] Avgs. on Stub  [No ]  Keep PW Recap History         [ No]
Keep Paid History              [No ]  Allow Style Structures         [ No]
Key Operation                    0  Next MASTER Print Loc             0
Current Week                     1  Max. Bundle Number          999999
Clock Format             [Decimal]  Next Bundle Number              37
Pay Bonus of   .00 when Eff over   .00%  Unit Overhead Rate         .0000
Default Clock in  700   Out  1400 Times  Parts/Equip. Labor Rate      .00
Calculate Minimum Wage      [Weekly]  Parts/Equip. Month             10
Track Actual Labor Cost         [No ]  Interface Inventory          [ No]
Use [Operation] Base Level           Pay Overtime as [Time and a Half   ]
```

Company Pay Type - An option wheel that identifies how your system is to calculate the coupon value.

```
[Dollars per Hundred] - Value = (Qty * Rate)/100
[Dollars per Dozen ] - Value = (Qty  Rate)/12
[SAM per Unit      ] - Value = Qty  (Rate  (Base/60))
[SAM per Dozen     ] - Value = Qty  ((Rate  (Base/60))/12)
[SAH per Unit      ] - Value = Qty  Rate  Base
[SAH per Hundred   ] - Value = Qty  ((Rate  Base)/100)
```

Save Completed Detail - An option wheel that determines if the system will store your completed records. This wheel should be set to [Yes] if you plan on using the scheduling report.

Compute Avg if Std Hours over __ - This option lets you set when the system will calculate a weekly average. If an employee does not work more than the hours entered here, then the system will not calculate an average. This should prevent high or low averages from being calculated. If an employee is set to include Off-Std, these hours will also be taken into account.

Quarterly Average Computed - This option allows you to calculate a Quarterly Average each time you generate. If the option is set to [Rolling], the quarterly average will be calculated weekly. If the option is set at [Standard], the quarterly average will be calculated at the end of the quarter.

Bundle Qty less than 0 add .00 [$] - This option allows you to add an additional amount of handling pay to bundles less than a certain quantity. If you want to pay an extra 2 cents for each bundle of 8 or less, you would enter 8 and .02 and leave the small selector on [$]. NOTE: You may also use percentages by setting the small selector on [%].

Print [PIECEWORK] Avgs. On Stub - This option wheel allows you to choose between [NO], [HOURLY], and [PIECEWORK] rates to be printed on the employees check stub. For example, [HOURLY] prints pay rate per hour for Hourly and Salaried employees.

Keep Paid History - If you would like to accumulate paid coupon history during coupon entry, set this flag to [YES]. If not leave the selector set to [No]. NOTE: If set to [YES], you will be able to search on past paid coupons, but this file can become extremely large and the search can be very slow.

Key Operation - This field is used to determine when a bundle is completed. If you have a common operation that means every style has been completed, enter it here. If not, leave this field blank and the system will determine it based on the last operation in the rate sheet.

Current Week - This field stores the current week for this quarter. This field is updated each time you run the Generate Piece Work Employees option. 1 through 13 are valid weeks.

Clock Format - This option allows you to tell the system what kind of time clock you are using in your plant. If your time clock codes 4:30 p.m. as 16:30 select [Minutes], if it is 16:50 select [Decimal].

Pay Bonus of - 6 digit numeric field with 2 decimal places used to calculate a percent of standard earnings that you wish to pay a bonus on. If the 'Include Off-Std' question is set to [Yes] in the Employee master file, then the off-standard earnings and hours will also be included.

The bonus will only be calculated if at the time of piecework generation the employees efficiency percent is GREATER than the 'When Eff Pct over' field, documented below.

When Eff. Pct Over - 6 digit numeric field with 2 decimal places used to trigger the above question 'Pay Bonus of' when percent in this field is met. **NOTE:** To pay a bonus to all piecework employees that hit 100% efficiency or above, enter 99.99 in this field.

Default Clock In / Out - The clock in field stores the time most of your employees start work. It is used to simplify entry of your piece work employees. The clock out field stores the time most employees leave work.

Calculate Minimum Wage - This option lets you calculate your minimum wage on a [Daily] or [Weekly] basis.

Track Actual Labor Cost - This option tells the system if you want it to track the actual cost of the labor performed. If [Yes] the system will track the actual costs incurred per style. The Generate Piece Work Employees option will also take a little longer.

Use [Operation] Base Level - This is an option wheel that establishes whether or not the Base Rate is based on the Employee or Operation.

Calculate PW OT on __ Hours [Daily] - This field allows you to calculate overtime based on the number of hours entered in the hour field and the setting of the option wheel. Your choices are on the option wheel are [Daily] and [Weekly]. 40 hours is the norm for weekly and 8 hours for daily calculations

NOTE: The system does NOT have the capability to calculate Daily overtime on different numbers of hours depending on the day of the week.

Update Time & Attendance History - If you would like to accumulate time and attendance history during the posting of your time records, set this flag to [YES]. If not leave the selector set to [No].

Use BarCode Scanner for PW Input - This option allows you to select whether or not you are going to use a scanner to input your piecework coupons under option 1.8.1

Write Finished Good Receipts - An option wheel that tells PROFITS to write Finished Goods Receipt records to Profits. This option is only set to [Yes] if you have purchased the Apparel version of Profits.

Write Finished Good Orders - An option wheel that tells PROFITS to write Finished Goods Order records to Profits Inventory. This option is only set to [Yes] if you have purchased the Apparel version of Profits.

Keep PW Recap History - If you would like to accumulate your piecework gross pay figures computed during coupon entry, set this flag to [YES]. If not leave the selector set to [No].

Allow Style Structures - This option allows you to combine up to 10 different rate sheets to form one style. It also allows you to have many different style numbers refer to one rate sheet number. This is useful if you are making the same garment for different people and wish to track it using their numbers.

Next MASTER Print Loc - This field stores the next available print location for the MASTER rate sheet. Start it at 1 and the system will increment it as needed.

Max. Bundle Number - A 6 digit numeric field that stores the maximum bundle number to be assigned during cut entry.

Next Bundle Number - A 6 digit numeric field that stores the next available number to be used as the coupon serial number.

Unit Overhead Rate - This is the amount of overhead on a per unit basis that you wish to use in tracking your overhead per bundle and cut. This feature is optional and may be left blank.

Parts/Equip. Labor Rate - This field stores the default pay rate you wish to pay your mechanic if you are using the Parts and Equipment Tracking system. This system is an optional purchase.

Parts/Equip. Month - 2 digit numeric field identifying the month you would like your P.E.T.S. transactions posted to. This system is an optional purchase.

Interface Inventory - If this option is set to [No] you piecework or style/color/size inventory will be separate from your accounting inventory. If set to [Yes], style/color/size options will be accessed throughout the Profits system.

Pay Overtime as - A selector that allows you to pay your overtime at the standard [Time and a Half] or [Double Time] if applicable.

```
        P I E C E W O R K   P A Y R O L L   I N F O R M A T I O N

Coupon Size/Width  [11/16, 2 Wide ]
Bar Code Printer      [NO BARCODE  ]
Coupon Extra Line  [Operation Misc ]
Header Desc on Tickets        [ No]
Print Total SAM/H's   [No        ]
```

Coupon Size - This informs the system what size and type of coupon stock you are using. You may also select [4 6 Index Card] if you wish to use our card option instead of tickets.

Bar Code Printer - This option allows you to print bar coded coupons. If you are using an OTC or AMT printer, the selector should be set at [OTC or AMT]. If you are using an Okidata 2410 printer, set the flag to [OKI 2410P]. If you are using an Okidata 3410 IBM emulation printer, set the flag to [OKI3410IBM]. If you are not using barcodes, leave the selector on [NO BARCODE]. This option is only available if using 1" coupons.

Coupon Extra Line - This wheel allows you to determine what you want printed on the extra line of your coupons, if you are using the 1" coupons. If set to [Operation Misc] the operation miscellaneous field will print. If set to [Operation Name], the operation name will print. If set to [Extra Bar Code] an extra wide bar code with print, if you are using bar codes. Lastly, if set to [Blank Line], nothing will print. NOTE: If set to [Operation Misc] and coupon size is set to 11/16ths, the operation miscellaneous field will be printed instead of the cut miscellaneous line 2.

Header Desc on Tickets - If you would like the Style Header Description to print at the beginning of each bundle of tickets, set this flag to [Yes]. If not, leave the flag set to [No].

Print Total SAM/H's - If you do not want the total SAM or SAH's printed on your coupons, leave this selector set to [No]. If you would like the Total SAM/H's to print with 2 or 4 decimal places set this flag accordingly.

```
    P I E C E W O R K    P A Y R O L L    I N F O R M A T I O N

                    BASE PAY LEVELS

        1.    .0000    9.    .0000   17.    .0000
        2.    .0000   10.    .0000   18.    .0000
        3.    .0000   11.    .0000   19.    .0000
        4.    .0000   12.    .0000   20.    .0000
        5.    .0000   13.    .0000   21.    .0000
        6.    .0000   14.    .0000   22.    .0000
        7     .0000   15.    .0000   23.    .0000
        8     .0000   16.    .0000   24.    .0000
```

Base Rate 1-24 - These fields are 7 digits with 4 decimal places which store the hourly rate for each level. These rates are only used if Pay Type is set to [SAM] or [SAH].

```
        P I E C E W O R K    P A Y R O L L    I N F O R M A T I O N

                    PAY CATEGORIES

     Pay                                 Fixed   Fixed   Pay
     Category     Calculation Method        %       %     Method    MaxRate
     Standard    [Fixed Rate             ]   .00     .00  [Both   ]    .00
     Overtime    [Employee's Base Rate   ] 50.00   50.00  Higher      .00
     Min.Wage    [Fixed Rate             ]  4.75     .00  Higher      .00
     UTILITY     [% of Emp Base + % of Coupons]  .00   .00  [Both   ]  .00
     WAIT        [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     REPAIRS     [Avg. Last Qtr          ]   .00     .00  [Higher ]    .00
     TRAINING    [Fixed Rate             ]  4.50     .00  [Higher ]    .00
     TIMEWORK    [Fixed Rate             ]  5.00     .00  [Higher ]    .00
     DOWNTIME    [Fixed Rate             ]  4.25     .00  [Higher ]    .00


        P I E C E W O R K    P A Y R O L L    I N F O R M A T I O N

                    PAY CATEGORIES

     Pay                                 Fixed   Fixed   Pay
     Category     Calculation Method        %       %     Method    MaxRate
     OFFSTD07    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD08    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD09    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD10    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD11    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD12    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD13    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD14    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD15    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00


        P I E C E W O R K    P A Y R O L L    I N F O R M A T I O N

                    PAY CATEGORIES

     Pay                                 Fixed   Fixed   Pay
     Category     Calculation Method        %       %     Method    MaxRate
     OFFSTD16    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD17    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD18    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD19    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD20    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD21    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD22    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD23    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
     OFFSTD24    [Employee's Base Rate   ]   .00     .00  [Higher ]    .00
```

<u>Off Standard Calculations</u>

Off Std 1-24 - These fields are 8 characters each. You may name them as you see fit. These names will appear on your Off Standard report. Some examples are UW - Unmeasured Work, Util - Utility.

Calculation Method - These option wheels allow you to customize the system to pay each of the off-standard pay categories according to your choices listed below.

Standard - This pay category usually set to a fixed rate with zero under Fixed %. If a value is put here every employee who is paid under standard will make earnings based on his/her hours plus any coupons entered.

Overtime - This pay category determines how you calculate any overtime. Overtime is calculated on a 40 hour base week.

Minimum Wage - This pay category is the amount that you guarantee each employee. This amount can be plant wide or vary per employee.

Each off standard pay category may be calculated differently. An explanation of each calculation method is listed below.

Fixed Rate - This means you want the system to take the dollar amount entered at the right to be multiplied by the number of hours worked.

Avg Last Month - Calculate employee's hourly rate at her last months average.

Avg Last Quarter - Calculate employees hourly rate at his/her last quarters average.

Lower fixed or Monthly Avg - This will cause the system to pay whichever is lower, a fixed rate that is entered or monthly average.

Employee Min Wage - The system will use the individual employee's minimum wage rate store in the employee master file.

% Emp Base + % Coupons - This option allows for a split incentive. The operator will get a % of both their base rate and the coupons completed.

Employee Base Rate - The system will use the individual employee's base rate store in the employee master file.

Lower Emp Base or Mth Avg - This will cause the system to pay whichever is lower, the employee's base or monthly average.

Higher Emp Base or Mth Avg. - The exact opposite of the above calculation method. The system will pay whichever is higher, employee's base or monthly average.

Fixed% - This column is used to set the Fixed or percentage amount of base rate.

Coupon % - This column is used to set the percentage of coupons on a split incentive.

After selecting the calculation method, you may then select a pay method for each of the off-standard categories. An explanation of each pay method is listed below.

Higher - Use the higher value of the calculation method.

Lesser - Use the lesser value of the calculation method.

Both - This method will pay both time and coupon value.

Coupons - This method will pay coupon value only.

Time - This method will use pay time value only.

```
    M A T E R I A L   U T I L I Z A T I O N   I N F O R M A T I O N


 User Defined Misc Headings

     1.    MISC LINE1
     2.    MISC LINE2
     3.    MISC LINE3
     4.    MISC LINE4

 Next Roll Number          11
 Maximum Roll Number   9999999

 Default           [Yards ]
```

User Defined Misc Headings - This option allows you to enter up to four prompts of miscellaneous information that you would like to have printed on spreadsheet.

Next Roll Number - A 7 digit numeric field that stores the next available number to be assigned to a roll of material.

Maximum Bundle Number - A 7 digit numeric field that stores the maximum roll number to be assigned to a roll of materials.

Default Units of Measurements - This option allows you to chose between two different options: Yards and Meters in which to receive your goods. To make your selection press the spacebar until your option is selected.

```
     M A T E R I A L   U T I L I Z A T I O N   I N F O R M A T I O N


  Group Name  SHIRTS

     Sizes     Widths     Categories
     -----     -----      ----------
     14.0      27.0        32/33
     14.5      29.0        34/35
     15.0      31.0        36/37
     15.5      36.0
     16.0      38.0
     16.5      39.5
     17.0      42.0
     17.5       .0
     18.0       .0
```

The next nine screens are used to define your different groups. (i.e. Ladies, Mens, Boys, Infants). You are allowed up to nine sizes and categories per group. The same nine widths are used for all groups.

Group Name - A 9 character field used to identify a range of styles (Mens, Ladies, Infants). The Group Name creates an option wheel with four different selections.

Sizes - A 4 character field used to represent the size you want to be listed on the cut sheet and printed on the tickets. You are allowed up to nine different sizes.

Widths - A 4 digit field with 1 decimal place used to store up to nine possible width designations.

Categories - A 9 character field used to store up to nine possible category designations. (i.e. Boys, Slim, Regular, or Husky).

To change the information displayed on any of the screens place the cursor on the field you wish to change. You can do this by pressing the *<FIELD PLUS>* key to advance to the next field or the *<FIELD MINUS>* key to return to the previous field. When your cursor is positioned on the correct field make the necessary changes . When all fields are correct send the information to the system by pressing *<CTRL><ENTER>*.

You do have to go through all the screens to save your changes. If you see a *<F9>* displayed at the bottom of a screen you may end out at that point and any screens that were changed prior to the screen with the *<F9>* displayed below it will be saved. If you wish to exit and NOT save any changes use *<F3>*.

1.5.2 Work on System Configuration Flags

This menu option allows you answer a series of questions pertinent to how your company handles certain business transactions. When this option is selected, screens similar to the those below will be displayed.

```
Credit Checking at Entry       [Yes]  Salesman Commissions       [Accrual]
Extended Credit Checking       [Yes]  Commissions Base On    [Gross Margin]
Allocate Inventory at Entry [At Entry] Print Paid Item List           [Yes]
Tax Freight                    [No ]  Check Reconciliation           [Yes]
Ask For Ship-To Number         [No ]  Extended Customer Sales        [Yes]
Process Drop Shipments         [Yes]  Extended Inventory Sales       [Yes]
Pass B/O's to Open Orders      [No ]  Extended Salesman Sales        [Yes]
Profit Tear Slip on Invoice    [Yes]  Extended Invoice Sales History [Yes]
Retail & Disc Price on Invoice [No ]  Extended Item Sales History    [Yes]
Forms Length                 [Short]  Update G/L W/Sales, A/R        [No ]
Sales Tax Reporting        [Accrual]  Update G/L W/Accounts Payable  [No ]
Georgia Sales Tax Report       [Yes]  Update G/L W/Payroll           [No ]

Core Charges                   [No ]  Update Inventory Cost at Billing[Yes]
Current Sales Bucket              1   Write FG Order at Order Entry   [No ]
Maximum Number of Log Entries    100  Write FG Recpt at Order Release [No ]
                                      Allocate Lower Level Items on FG[No ]
```

Credit Checking at Entry - As you enter customer orders, Profits will check the customer's Accounts Receivable total against his credit limit. If he exceeds this limit, a warning is displayed along with the customer's A/R balance.

Extended Credit Checking - In addition to checking credit limits described above, Profits can accumulate the total value of new orders from the customer that have not been billed. This 'un-billed' total is then used when determining a customer's credit status. NOTE: This option cannot be changed after initial installation.

Allocate Inventory - The [at Entry] option allows you to allocate inventory items as they are ordered/entered into the Billing system. The [At Release] option allocates the items when the invoice is actually released for shipment. When determining stock status, the quantity available for sale is reduced by the numbers that were allocated during the day. If you do not wish to allocate inventory at all, set the selector to [No] and the quantity available to sell will not change as orders are entered for each item. In this case you would be responsible for assuring that sufficient stock exists to fill the order. NOTE: This option cannot be changed after initial installation.

Tax Freight - If you wish to tax freight charges, set this option to yes. Normally freight would not be taxed. NOTE: This option only applies to freight charges that are created using the special item number "F".

Ask For Ship-To Number - If you have customers with multiple ship-to locations, this option controls how Profits selects the correct ship-to address. After you set up each address for the customer, they can be selected two ways:

1.   No - Automatically scrolls the addresses.
2.   Yes - Select by specific address number.

NOTE: If you have a small number of addresses for each customer it is best to have Profits automatically scroll the addresses. The most frequently used addresses should be set up with the lowest number. If a different address is required, the search key is used to scroll through the addresses.

Process Drop Shipments - Drop shipments are orders that are shipped directly from your vendor to your customer. These orders are identical to regular orders except that your inventory is not reduced. If you ever drop ship orders for your customers, this option must be activated. If you do not drop ship orders, this function should be disabled.

Pass B/O's to Open Orders - If you want Profits to create an open order for each order containing backordered items, activate this option. As stock is received to fill the order, it can be shipped and billed without having to re-enter the order.

NOTE: These orders are identified as backorders on the Open Order Reports. They will be created with an order quantity equal to the quantity that was backordered.

Profit Tear Slip On Invoice - If your invoice has a profit tear slip on the right hand side, set this option to yes. Set it to no if you do not have a profit tear slip.

Retail & Disc Price on Invoice - If your invoice has columns for a retail price and a discount price set this option to yes. If you have a single price column, set it to no.

Forms Length - If your invoice and acknowledgement are both 7 inches long set this option to short. If these forms are 11 inches long, set it to long.

Sales Tax Reporting - If you report sales taxes on the basis of invoices, set this option to accrual. The Monthly Sales Tax Report will show amounts based on sales transactions. If you pay sales taxes based on when you receive payments, set this to cash. The Monthly Sales Tax Report will show taxes due only after payments have been received. IMPORTANT: Customers MUST be set up for open-item A/R in this case. NOTE: This option cannot be changed after initial installation.

Georgia Sales Tax Report - If you are located in Georgia set this option to yes. Profits will allow you to define each customer as taxable or non-taxable. Each non-taxable customer is then grouped into 3 non-taxable categories.

The Local Option Distribution report required by the state will be printed after the Monthly Sales Tax Report. Tax area numbers should be assigned based on the numbering scheme listed on the back of the Sales & Use Tax form. MARTA taxes should be set up as level 2, and local option taxes set up as level 3.

If you are not located in Georgia, this option would be normally set to no. If you want to have the ability to categorize your non-taxable customers into groups (resale, government, and other) you can turn this option on. You will get the Georgia report which you can then use for your purposes.

Salesman Commissions - If you do not track commissions for your salesmen, turn this option off. If you do track commissions, Profits can calculate them on an accrual or cash basis.

The accrual basis will accumulate salesman commissions based on sales transactions. The cash basis will show commission totals based on receipt of payment. NOTE: This option cannot be changed after initial installation.

Commissions Based On - If you are tracking salesmen commissions, Profits will calculate commissions on either gross amount or gross margin. Neither method will include freight, special charges, or taxes for commission purposes.

Print Paid Item List - During the A/R Month End procedure, a Paid Items List is normally printed. This report shows all customer A/R activity that was closed out during the month. This is your only record of when these transactions were removed from your files. It is recommended that this report be printed until you are familiar with the system.

Check Reconciliation - If you are using Accounts Payable or Payroll, you may select to save a record of each check. This record can then be used to help balance your check book.

Extended Customer Sales - Profits has the capability to keep 24 months of sales data for each customer. Activating this option allows the Comparative Customer Report to be printed. The totals are kept in round dollars and may not exactly match the actual sales total.

Extended Inventory Sales - Profits has the capability to keep 24 months of sales data for each item. Activating this option allows the Comparative Item Report to be printed. The totals are kept in round dollars and may not exactly match the actual sales total.

Extended Salesman Sales - Profits has the capability to keep 24 months of sales data for each salesman. Activating this option allows the Comparative Salesman Report to be printed. The totals are kept in round dollars and may not exactly match the actual sales total.

Extended Invoice Sales History - This option instructs Profits to save a record of every invoice processed by the system. The data preserved is similar to the information shown on the Invoice Register. This file may be selectively reset during the A/R Month End procedure.

NOTE: Activating this option will cause Profits to save data that is not presently being used. This option should only be activated if a specific application such as Report Righter requires it.

Extended Item Sales History - This option instructs Profits to save all invoice detail from customer billing. This option must be activated to print the Customer by Item Class Report. This file may be selectively reset during the A/R Month End procedure.

Update G/L With Sales, A/R - If you want Profits to post transactions generated by Billing and Accounts Receivable to General ledger, activate this option. If this option is active, the Sales Journal, Cash Receipts Journal, and the Late Charge Journal will be posted to General Ledger.

Update G/L With Account Payable - If you want Profits to post transactions generated by Accounts Payable to General ledger, activate this option. If this option is active, the Purchase Journal and the Cash Disbursement Journal will be posted to General Ledger.

Update G/L With Payroll - If you want Profits to post transactions generated by Payroll to General ledger, activate this option. If this option is active, the Payroll Journal will be posted to General Ledger.

Core Charges - If you using the additional core charge module, set this flag to [Yes]. If not leave the flag set to [No].

Current Sales Bucket - This field is only applicable if you are going to use any of the 24 month extended sales reports. If so, set this field to the month of your fiscal year that you want your sales totals accumulated into when you start using Profits. For example, if you are installing Profits to perform billing in June and you are based on a calendar year, set this field to 6. All sales data will be accumulated starting in month 6. This allows your 24 month history to begin accumulating at the correct point for future comparative purposes.

Maximum Number of Log Entries - Setting this field to any non-zero value instructs Profits to log all options selected from the menu to a Log file. This file will contain the date, time, option, and user that operated the system. This is useful for trying to recall past operation sequences.

Update Inventory Cost at Billing - If you would like Profits to credit your inventory general ledger account and debit a cost of goods sold account during Billing, set this flag to [Yes]. If you would like to make these entries manually, leave the flag set to [No].

Write FG Order at Order Entry - If you are using the Bill of Materials module you may effect your raw goods and finished goods inventory by selecting [Yes] to write a Finished Good Order during the Order Entry Process. A Finished Good Order effects the inventory in the following manner. Adds to the on order quantity for the Finished Good and subtracts from the on hand quantities of the raw materials that make up the Finished Good. would like Profits to print the on hand quantity of each item on the Physical Inventory Worksheet, set this flag to [Yes].

Write FG Receipt at Release - If you are using the Bill of Materials module you may effect your finished goods inventory by selecting [Yes] to write a Finished Good Receipt during the Order Posting Process. A Finished Good Receipt effects the inventory in the following manner. Adds to the on hand quantity for the Finished Good and subtracts from the on order quantities of the Finished Good.

Allocate Lower Level Items on FG - If you are using the Bill of Materials module this question allows you to allocate raw material items. If this question is set to [No], the raw material items will have their on-hand quantities reduced when the Finished Good receipt is processed above. If this question is set to [Yes], the raw material items will be allocated when a Finished Good order is processed and a Finished Good receipt will cause a reduction of the allocation field and a reduction of the items on-hand quantities. This question will effect both Order Processing and/or Inventory Transactions.

NOTE: This option should not be changed when you have orders in the system or inventory totals will not be accurate.

```
Multi-User                [NW V2.1+ ]    Invoice Format          [Apparel  ]
Five Fixed Prices              [Yes]     Pick/Pack Ticket Format [80 Col.  ]
Multi-Warehouse                [No ]     Accounts Payable Ck Fmt [80 Col.  ]
Discounting Method        [Mark-Downs]   Payroll Check Style     [80 Col.  ]
Multi-Company                  [Yes]     Purchase Order Format   [80 Col.  ]
Contract Pricing               [Yes]     Use 80 Column Statement [Yes]
Userid/Password Security       [No ]     Use Pre-Printed Quote   [Yes]
Point of Sale Invoicing   [Pick Tick]    Acknowledgement Format  [Pick/Pack ]
Number of Decimals        [Zero    ]     Benefits Check          [Laser    ]
Update Material with      [Avg. Cost]
Update Roll-up with       [Avg. Cost]
PO/Inv Rec. Updates
PROFITS Program Drive        [ F:]
PROFITS Data Directory     :\PROFITS\
```

Multi-User - Profits may be used on a Novell network. A network gives you the ability to have multiple users access the system. If you want to start with a Single User system and upgrade to a Multi-User system at a later date, this option can be changed at that time. If you are currently running on Novell Netware, set the selector to the version you are using. Your choices are [NW V4.x], which supports Version 4.x, [NW V3.x], which supports Version 3.x, [NW V2.1+], which supports Version 2.1 and above or [NW V2.0a]. The setting of this selector determines your choices when printing on the network. Printing choices are explained in the Introduction chapter of this manual.

Five Fixed Prices - Profits can calculate prices in two different ways. The Fixed Pricing option requires you to set fixed prices for each of your inventory items. The alternative is to use a base price and setup discount (mark-up) percentages. If you do not use the Five Fixed Prices option, you will set up percentages in the Product Class file to correspond to the discount levels given to your customers. NOTE: This option cannot be changed after initial installation.

Multi-Warehouse - Profits may be set up to handle sales in multiple locations. If you choose the Multi-Warehouse option, your item numbers will be reduced from 12 to 10 characters in length. Each customer will be assigned a default warehouse number for use during order entry. Each order must be sold from a single sales location. NOTE: This option cannot be changed after initial installation.

Discounting Method - If you select to use Percentage Pricing, Profits can use the discount percentages to either mark-down or mark-up from the base price. Normally you would choose to mark-down from the base price. If you calculate prices based on costs, you would choose to use mark-ups.

Multi-Company - Profits has the capability to process multiple companies simultaneously on the system. Each company is identified by an eight character name and is contained in its own directory on the hard disk. The number of companies you may have at one time is limited only by the amount of space available on your system.

Contract Pricing - if you set up special contract prices for certain customers, Profits can accommodate them. Contract prices are set up for each customer for the contracted items. When the customer orders the item, the predetermined contract price will be used. Quantity limits and an expiration date can be specified for each contract.

Userid/Password Security - Userid/Password security can be activated with this option. When in effect, a valid userid/password combination is necessary to access Profits. The Supervisor is responsible for creating valid users and specifying the functions each user is allowed to perform.

Point of Sale Invoicing - If your business requires invoices, picking tickets, or point of sale forms to be printed immediately after order entry, either of these three options may be activated. You may print [Invoices], [Pick Tick], or [POS Forms] immediately after order entry. Or you may choose not to do point of sale printing at all.

Number of Decimals - You may choose to use zero to five decimal places for inventory quantity processing. Once this flag is set accordingly, all quantity fields will allow for the number of decimal places of your choice. NOTE: The more decimal places you choose the less whole number fields you are allowed. For example, if you choose five decimal places, you will be limited to 9999 whole numbers. If you choose two decimal places you will be allowed 9999999 whole numbers. This selection choice can be changed whenever necessary.

Update Material With - When you enter receipts through Inventory Transactions, you may choose to update the current material cost for the items received with the calculated average cost or last cost. NOTE: This option is set only if you have purchased the Bill of Materials module.

Update Roll-up With - When Profits performs a BOMP Cost Roll-up, you may choose to update the average or last cost of each item with the current material cost at this level. NOTE: This option is set only if you have purchased the Bill of Materials module.

PO/Inv Rec. Updates - This field is for PCS use only.

PROFITS Program Drive - Select the drive letter that corresponds to the DOS drive prompt your Profits programs reside on.

PROFITS Data Directory - Select the drive letter that corresponds to the DOS drive prompt your Profits programs reside on, and enter the subdirectory name of the company you are currently in.

Invoice Format - Choose which invoice format you are using per the forms you have ordered. Your choices are as follows: [80 Col.] - 80 column invoices print on a narrow carriage/80 column printer. [Officer] - Officer type invoices are the old invoice forms and are limited to printing on wide carriage printers. [Plain paper] - This option allows you to print invoices on regular 8 1/2 by 11 inch paper. [POS Form] - This option allows you to print a 'Point of Sale' invoice format. [Custom Form] - Custom form should be selected if PCS has designed a special quote per your companies specifications.

The [Laser] type of invoice form is designed to print on a laser printer. Specific hardware and software is required for this option. If desired, contact your PCS Sales Representative to discuss this feature in more detail.

Apparel invoice forms are special invoices designed for companies using the apparel option of Profits. Your choices for apparel invoice forms are as follows: [Apparel 80 Size Matrix] - An 80 column invoice with the category and size grid/matrix. [Apparel 132 Size Matrix] - An 132 column invoice with the category and size grid/matrix. [Apparel 80 No Matrix] - An 80 column invoice without the category and size grid/matrix. [Apparel 132 No Matrix] - A 132 column invoice without the category and size grid/matrix.

Pick/Pack Ticket Format - Choose which picking ticket or packing list format you are using per the forms you have ordered. Your choices are as follows: [80 Col.] - 80 column picking tickets print on a narrow carriage/80 column printer. [Officer] - Officer type picking tickets are the old forms and are limited to printing on wide carriage printers. [Plain paper] - This option allows you to print picking tickets on regular 8 1/2 by 11 inch paper.

The [Laser] type of pick/pack ticket form is designed to print on a laser printer. Specific hardware and software is required for this option. If desired, contact your PCS Sales Representative to discuss this feature in more detail.

Accounts Payable Check Format - Choose which payable check format you are using per the forms you have ordered. Your choices are as follows: [80 Col.] - 80 column payable check prints on a narrow carriage/80 column printer. [Officer] - Officer type payable checks orders are the old forms and are limited to printing on wide carriage printers. [Bottom Stub] - This form has the check stub underneath the check. This format is similar to a NEB payable check form.

The [Laser] type of accounts payable checks designed to print on a laser printer. Specific hardware and software is required for this option. If desired, contact your PCS Sales Representative to discuss this feature in more detail.

Payroll Check Style - You make choose to print your checks according to the particular style of form you are currently using. Your choices are [OFFICER], this form is our older form that prints on a wide carriage printer. The [80 Col.] layout is used to print the form on an 80 column, narrow carriage printer. The [Custom] selection is chosen if you have had PCS design a custom check for your company.

The [Laser] type of payroll check is designed to print on a laser printer. Specific hardware and software is required for this option. If desired, contact your PCS Sales Representative to discuss this feature in more detail.

Purchase Order Format - Choose which purchase order format you are using per the forms you have ordered. Your choices are as follows: [80 Col.] - 80 column purchase orders print on a narrow carriage/80 column printer. [Officer] - Officer type purchase orders are the old forms and are limited to printing on wide carriage printers. [Plain paper] - This option allows you to print purchase orders on regular 8 1/2 by 11 inch paper.

The [Laser] type of purchase order form is designed to print on a laser printer. Specific hardware and software is required for this option. If desired, contact your PCS Sales Representative to discuss this feature in more detail.

Statement Format - Choose which statement format you are using per the forms you have ordered. Your choices are as follows: [80 Col.] - 80 column statements print on a narrow carriage/80 column printer. [Officer] - Officer type statements are the old forms and are limited to printing on wide carriage printers. [Plain paper] - This option allows you to print purchase orders on regular 8 1/2 by 11 inch paper.

The [Laser] type of statement form is designed to print on a laser printer. Specific hardware and software is required for this option. If desired, contact your PCS Sales Representative to discuss this feature in more detail.

Quote Format - Choose which quote format you are using per the forms you have ordered. Your choices are as follows: [80 Col.] - 80 column invoices print on a narrow carriage/80 column printer. [Plain paper] - This option allows you to print invoices on regular 8 1/2 by 11 inch paper. [Custom Form] - Custom form should be selected if PCS has designed a special quote per your companies specifications.

The [Laser] type of quote form is designed to print on a laser printer. Specific hardware and software is required for this option. If desired, contact your PCS Sales Representative to discuss this feature in more detail.

Acknowledgement Format - Choose which acknowledgement format you are using per the forms you have ordered. Your choices are as follows: [Pick/Pack] - This option will print the same form as your Picking Ticket format listed above. This form does not show the price of the items ordered. If you choose [Invoice], the system will use the form you have selected for Invoice format above. This form lets you confirm the price of the items ordered.

Benefits Check - Choose which benefits check format you are using per the forms you have ordered. The [80 Col.] layout is used to print the form on an 80 column, narrow carriage printer.

The [Laser] type of benefits check is designed to print on a laser printer. Specific hardware and software is required for this option. If desired, contact your PCS Sales Representative to discuss this feature in more detail.

```
Payroll Register Format      [Standard]  Small Order Amount        200.00
Mill Test Report                  [ No]  Small Order Charge          3.00
IC Avg Cost calc use Allocated    [ No]  Sm Ord Desc     SAMLL ORDER CHG
Post Unprinted POs               [Yes]   Complete Msg    ORDER COMPLETE
Profits Apparel Mode              [ No]  B/Orders Msg  BALANCE TO FOLLOW
Open Order, Pick Tick       [Remaining]  Next Case Number            1000
Invoicing, Pick Tick         [Ordered ]  Payroll Service Company [NONE] ID
Apparel Invoice use > 4 Groups    [ No]  Number of BOMP Decimals    [Zero ]
Job Costing Type            [Simple ]    Apparel Invoice Style Subtotals [No ]
Update G/L W/Job Cost             [ No]  Serial Number Tracking   [at Receipt]
Post ALL Billing Batches     [Neither]   Extended Billing History      [Yes]
Plain Paper PO - Spacing      [Single]   EDI Provider               [None ]
Plain Paper PO - Cost Option     [Yes]   Print Zero Payroll Records    [Yes]
Allow manual tax entry in O/E     [ No]  Req. Authorization Code       [Yes]
Allow PY Direct Deposit        [None]    Order Delete Auth. Required   [No
```

Payroll Register Format - An extended format of the payroll register is available if you set this flag to [Extended]. This format requires that you have a wide carriage printer and 14" paper. It shows YTD totals for each employee and department. If you do not care to use this format, leave the selector set to [Standard].

Mill Test Report - This option is not currently being used by the Profits Accounting System.

IC Avg Cost Calc use Allocated - This option is not currently being used by the Profits Accounting System.

Post Unprinted POs - This question allows you to control the posting of purchase orders to open purchase orders depending on how this flag is set. To be able to post without printing the actual purchase order, set this flag to [Yes]. If you would prefer that an actual purchase was printed before posting, set this flag to [No].

Profits Apparel Mode - If you have purchased the Profits Apparel modules set this flag to [Yes]. If you are not in the apparel business, leave this flag set to [No].

Open Orders, Pick Tick - You have three choices on how to print the order quantity on a picking ticket printed from the Open Order module. Your choices are [Original], [Released], or [Remaining]. [Original] always prints the original order quantity of the order. [Released] prints just the amount you have released to be shipped. [Remaining] prints the quantity remaining on the order after it has been partially shipped.

Invoicing, Pick Tick - You have two choices on how to print the order quantity on a picking ticket printed from the Billing module. Your choices are [Ordered] and [Shipped]. [Ordered] always prints the original order quantity of the order. [Shipped] prints just the amount you have shipped on the order.

Apparel Invoice use > 4 Groups - This option is only valid for those using the apparel version of Profits. You may use more than four groups in the Material Control file, depending on how you set this flag.

Job Costing Type - You have two choices in setting your Job Cost type. If you choose [Simple], you may copy an existing job to a new job when entering a new Job Master file. If set to [Complex], you are able to print a Cash Flow Report and a Cost-To-Date report. These reports are not available when set to [Simple].

Update G/L W/Job Cost - If you want Profits to post transactions generated by Job Cost to General ledger, activate this option.

Post ALL Billing Batches - If set to [Both], all billing batches including new orders and open orders will be updated when the invoices have been printed using billing batches. If this option is set to [New Orders] only new orders entered under 2.1.1. will be posted using billing batches. If set to [Open Orders] only orders released in open orders under 2.2.4. will be posted using billing batches. If set to [Neither] billing batches will not be used at all.

Plain Paper PO - Space - When using the Plain Paper format for your purchase order forms, you may opt to [Single] space each line item or [Double]. Select the option of your choice.

Plain Paper PO - Cost Options - If you set this option to [Yes], when using a Plain Paper purchase order, you will be prompted with a question as to whether you would like to print the cost of each line item on the purchase order. If set to [No], no cost print option will be displayed when printing the purchase order.

Allow manual tax entry in O/E - If you set this option to [Yes], Profits will allow you to manually enter a sales tax amount during order entry. If set to [No], Profits will automatically calculate the sales tax for your from the tax areas set up in the Tax Master file.

Allow PY Direct Deposit - If you set this option to [Yes], Profits will allow the direct deposit feature to be activated in payroll. Certain banks are supported, contact PCS to discuss this option in more detail.

Small Order Amount - A 7 digit numeric field with 2 decimal places. This field is used to determine the smallest amount an order can be before a small order charge is automatically attached to the order. If you do not want Profits to automatically place a small order charge on an order, leave this field set to zero.

Small Order Charge - A 7 digit numeric field with 2 decimal places used to store a small order charge. If you would like Profits to automatically charge a customer a 'small order charge' for an order that is less than the amount entered above in Small Order Amount, enter the figure here. If you do not want Profits to automatically place a small order charge on an order, leave this field set to zero.

Sm Ord Desc - 28 character field used to store the description of the small order charge entered above. If you are not using the small order function leave this field blank.

Complete Msg - If an order has been shipped in its entirety, and a description is entered into this field, this description will automatically print on the bottom of the invoice. If you would prefer not to have anything print on the invoice, leave this field blank.

B/Orders Msg - If an order has been partially shipped with backorders to follow, and a description is entered into this field, this description will automatically print on the bottom of the invoice. If you would prefer not to have anything print on the invoice, leave this field blank.

Next Case Number - 8 digit numeric field. Enter the case number you want Profits to assign. Profits will increment this number automatically while you enter case orders and update the Control file with the new Next Case Number.

Payroll Service Company - Select the payroll service, if any, you are using to compute your gross-to-net payroll. PCS currently supports interfaces with Skilstaf and ADP. If using a service you should also enter the ID number they assign to you in the ID number field provided.

Number of BOMP Decimals - Select the number of decimals, if any, that you would like PROFITS to use when controlling the number of decimals for your Bill of Material structures.

Apparel Invoice Style Subtotals - If you would like a subtotal line per style to print on the 'Apparel Invoice', set this flag to [Yes].

Serial Number Tracking - If you are not using Serial Number Tracking, set this flag to [No]. To enter serial numbers at the time of receipt, set this flag to [at Receipt]. To enter serial numbers at the time of release, set this flag to [at Release].

Extended Billing History - This option instructs Profits to save all invoice detail from customer billing. In future releases of the software this history will be displayed in inquiry mode and the ability to re-print an invoice will be designed.

EDI Provider - Your selections are [None], [TSI], and [ISI]. If your provider is not [TSI] or [ISI], contact your sales representative to discuss custom programming options.

Print Zero Payroll Records - If you do not want employees with no paycheck for the current week to print on your Payroll Register, advance this selector to [No].

Req. Auth Code - If you would like Profits to prompt your operators for an authorization code before they are allowed to enter new orders for delinquent customers, advance the selector accordingly. Your choices are [Over Credit Limit Only], [> Cr Lim or > 30 days late],[> Cr Lim or > 60 days late], [> Cr Lim or > 90 days late]. If you do not want to require any code, leave the selector at [No].

Order Delete Auth. Required - Set this selector to [Yes] if you would like to require an authorization code before an order can be deleted.

```
Default Order Type       [Invoice]
User Order # as Inv #     [No ]
Offsite A/R               [No ]
Offsite G/L               [No ]
Combine G/L Detail        [None  ]
New Orders by Slsmn Rpt    [No ]
```

Default Order Type - If you select [Open Orders], during order entry the default selection will be set to Open Orders. If you select [Invoice], during order entry the default selection will be set to Invoice

Use Order # as Inv 3 - If you do not want your order numbers to be the same as your invoice numbers, select [No]. If you would like your order numbers to be the same as your invoice numbers, select [Yes].

Offsite A/R - Select [Yes] if your accounts receivable is being batched at another location or to be transmitted to the file server at a later time. Select [No] if you want all billing to update to the accounts receivable module.

Offsite G/L - Select [Yes] if your general ledger is being batched at another location or to be transmitted to the file server at a later time. Select [No] if you want the system to update all information to the general ledger module.

Combine G/L Detail - Select [P.O. & A.P.] if you would like the system to combine detail amounts into one general ledger account number during purchase order and accounts payable postings. Select [A.P. only] if you would like the system to combine detail amounts into one general ledger account number during accounts payable postings. Select [P.O. only] if you would like the system to combine detail amounts into one general ledger account number during purchase orders postings. Select [None] if you would do not want the system to combine general ledger detail amounts.

New Order by Slsmn Rpt - If you would like the 'New Order by Salesman Report' to print during invoice postings, select [Yes]. If you do not want this report to print at all select [No].

1.5.3 Work on Security File

This menu option is used to give new users security access and to change or delete existing users. If you choose to activate security through System Configuration Flags, all personnel who need access to the PROFITS ^TM system must first be set up as an authorized user. When the Supervisor selects this option, a screen similar to the one below will appear.

```
User SUSIE
Menu 00
                                             Allow Access
   Menu Title           P R O F I T S
   Option  1:      Work on Master Files/Utilities      [No ]
   Option  2:      Work on Billing/Order Processing     [No ]
   Option  3:      Work on Accounts Receivable          [No ]
   Option  4:      Work on Inventory/Sales Analysis     [No ]
   Option  5:      Work on Purchase Orders              [No ]
   Option  6:      Work on Accounts Payable             [No ]
   Option  7:      Work on Payroll                      [No ]
   Option  8:      Work on General Ledger               [No ]
   Option  9:      Work on Job Costing                  [No ]
   Option 10:
```

User Name - This is a 10 character field that identifies the user you wish to add, change, or delete. This will be the name the user will type when they log on to the system each morning.

Menu - This two digit field corresponds to the menu options or applications you wish to grant the user access to. For example, Menu 00 is PROFITS^{TM} Main Menu, once you type 00 a screen similar to the one above will appear. You must then grant the user access to each of the nine applications by answering [Yes] or [No] to each option listed. **Remember**: The defaults for all menu options are [No] except for user Supervisor. The Supervisor has access to all menu options.

Once you have granted the user access to the nine applications off the Main Menu, *<CTRL><ENTER>* and the menu field will appear again. If you gave a user access to a particular application you must continue to grant access to each submenu within that application.

For example, if you gave the user access to Work on Billing/Order Processing off the Main Menu, you must then call up menu 20 to bring up the submenu Billing/Order Processing. The '2' in the menu field corresponds with option 2 off the Main Menu, the '0' corresponds with the first submenu of that option. Then you may select from this submenu which options the user should have access to, ie..Work on Billing, Work on Quotes, etc. Again, once you have decided on which options from this submenu the user may have access to, *<CTRL><ENTER>* and the menu field will appear again. If you gave the user access to Work on Quotes, you must now grant access to each of the options under Work on Quotes. In the menu field key 23. The '2' in the menu field corresponds with option 2 off the Main Menu, the '3' corresponds with the option number for Work on Quotes. Once you have granted access to the options under Work on Quotes, *<CTRL><ENTER>* and you are ready to begin with another application.

If you do not grant the user access to a particular application off the Main Menu there is no reason to access the submenus corresponding with that application. The user would not be able to access the submenus corresponding with this application because you have blocked them out of the application from the Main Menu.

After setting up all the access codes for this particular user, Press *<F9>* to end and the Password field will be displayed.

Password - This is a 6 position character field that the user or supervisor assigns. The password field will not display its contents. It is made invisible so that you cannot call up a users record and see the password. The user must enter this password along with their User Name each time they log into the PROFITS^{TM} system.

NOTE: A DEFAULT user may be set up before adding each user to the system. By setting up the defaults for each application, each user added after setting up the DEFAULT user may be copied from the DEFAULT User. You may also copy from any previously entered User, this option is handy if most users have the same access codes. To set up the DEFAULT user, simply key DEFAULT for the User Name when entering this option. If you would like to copy a current User's settings, simply enter the new User's name and *<CTRL><ENTER>*, next enter the User you are copying from in the 'Copy User' field.

1.5.4 Work on Ptr Codes/WrkStn Default

This menu option allows you to enter up to three specific printer codes and alter print commands and defaults for specific workstations.

When you select this option a screen similar to the one below will be displayed.

```
                    ** Printer Control Codes **

Printer Name OKI 2410        OKI 390          Not Setup
Condensed    27  90  27  66    15   0   0   0    0   0   0   0
Standard     27  90  27  54    18   0   0   0    0   0   0   0
Red          27  72   0   0     0   0   0   0    0   0   0   0
Black        27  71   0   0     0   0   0   0    0   0   0   0
Wide         27  60   0   0     0   0   0   0    0   0   0   0
6LPI         27  52   0   0    27  52   0   0    0   0   0   0
8LPI         27  53   0   0    27  53   0   0    0   0   0   0
BarCode      [None        ]   [None        ]   [None        ]
```

Printer Name - 8 character field used to store the name of the printer you are setting up specific codes for. The names you set up are displayed as an option wheel when you take an option to print. At this time you may pick whichever printer you would like to print to.

Condensed - This set of fields is used to identify the codes your printer requires to enter its compressed mode. The codes can be found in the printer's operators guide. The codes for the Okidata 2410 model are 27 90 27 66.

Standard - This set of fields is used to identify the codes your printer requires to return to standard 10 pitch characters. The codes can be found in the printer's operators guide. The codes for the Okidata 2410 model are 27 90 27 54.

Red - This set of fields is used to identify the codes that tell your printer to print in red. Not all printers have this option. If your printer is so equipped, some reports will print in two colors. The codes for the Okidata 2410 model are 27 72 0 0.

Black - This set of fields is used to tell the printer to return to printing in black. The codes for the Okidata 2410 model are 27 71 0 0.

Wide - This set of fields is used to identify the codes that tell your printer to print in double width characters. This is used on various printouts within the system. The codes for the Okidata 2410 model are 27 67 0 0.

6LPI - These set of fields are used to identify the codes your printer requires to print 6 lines per inch. The codes can be found in the printer's operators guide.

8LPI - These set of fields are used to identify the codes your printer requires to print 8 lines per inch. The codes can be found in the printer's operators guide.

BarCode - This selector is used to identify what type of barcode emulation each of your three printer configurations are capable of printing. This field will be used in various programs to print barcodes. The choices are [NONE], [AMT/OTC], [OKI 590], [OKI 3410], [OKI 2410p].

```
                        ** Workstation Defaults **
Spool Output            [Yes]              Billing Cost Access  [View Only]
Forms Default Printer   [LOCAL LPT1:]      Invoice Reprint Allowed    [Yes]
Stock Default Printer   [LOCAL LPT1:]      Floppy Drive A
Default Override        [Yes]              Backup Drive A  Type [PKZip   ]
Default Printer Codes   [OKI 2410  ]       Foreground Color     [Cyan    ]
Label Printer Default   [LOCAL  LPT1:][OKI 2410] Background Color [Blank  ]
COD Printer Default     [LOCAL  LPT1:][OKI 2410] User Level   [Novice/Sound   ]
                                           Salesmen Override          [Yes]
```

Spool Output - This question is only displayed if your selector is set to [NW 2.0+] for the multi-user option under System Configuration flags. Set this flag to [Yes] and the system will send any print commands to the fileserver's printer. If you set this flag to [No] you must have a printer attached directly to this computer so the printing will occur at this particular workstations printer. However you set this flag will determine the default 'spool output' option wheel you receive each time the system prints. You may override the [Yes]/[No] question whenever necessary.

Forms Default Printer - This option wheel allows you to customize the system by telling it where you want to print your forms.

Your choices are [LOCAL LPT1:], [LOCAL LPT2:], [LOCAL LPT3:], [PRINT QUEUE], [ON SCREEN]. The local options will send the information directly to the stations printer. The queue option allows you to send the information to whichever queue or queues you have set up on your network. The on screen feature allows you to print the information to the screen when necessary.

If you have 'Default Override' turned on, the way you set this flag will determine the default 'Print to' option wheel you receive each time the system prints your forms. If necessary, you may override your default choice at the time of printing.

Stock Default Printer - This option wheel allows you to customize the system by telling it where you want to print your reports.

Your choices are [LOCAL LPT1:], [LOCAL LPT2:], [LOCAL LPT3:], [PRINT QUEUE], [ON SCREEN]. The local options will send the information directly to the stations printer. The queue option allows you to send the information to whichever queue or queues you have set up on your network. The on screen feature allows you to print the information to the screen when necessary.

If you have 'Default Override' turned on, the way you set this flag will determine the default 'Print to' option wheel you receive each time the system prints your reports. If necessary, you may override your default choice at the time of printing.

Default Override - Set this option to [Yes] if you would like the system to prompt you each time you take a print option as to where you would like the report or form printed. If you simply want to set the form and stock defaults above and never change where you print to, set this selector to [No].

Default Printer Codes - The printer names setup in the Printer Control section of this option will appear in this option wheel. Set the option wheel to the printer that will must often be used when printing data/reports from the system.

Label Default Printer - This option wheel allows you to customize the system by telling it where you want to print your shipping labels.

Your choices are [LOCAL LPT1:], [LOCAL LPT2:], [LOCAL LPT3:], [PRINT QUEUE], [ON SCREEN]. The local options will send the information directly to the stations printer. The queue option allows you to send the information to whichever queue or queues you have set up on your network. The on screen feature allows you to print the information to the screen when necessary.

If you have 'Default Override' turned on, the way you set this flag will determine the default 'Print to' option wheel you receive each time the system prints your labels. If necessary, you may override your default choice at the time of printing.

NOTE: This option is only available if you have purchased the Shipping Manager application.

COD Default Printer - This option wheel allows you to customize the system by telling it where you want to print you COD tags.

Your choices are [LOCAL LPT1:], [LOCAL LPT2:], [LOCAL LPT3:], [PRINT QUEUE], [ON SCREEN]. The local options will send the information directly to the stations printer. The queue option allows you to send the information to whichever queue or queues you have set up on your network. The on screen feature allows you to print the information to the screen when necessary.

If you have 'Default Override' turned on, the way you set this flag will determine the default 'Print to' option wheel you receive each time the system prints your COD tags. If necessary, you may override your default choice at the time of printing.

NOTE: This option is only available if you have purchased the Shipping Manager application.

Billing Cost Access - If you would like this workstation to have access to view and change cost information during quote entry, order entry and open orders set this flag to [Yes]. If you would like the cost field to be invisible, set this flag to [No]. If you want the workstation to be able to view the cost information but not able to change what is displayed, set this flag to [View Only].

Invoice Reprint Allowed - If you would like this workstation to be able to reprint an invoice during order entry, set this flag to [Yes]. If you would like to restrict the reprinting of an invoice, set this flag to [No]. **NOTE:** This option is only valid with the Point of Sale invoice form.

Floppy Drive - A single character field used to inform the system what drive PROFITS will use for updates received from PCS.

Backup Drive - A single character field used to inform the system what drive PROFITS will use for backing up purposes

Backup Type - A selector used to direct the system in the appropriate backup routine. Your choices are as follows; [PKZip], [TECMAR], [Hard Disk], [User Batch], [Delayed], [Mtn Tape], or [CMS Tape].

Foreground Color - - This option wheel allows you to set the color that the foreground will be displayed in. This is only available on color monitors. Make sure the background is not the same color as any other colors or it will appear to be invisible.

Background Color - - This option wheel allows you to set the color that the background will be displayed in. This is only available on color monitors. Make sure the background is not the same color as any other colors or it will appear to be invisible.

User Level - If you would like the system to default all Yes/No master file add questions to [NO] and beep at the user when mistakes have been made, etc., set this selector to [Novice/Sound].

If you would like the system to default all Yes/No master file add questions to [NO] and NOT to beep at the user when mistakes have been made, etc., set this selector to [Novice/No Sound].

If you would like the system to default all Yes/No master file add questions to [YES] and beep at the user when mistakes have been made, etc., set this selector to [Expert/Sound].

If you would like the system to default all Yes/No master file add questions to [YES] and NOT to beep at the user when mistakes have been made, etc., set this selector to [Expert/No Sound].

Salesmen Override - If you would like this workstation to have access to view and change the salesman number field during quote entry, order entry and open orders set this flag to [Yes]. If you would like the salesman field to be invisible, set this flag to [No].

```
                    ** Modules Purchased **
    Server      [Yes]   AP          [Yes]   Prod Inv.   [Yes]   SB PROFITS  [No ]
    Type      [Paid  ]  AR          [Yes]   Prod PY     [Yes]   PY Export   [Yes]
    N/A         [No ]   PY          [Yes]   N/A         [No ]   N/A         [No ]
    N/A         [No ]   I&S Anal.   [Yes]   PETS        [Yes]   N/A         [No ]
    N/A         [No ]   Inventory   [Yes]   Material U  [Yes]   N/A         [No ]
    Benefit Tr  [Yes]   Billing     [Yes]   Care Label  [Yes]
    Apparel     [Yes]   PO          [Yes]   ELS I       [Yes]
    JobCost     [Yes]   BOMP        [Yes]   ELS II      [Yes]
    TimeAttend  [Yes]   GL          [Yes]   In/Export   [Yes]
    Serial No.  [Yes]   UPS         [Yes]   N/A         [No ]

    Customer No.   00003
```

Modules Purchased - All the PROFITS modules are listed on this screen with a [YES] next to each module is it has been purchased. This screen is not accessible and is used by PCS Technical staff to assist them in knowing what modules each customer has.

1.5.5 Work on Shipping Mgr. Config.

This menu option allows you to configure your shipping information to be used in conjunction with the Shipping Manager application. This application is purchased separately from Profits and is also available as its own independent module.

When you select this option two screens similar to the ones below will be displayed.

```
 Company Name
 Address 1
 Address 2
 City                      ST   Zip



 Additional Pkg Charge          .60    Label Size            [ 4.75 x 3.5 ]
 C.O.D. Charge                 4.50    Print Return Address on Label  [Yes]
 Additional Handling           1.00    Awaiting Intrastate Approval   [No ]
 Call Tag Charge               2.00    Ask Delivery Trac II No.       [No ]
 Additional Insurance Charge    .25    US First Ounce Rate            .32
 Weekly Service Charge         4.50    US Extra Ounce Rate            .23
 UPS Shipper Number       GA 390-527   Interface with [PCS-Shipping Mgr  ]
 Next UPS Pickup Record    33764989    Use UPS for Insurance          [No ]
 Use UPS Zone Chart             300    Next Mail Record Number        1000
```

Company Name - Your company name and address are automatically pulled from the control file. If your shipping address is different from your normal address, change the necessary information in this screen.

Additional Pkg Charge - 4 digit numeric field with 2 decimal places used to store an additional dollar amount to be added in addition to the actual shipping charges.

C.O.D. Charge - 4 digit numeric field with 2 decimal places used to store United Parcel Services' current C.O.D. charge.

Additional Handling - 4 digit numeric field with 2 decimal places used to store an additional handling charge to be added in addition to the actual shipping charges. On each shipping record you may add this charge by selecting [Yes] or [No] at the A/H? prompt.

Call Tag Charge - 4 digit numeric field with 2 decimal places used to store United Parcel Services' current call tag charge.

Additional Insurance Charge - 3 digit numeric field with 2 decimal places used to store United Parcel Services' additional insurance charge.

Weekly Service Charge - 4 digit numeric field with 2 decimal places used to store United Parcel Services' current weekly service charge.

UPS Shipper Number - 10 character field used to store your company's UPS shipper number.

Next UPS Pickup Number - 9 digit numeric field used to store your company's next UPS pickup number from your UPS manifest book.

Use UPS Zone Chart - 3 digit numeric field used to store your company's zone location. PCS will supply you with the correct code for your state.

Label Size - Set the selector to the size mailing label you are currently using. Your choices are [4.75 X 3.5] or [5.00 X 3.0].

Awaiting Intrastate Approval - When United Parcel Service changes or increases their shipping rates there is usually a period of time before the state you reside in approves these new rates for 'intrastate' shipments. 'Intrastate' rates apply only to shipments made within your state. Shipments to other states are considered 'Interstate' and go into effect the day UPS specifies.

When you receive an update from Practical Computer Solutions containing these new programmed rates, and your state has not yet approved 'intrastate' rate changes, you should set this selector at [Yes]. When your state approves the changes, this selector should be set back to [No].

Ask Delivery Track II No. - If you would like Profits to prompt you for a Delivery track II tracking number when a shipment request has been entered, advance this selector to [Yes]. Otherwise, leave selector at [No].

US First Ounce Rate - 3 digit numeric field with 2 decimal places used to store the current US Mail first ounce rate.

US Extra Ounce Rate - 3 digit numeric field with 2 decimal places used to store the current US Mail extra ounce rate.

Interface with - Set your configuration as to which type of shipping manager system you are currently using. Your choices are [PCS - Shipping Mgr] or [Friden-FRIENDSHIP].

Use UPS for Insurance - Set the selector as to whether you would like to use UPS's insurance on your shipments.

Next Mail Record Number - 4 digit numeric field. Enter the first mail record number you want Profit to assign. Profits will increment this number automatically when a shipment request is made, whether U.P.S. or U.S.P.S.

```
           COD TERMS
NOT A COD SHIPMENT
COMPANY CHECK OK
CASHIERS CHECK OK




** C A S H   O N L Y **

Freight Desc Line
```

COD Terms - A set if nine 24 character fields. The descriptions you set up determine the selections you have when printing shipping labels.

Freight Desc Line - 20 character field used to store the description for your shipping charges. This description prints on the invoice and will be automatically displayed on the invoice when a shipment record is entered for the invoice.

1.5.6 Work on Benefits Ctrl File

This menu option allows you to configure your benefits administration information to be used in conjunction with the Benefits Administration application. This application is purchased separately from PROFITS[TM] and is also available as its own independent module. This option will soon be documented in its entirety.

1.5.7 Time & Attendance Control File

This menu option allows you to configure your Time Clock and Attendance information to be used in conjunction with the Time & Attendance module. This option allows you to set or change information as to how your company will track attendance, shifts, clocks and regulations for your employees attendance requirements. This application is purchased separately from PROFITS[TM] and is also available as its own independent module.

When this option is selected, screens similar to the ones below will be displayed. To advance one screen at a time, *<CTRL><ENTER>*. At time you will notice the *<F9>* key displayed at the bottom of your screen, at this point you can press this key to bypass repetitive screens. For example, if your clocks have been previously set up you may *<F9>* to bypass this first screen and continue on to the remaining screens.

```
  Clock Number 01


   Clock Location   FRONT OFFICE - MAIN DOOR
   Clock Type [CapTor-M4]     Clock Group   01
   Comm Port   1     Baud Rate [9600]   Bell on Port [SCDI]
```

Clock Number - 3 digit numeric field identifying the number assigned to a clock attached to a computer station. You may have up to four clocks on one station. Each clock on the station will be assigned to a clock group explained below.

Clock Location - 25 character description used to describe the physical location of the time clock.

Clock Type - Change the selector to the type of time clock hardware purchased. Your choices are [CapTor-M4] or [Novell-Wks].

Clock Group - 3 digit numeric field identifying the group to which this clock is assigned. You may have four different clock numbers assigned to the same group.

Comm Port - 3 digit numeric field identifying the comm port address the time clock will be attached to.

Baud Rate - Set the selector to the baud rate speed of your time clock. Your choices are, [9600], [19.2], [1200], and [2400].

Bell on Port - Set the selector to the type of board being used to control the Bell, if any, inside the machine, [SCDI], [3BC], [378], [278], or [NONE].

```
   Pay/Job Categories        Excused Reasons      Unexcused Reasons

001  STANDARD        101  SICK - SELF       201  SICK - SELF
002  TRAVEL          102  SICK - FAMILY     202  SICK - FAMILY
003  ON-SITE         103  DEATH IN FAMILY   203  DEATH IN FAMILY
004  OTHER           104  CAR TROUBLE       204  CAR TROUBLE
005                  105  MEDICAL APPT.     205  MEDICAL APPT.
006                  106  PERSONAL BUS.     206  PERSONAL BUS.
007                  107  JURY DUTY         207  COURT
008                  108                    208  TRAFFIC
009                  109                    209  OVER SLEPT
010                  110                    210
011                  111                    211
012                  112  OTHER             212  OTHER
```

Pay/Job Categories - A set of twelve 14 character fields. If you want to track time in different jobs, rather than just the employee's normal or standard job, enter the different job names in these fields. NOTE: Pay/Job Category 001 should always remain as the STANDARD or Normal job.

Excused Reasons - A set of twelve 14 character fields used to describe the reasons an employee may be excused from being tardy or leaving early.

Unexcused Reasons - A set of twelve 14 character fields used to describe the reasons an employee may be unexcused from being tardy or leaving early.

```
   Pay/Job Categories        Early In Reasons     Late Out Reasons

013                  01   OVERTIME          01   OVERTIME
014                  02   SPECIAL PROJECT   02   SPECIAL PROJECT
015                  03                     03
016                  04                     04
017                  05                     05
018                  06                     06
019                  07                     07
020                  08                     08
021                  09                     09
022                  10                     10
023                  11                     11
024                  12   OTHER             12   OTHER
```

Pay/Job Categories - A additional set of twelve 14 character fields. If you want to track time in different jobs, rather than just the employee's normal or standard job, enter the different job names in these fields.

Early In Reasons - A set of twelve 14 character fields used to describe the reasons an employee may be allowed to clock in early for work.

Late Out Reasons - A set of twelve 14 character fields used to describe the reasons an employee may be allowed to clock out late from work.

```
                        M O N D A Y
          SHIFT 1                        SHIFT 2
              START   END                    START   END
   SHIFT      0830    1700         SHIFT
   LUNCH 1    1130    1200         LUNCH 1
   LUNCH 2    1200    1230         LUNCH 2
   LUNCH 3    1230    1300         LUNCH 3
   LUNCH 4    1300    1330         LUNCH 4

          SHIFT 3                        SHIFT 4
              START   END                    START   END
   SHIFT                           SHIFT
   LUNCH 1                         LUNCH 1
   LUNCH 2                         LUNCH 2
   LUNCH 3                         LUNCH 3
   LUNCH 4                         LUNCH 4
```

Shift and Lunch Break Times - A group of four shift start and end times and four separate lunch break times within each of the four shifts. The screen displayed above is for Monday only. As you *<CTRL><ENTER>* through the AM and PM Break screens listed below, Profits will display the same shift, lunch and break times for each day of the week.

```
                        M O N D A Y
          SHIFT 1                        SHIFT 2
              START   END                    START   END
     SHIFT      0830    1700           SHIFT
   AM BREAK 1   1000    1015         AM BREAK 1
   AM BREAK 2   1015    1030         AM BREAK 2
   AM BREAK 3                        AM BREAK 3
   AM BREAK 4                        AM BREAK 4

          SHIFT 3                        SHIFT 4
              START   END                    START   END
     SHIFT                             SHIFT
   AM BREAK 1                        AM BREAK 1
   AM BREAK 2                        AM BREAK 2
   AM BREAK 3                        AM BREAK 3
   AM BREAK 4                        AM BREAK 4
```

AM Break Times - For each of the four shifts, Profits allows you to have four separate AM break times within each of the four shifts. The screen displayed above is for Monday only. As you *<CTRL><ENTER>* through the PM Break screen listed below, Profits will display the same shift, lunch and break times for each day of the week.

```
                           M O N D A Y
                SHIFT 1                           SHIFT 2
                    START     END                      START   END
        SHIFT       0830      1700          SHIFT
    PM BREAK 1      1400      1415      PM BREAK 1
    PM BREAK 2      1415      1430      PM BREAK 2
    PM BREAK 3                          PM BREAK 3
    PM BREAK 4                          PM BREAK 4

                SHIFT 3                           SHIFT 4
                    START     END                      START   END
        SHIFT                               SHIFT
    PM BREAK 1                          PM BREAK 1
    PM BREAK 2                          PM BREAK 2
    PM BREAK 3                          PM BREAK 3
    PM BREAK 4                          PM BREAK 4
```

PM Break Times - For each of the four shifts, Profits allows you to have four separate PM break times within each of the four shifts. The screen displayed above is for Monday only. After you *<CTRL><ENTER>* through the PM Break screen listed below, Profits will display the same shift, lunch and break times for each day of the week.

```
    Allow Clock in  15 Minutes before shift start time.  Force to Start Time [Yes]
    If Clock Out not More than  15 minutes past stop time, force stop time.

    Require Supervisor OK if clock out over -1minutes after shift end time.
    If tardy more than -1 minute, penalize  00 minutes.
    Calculate OT after 40 hours and on a [WEEKLY] basis.
    Ring Warning Bell 1 minute before break/lunch end time.
    Require Supervisor OK if Tardy? [Yes]
    Require  OK for Early In      [No ]  Force Full Lunch Time      [No ]
    Require  OK for Off-Std OUT   [No ]  Require Lunch break if over -1 hours
    Require  OK for Off-Std IN    [No ]  Bell Timer Count           20
    Accept Auth # From    [KBD/BARCODE ]
    Accept Empl # From    [KBD/BARCODE ]
    Message Timer Count            10
    Require Early Out OK          [No ]
```

Allow Clock In ____ Minutes before Shift start time - 3 digit numeric field used to enter the number of minutes before a shift start that you will allow your employees to clock in.

Force to Start Time - If an employee clocks in before the shift start time, Profits will force this early clock in time to the actual shift start time if this flag is set to [Yes]. If set to [No], the actual clock in time will be used to calculate the total hours worked.

If Clock Out not More than ____ Minutes past stop time, force stop time - 3 digit numeric field used to enter the number of minutes after the shift end time allowed before an employee will be forced back to the shift end time defined in this control file.

For example; Assume 15 minutes were entered in the above question and that the shift end time is 17:00. If an employee clocks out at 17:10, the time record for this employee would be forced back to 17:00 to figure the total hours worked.

Require Supervisor OK if clock out over ___ minutes after shift end time - 3 digit numeric field used to enter the minutes over the shift end time before a Supervisor's OK is required.

If tardy more than ___ minutes, penalize __ minutes - 3 digit numeric field used to enter the number of minutes grace period minutes on clock in that an employee can be tardy. If tardy you may dock the number of minutes in the following penalized field. If you do not want a grace period or penalty minutes, enter a -1 in the first part of the question and a 0 in the last part of the question. If you do want a grace period, but no penalty minutes, use a 0 in the penalty field.

Calculate OT after __ hours and on a [WEEKLY] basis - 2 digit numeric field used to enter the number hours that need to be worked before Profits begins to figure overtime minutes and/or hours. You can figure overtime on a [WEEKLY] or [DAILY] basis, so the number of hours entered need to coincide with the way you want overtime figured.

For example, if you calculate overtime [WEEKLY], you should put a weekly total for the hours such as 40 in this field. If you calculate [DAILY], you should put a daily total for the hours such as 8 in this field.

Require Supervisor OK if Tardy - If you would like a Supervisor to have to OK the tardy clock in of your employees, set this flag to [Yes]. If not, leave the selector set to [No].

Require OK for Early In - If you would like a Supervisor to have to OK the early clock in times of your employees, set this flag to [Yes]. If not, leave the selector set to [No].

Require OK for Off-Std Out - If you would like a Supervisor to have to OK an employee clocking out of an off-standard job, set this flag to [Yes]. If not, leave the selector set to [No].

Require OK for Off-Std In - If you would like a Supervisor to have to OK an employee clocking in to an off-standard job, set this flag to [Yes]. If not, leave the selector set to [No].

Accept Auth # From - You may set the on line time clock to accept a Supervisors OK or Authorization Code by allowing the Supervisor to either use the [KBD/BARCODE], [BARCODE ONLY], or [KBD ONLY]. Most Supervisors use [BARCODE ONLY] so their code can never be seen when typing on the keyboard.

Accept Empl # From - You may set the on line time clock to accept an Employees Number by allowing the employee to either use the [KBD/BARCODE], [BARCODE ONLY], or [KBD ONLY]. Most Employers allow for the employees to use both the [KBD/BARCODE] option.

Message Timer Count - 4 digit numeric field used set the length of time the message will be displayed after time clock entry. The higher the number the longer the message will be displayed. NOTE: This will vary depending on the speed of the machine used. The timer count number may need to be adjusted through trial and error.

Require Early Out OK - If you would like a Supervisor to have to OK an early clock out time from your employees, set this flag to [Yes]. If not, leave the selector set to [No].

Force Full Lunch Time - If you would like Profits to force the full lunch time, regardless of whether or not an employee has taken the full allotted time, set this flag to [Yes]. If not, leave the selector set to [No].

Require Lunch break if over _____ hours - 3 digit numeric field used to enter the amount of hours an employee may work to before a lunch break is required. If you do not want the system to figure a lunch break, enter a negative 1 in this field.

Bell Timer Count - 4 digit numeric field used set the bell length of time the bell will sound. The higher the number the longer the bell will sound. NOTE: This will vary depending on the speed of the machine used. The timer count number may need to be adjusted through trial and error.

1.5.8 Check SYSLOCK File

This menu option allows you to view which options are in use on other workstations. When running on a network, Profits will automatically lock certain records as exclusive when in use, meaning, certain options cannot be run while exclusive options are being run. If you would like to check to see what a station is doing that could possibly be locking you out of an option, select this option and a screen similar to the one below will be displayed.

A message will be displayed at the bottom of the screen prompting you to 'Check Status Again'. If you would like to end the inquiry select [No] and you will return to the menu. If you select [Yes] Profits will search the workstations and again display the information.

```
No.    User        Currently Running     Option    Lock    Sub. Dir.
------------------------------------------------------------------------
02     SUPERVISOR  Enter Order           020101    020101  ALLAMERI
04     GUEST       Enter Purchase Orders 060101            ALLAMERI




              Check Status Again  [Yes]
```

1.6 MASTER FILE INQUIRY

The following menu gives you access to inquire into particular master files. You are only allowed to view the record displayed, where as in Master File Maintenance you have access to add, change, or delete a record.

```
                            Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

     ┌─────────────────────────────────────────────────────────────┐
     │        P R O │  FILE MAINTE │    MASTER FILE INQUIRY          │
     │              │              │                                │
     │ 1.  Work on Mast │ 1. Work on A/R │ . Customer File Inquiry    │
     │ 2.  Work on Bill │ 2. Work on A/P │ . Item File Inquiry        │
     │ 3.  Work on Acco │ 3. Work on Payr │ . Salesman File Inquiry   │
     │ 4.  Work on Inve │ 4. Work on G/L  │ . Shipto Inquiry          │
     │ 5.  Work on Prod │ 5. Work on Syst │ . Contract Price Inquiry  │
     │ 6.  Work on Acct │ 6. Master File  │ . Vendor File Inquiry     │
     │ 7.  Work on Payr │ 7. Backup/Resto │ . Structure File Inquiry  │
     │ 8.  Work on Gene │ 8. Delete Batch │                           │
     │ 9.  Work on Job  │ 9. Work on Piec │                           │
     │ 0. Exit System   │ 0. Return to pr │ . Return to previous menu │
     │              │              │                                │
     │              │              │                        Selection│
     └─────────────────────────────────────────────────────────────┘
```

Option 1 is used to view information from your Customer file.

Option 2 is used to view information from your Item file.

Option 3 is used to view information from your Salesman file.

Option 4 is used to view information from your Ship-To file.

Option 5 is used to view information on contract prices.

Option 6 if used to view information form your vendor file.

Option 7 is used to view information form your structure file.

1.6.1 Customer File Inquiry

This menu option allows you to view a particular customer's information. The system will prompt you for the customer number you wish to review. After typing in the customer number a screen similar to the one below and any following screens will be displayed. To exit the inquiry press *<ENTER>*.

```
Customer Number
  Name                                    Phone
  Address 1                               Fax Phone
  Address 2                               Cust Type [RETAIL            ]
  City                 St  Zip            Cust Class

Taxable      [Yes   ]  A/R Type   [Open Item ]  Date of Last Sale     0
Tax Area                Print Statements [Yes]  Date of Last Payment  0
Tax ID#                 Add Late Charges  [Yes]  Last Payment Amt.    .00
Salesperson             Credit Limit  [$9,9999]  Date of Last Order    0
Price Level    [Level 1]  Req. Authorization [No]   - Current - ---YTD---
Terms      [Net 30    ]                   Orders        0           0
Allow Backorders  [Yes]                   Sales       .00         .00
Allow Qty Discount [No ]                  Cost        .00         .00
Small Order Chgs   [No ]                  Margin %    .00         .00
Trade Discount     .00                    Sales Last Year         .00
Ship Inst                                 Credit Memos            .00
Info
```

1.6.2 Item File Inquiry

This menu option allows you to view a particular inventory item's information. The system will prompt you for the item number you wish to review. After typing in the item number a screen similar to the one below and any following screens will be displayed. To exit the inquiry press *<ENTER>*.

```
 Item Number

 Description                              Avg. Cost        Last
                                          Conversion Factor      1
                                          Conversion     [Multiply]
Base Price        .000      Price    Quantity   Taxable at Level 1  [Yes]
Unit of Measure             .000        0       Taxable at Level 2  [Yes]
Product Class 1             .000        0       Taxable at Level 3  [Yes]
Weight                      .000        0       Alt. Item 1
Bin                         .000        0       Alt. Item 2
Allow Backorders [No ]      .000        0       Alt. Item 3

On Hand           0          Current   Year-to-Date   Y-T-D Drop Ship
On Order          0   Qty Sold      0            0   Quantity    .00
Allocated         0   Sales       .00          .00   Sales       .00
Backordered       0   Cost        .00          .00   Receipts Cur .00
                                                     Receipts YTD .00
                                                     Adjust. Cur  .00
```

1.6.3 Salesman File Inquiry

This menu option allows you to view a particular salesman's information. The system will prompt you for the salesman number you wish to review. After typing in the salesman number a screen similar to the one below will be displayed. To exit the inquiry press *<ENTER>*.

```
Salesman Number


Name
Commission Percentage    Level 1   Level 2   Level 3   Level 4   Level 5
                            .00       .00       .00       .00       .00
                              Current         Year-to-Date

                Order              0                 0
                Sales            .00               .00
                Cost             .00               .00
                Commissions      .00               .00
```

1.6.4 Ship-To File Inquiry

This menu option allows you to view a particular customer's ship-to information. The system will prompt you for the customer number and the ship-to number you wish to review. After typing in the customer number and ship-to number a screen similar to the one below will be displayed. To exit the inquiry press *<ENTER>*.

```
Customer Number
Ship-To Number

Ship-to - Name
          Address 1
          Address 2
          City                St  Zip


Ship-to Tax Area

Phone
Fax
Contact
```

1.6.5 Contract File Inquiry

This menu option allows you to view particular contract information. The system will prompt you for the customer number and the item number you wish to review. After typing in the customer number and item number a screen similar to the one below will be displayed. To exit the inquiry press *<ENTER>*.

```
Customer Number
Item Number
Class

Contract Price                    .000
Contract Quantity                    0
Minimum Order Quantity               0
Quantity Sold to Date                0
Expiration Date                      0
Price Level            [Level 1 ]
Contract No.
```

1.6.6 Vendor File Inquiry

This menu option allows you to view a particular vendor's information. The system will prompt you
for the vendor number you wish to review. After typing in the vendor number a screen similar to the
one below will be displayed. To exit the inquiry press *<ENTER>*.

```
Vendor Number
  Name
  Address 1
  Address 2
  City              St  Zip                Phone
Vendor Contact                            Phone 2
Vendor Contact 2                          Fax
Buyer                [Keith Sloane    ] Fax 2
Shipping Instructions  [UPS Ground     ]
Date of Last Payment          0          This Year     Last Year
Due Date Method  [Due Days    ]  Purchases        .00          .00
Due Days              0   Payments         .00          .00
Discount Method  [Discount Days]  Discounts        .00          .00
Discount Days         0   Lost Discount    .00          .00
Discount Pct        .000  Expense Account
Backorder Handling    [Yes]  EIN              Print 1099  [No ]
FOB Point      [Origin     ]  WC Expires        Gen Liab Exp
```

1.6.7 Structure File Inquiry

This menu option allows you to view a particular item's structure information. The system will
prompt you for the item number you wish to review. After typing in the item number a screen similar to
the one below will be displayed. To exit the inquiry press *<ENTER>*.

```
Item Number                      Description
Copy From ?                      Engineer Drawing

Item Number      Quantity  UOM  Description        Engineer Drawing
-------------------------------------------------------------------------
                          0


   Press ENTER when ready.
```

1.7 BACKUP/RESTORE & MISC UTILITIES

The following menu allows you to backup, restore, and remove your company's data from the system. There are also several miscellaneous utilities that may need to be run from time to time.

```
                            Sample Company
PROFITS                S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

      ┌──────────────────────────────────────────────────────────────┐
      │        P R O    │  FILE MAINTE  │  BACKUP/RESTORE COMPANY FILES │
      │                 │               │                              │
      │  1.  Work on Mast│1. Work on A/R │ . Backup Company Files       │
      │  2.  Work on Bill│2. Work on A/P │ . Restore Company Files      │
      │  3.  Work on Acco│3. Work on Payr│ . Remove Company Files from System│
      │  4.  Work on Inve│4. Work on G/L │ . Apply PCS Update           │
      │  5.  Work on Prod│5. Work on Syst│ . Commission File Maintenance│
      │  6.  Work on Acct│6. Master File │ . Structure Reorganization   │
      │  7.  Work on Payr│7. Backup/Resto│ . Backup Programs            │
      │  8.  Work on Gene│8. Delete Batch│ . Rebuild Master Files       │
      │  9.  Work on Job │9. Work on Piec│ . Work on Import/Export of Masters│
      │  0. Exit System  │0. Return to pr│ . Return to previous menu    │
      │                  │               │                              │
      │                                          Selection             │
      └──────────────────────────────────────────────────────────────┘
```

Option 1 is used to backup your company's data files. This option should be taken at least once a day.

Option 2 is used to restore your company's data files back into the system from your backup diskettes that were created with option 1.

Option 3 is used to remove your company's data files from the system.

Option 4 is used to apply any updates that may be sent by PCS.

Option 5 is used to add, change, or delete a salesman commission record from the Salesman Commission Report.

Option 6 is used to delete an Inventory item that was once in a previously deleted structure. Only applicable if you have purchased the Bill of Materials module.

Option 7 is used to make a backup copy of your Profits software programs.

Option 8 allows you rebuild various master files.

Option 9 allows you import or export several of PROFITS master files.

1.7.1 Backup Company Files

This is the option that you will use most often. When you select this option, the system will check the Workstation Default file to confirm which type of backup you have selected and perform the necessary operation per your backup type. For more information on the different types of backups supported by PROFITS, review option 1.5.4 Work on Ptr Codes/WrkStn Defaults.

The system will perform or prompt you with directions per backup routine selected. When all data has been backed up, the system will return to the menu.

1.7.2 Restore Company Files

When you select this option, you will be restoring the data from your most current backup onto the hard drive. When you select this option, the system will check the Workstation Default file to confirm which type of backup you have selected and perform the necessary restore per your backup type. For more information on the different types of backups supported by PROFITS, review option 1.5.4 Work on Ptr Codes/WrkStn Defaults.

The system will perform or prompt you with directions per backup rout ine selected. When all data has been restored, the system will return to the menu.

If the power should go out during an update procedure or if you realize that you posted the batch to the wrong period, you would need to restore your company information from a previous backup. Preferably, you will be able to restore from the last backup you made. Your company information will be just like it was when you made the backup.

1.7.3 Remove Company Files

This option will remove your company's data files from the hard drive. This option should again be taken with extreme caution. You will be prompted to backup the data before proceeding as a safeguard.

Once this company's information has been deleted, you will be prompted for the company you want to work on. Key the eight character abbreviation you use for the company you want to work on now.

1.7.4 Apply PCS Update

This menu option is used to apply updates to this software package which may be sent from time to time to registered users. When you receive an update from PCS you should apply it using this menu option if the instructions enclosed state to do so. If the instructions for the update state otherwise, follow those directions instead.

1.7.5 Commission File Maintenance

This menu option is used to add, change, or delete salesman commission records from the salesman commission file. This file is used to print the Salesman Commission Report. You may choose to enter or alter all fields in the commission record or just those fields that are incorrect.

Salesman Number - 3 digit numeric field representing the salesman's record you wish to add or alter.

Invoice Number - 8 digit numeric field representing the invoice number of the commission record you wish to add or alter.

Customer Number - 8 character field representing the customer for this particular commission record.

Invoice Date - 6 digit numeric field representing the date of the invoice you are adding or altering.

Invoice Amount - 8 digit numeric field with 2 decimal places representing the gross amount of the invoice you are adding or altering.

Invoice Cost - 8 digit numeric field with 2 decimal places representing the cost of the invoice you are adding or altering.

Amount Available - 8 digit numeric field with 2 decimal places representing the commission amount available to the salesman for this commission record.

Amount Due - 8 digit numeric field with 2 decimal places representing the commission amount due to the salesman for this commission record.

```
Salesman Number
Invoice Number

Customer Number
Invoice Date
Invoice Amount
Invoice Cost
Amount Available
Amount Due
```

The first two questions the system will ask, is what is the salesman and invoice numbers. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the salesman and invoice numbers, press *<CTRL><ENTER>* to send the information to the computer. If the salesman and invoice numbers already exist, the information is displayed on the screen. At this point, you may make any changes, delete the commission record by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?  [No]
```

If you want to add the commission record to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the commission record, the system will display a screen similar to the one above. Fill in the blanks as required. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

When the screen looks the way you want it to, press *<CTRL><ENTER>*. The system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the first screen, allowing you to enter the next commission record.

1.7.6 Structure Reorganization

This option will reorganize your Product Structure file, so you may delete items that were once in a deleted structure. If a structure has been deleted from the system and you would also like to delete the items that were once in the structure from the Inventory file, you must first take this option to reorganize the Product Structure file.

When you select this option the system will display the message 'Reorganizing Product Structure file', after processing you will return to the menu. You will then be able to delete any items that were previously in a deleted structure from the Inventory file, option 1.1.2.

NOTE: This option is only performed if you have purchased the Bill of Materials module.

1.7.7 Backup Programs

When you select this option, the system will check the Workstation Default file to confirm which type of backup you have selected and perform the necessary operation per your backup type. For more information on the different types of backups supported by PROFITS, review option 1.5.4 Work on Ptr Codes/WrkStn Defaults.

The system will perform or prompt you with directions per backup routine selected. When all programs has been backed up, the system will return to the menu. NOTE: It is a good idea to backup your programs before any update to the software or at yearend.

1.7.8 Rebuild Master Files

This menu option is used to rebuild the systems master files if they are damaged. A damaged file may be identified by an error 30 when you try to access it.

NOTE: This option should be taken with caution and with the aide of a support technician, if not familiar with procedure.

```
              D A T A   F I L E   R E B U I L D

                 Filename        .fil
```

You will be prompted with the 8 character name of the file to rebuild. When you have entered the
name, press *<CTRL><ENTER>*. The system will display so rebuild information and ask you to 'Press any
key to continue' when the rebuild has successfully completed.

**NOTE: If the system does not display the above message, but any type of error
message, contact your support staff immediately.**

1.7.9 Work on Import/Export of Masters

This option is used to [IMPORT] or [EXPORT] master files to and/or from a specified source
directory. The master files listed below will be imported or exported in ASCII format, with the exception
of the Inventory Master File which may also be imported in a S.G. Richards format.

```
              Customer Master File
              ShipTo Master File
              Salesman Master File
              Orders (Invoicing or Open Orders)
              Inventory Master File
```

After making your master file selection, you will be prompted with the following:

```
              IMPORTING from A:\
              EXPORTING from A:\
```

Depending on which selection you made, import or export you will be prompted to answer 'where'
you are importing or exporting 'from'. The system will default to your A drive, you may change the
source drive location if applicable.

After you have answered the 'from' prompt, *<CTRL><ENTER>* and the system will prompt you to insert a diskette into Drive A: and press [ENTER] to continue. (If Drive A: was selected)

When using diskettes the system will prompt you for each diskette, if necessary.

1.8 DELETE BATCH FILES

This option is used if you have keyed a batch of transactions, but you do not wish to post them. You may delete the entire batch by using this utility, rather then deleting each transaction one by one.

```
                              Sample Company
PROFITS                  S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

        ┌─────────────┬─────────────┬──────────────────────────────┐
        │     P R O   │ FILE MAINTE │     DELETE BATCH FILES        │
        │             │             │                              │
        │ 1.  Work on Mast│1. Work on A/R│ . Delete Current Orders        │
        │ 2.  Work on Bill│2. Work on A/P│ . Delete Current Invoice Summ. │
        │ 3.  Work on Acco│3. Work on Payr│ . Delete Current Payments & Adjs.│
        │ 4.  Work on Inve│4. Work on G/L│ . Delete Current Inventory Trans.│
        │ 5.  Work on Prod│5. Work on Syst│ . Delete Current Physical Trans.│
        │ 6.  Work on Acct│6. Master File│ . Delete Current Purchase Orders│
        │ 7.  Work on Payr│7. Backup/Resto│ . Delete Current Invoices       │
        │ 8.  Work on Gene│8. Delete Batch│ . Delete Current Payroll Trans. │
        │ 9.  Work on Job │9. Work on Piec│ . Delete Current Journal Trans. │
        │ 0. Exit System  │0. Return to pr│ . Return to previous menu       │
        │             │             │                              │
        │             │             │              Selection        │
        └─────────────┴─────────────┴──────────────────────────────┘
```

Option 1 is used to delete your current batch of orders.

Option 2 is used to delete your current batch of invoice summaries.

Option 3 is used to delete your current batch of payments and adjustments.

Option 4 is used to delete your current batch of inventory transactions.

Option 5 is used to delete your current batch of physical inventory counts.

Option 6 is used to delete your current batch of purchase orders.

Option 7 is used to delete your current batch of accounts payable invoices.

Option 8 is used to delete your current batch of payroll transactions.

1.8.1 Delete Current Orders

This menu option allows you to delete your current batch of billing orders. After taking this option a screen similar to the one below will be displayed. The message displayed will warn you that you are about to delete all orders in the current batch.

If you do not want to delete this current batch, press *<ENTER>* to return to the Delete Batch Files Menu. If you do want to delete this current batch, advance the selector to [Yes] and press *<ENTER>*.

```
                        W A R N I N G :

        This program will delete all transactions that exist in the
        batch of current Orders.

                Are you sure you want to delete them?   [No ]
```

1.8.2 Delete Current Invoice Summaries

This menu option allows you to delete your current batch of invoice summaries. After taking this option a screen similar to the one below will be displayed. The message displayed will warn you that you are about to delete all invoice summaries in the current batch.

If you do not want to delete this current batch, press *<ENTER>* to return to the Delete Batch Files Menu. If you do want to delete this current batch, advance the selector to [Yes] and press *<ENTER>*.

```
                    W A R N I N G :

     This program will delete all transactions that exist in the
     batch of Invoice Summaries.

               Are you sure you want to delete them?  [No ]
```

1.8.3 Delete Current Payments & Adjs.

This menu option allows you to delete your current batch of payments and adjustments. After taking this option a screen similar to the one below will be displayed. The message displayed will warn you that you are about to delete all payments and adjustments in the current batch.

If you do not want to delete this current batch, press *<ENTER>* to return to the Delete Batch Files Menu. If you do want to delete this current batch, advance the selector to [Yes] and press *<ENTER>*.

```
                    W A R N I N G :

     This program will delete all transactions that exist in the
     batch of Payments and Adjustments.

               Are you sure you want to delete them?  [No ]
```

1.8.4 Delete Current Inventory Trans.

This menu option allows you to delete your current batch of inventory transactions. After taking this option a screen similar to the one below will be displayed. The message displayed will warn you that you are about to delete all inventory transactions in the current batch.

If you do not want to delete this current batch, press *<ENTER>* to return to the Delete Batch Files Menu. If you do want to delete this current batch, advance the selector to [Yes] and press *<ENTER>*.

```
                        W A R N I N G :

   This program will delete all transactions that exist in the
   batch of Inventory Transactions.

             Are you sure you want to delete them?   [No ]
```

1.8.5 Delete Current Physical Trans.

This menu option allows you to delete your current batch of physical inventory counts. After taking this option a screen similar to the one below will be displayed. The message displayed will warn you that you are about to delete all physical inventory transactions in the current batch.

If you do not want to delete this current batch, press *<ENTER>* to return to the Delete Batch Files Menu. If you do want to delete this current batch, advance the selector to [Yes] and press *<ENTER>*.

```
                        W A R N I N G :

   This program will delete all transactions that exist in the
   batch of Physical Inventory Transactions.

             Are you sure you want to delete them?   [No ]
```

1.8.6 Delete Current Purchase Orders

This menu option allows you to delete your current batch of purchase orders. After taking this option a screen similar to the one below will be displayed. The message displayed will warn you that you are about to delete all purchase order transactions in the current batch.

If you do not want to delete this current batch, press *<ENTER>* to return to the Delete Batch Files Menu. If you do want to delete this current batch, advance the selector to [Yes] and press *<ENTER>*.

```
                        W A R N I N G :

       This program will delete all transactions that exist in the
       batch of Purchase Orders.

                 Are you sure you want to delete them?  [No ]
```

1.8.7 Delete Current Invoices

This menu option allows you to delete your current batch of invoices. After taking this option a screen similar to the one below will be displayed. The message displayed will warn you that you are about to delete all invoice transactions in the current batch.

If you do not want to delete this current batch, press *<ENTER>* to return to the Delete Batch Files Menu. If you do want to delete this current batch, advance the selector to [Yes] and press *<ENTER>*.

```
                      W A R N I N G :

        This program will delete all transactions that exist in the
        batch of Invoices.

                Are you sure you want to delete them?  [No ]
```

1.8.8 Delete Current Payroll Trans.

This menu option allows you to delete your current batch of payroll transactions. After t aking this option a screen similar to the one below will be displayed. The message displayed will warn you that you are about to delete all payroll transactions in the current batch.

If you do not want to delete this current batch, press *<ENTER>* to return to the Delete Batch Files Menu. If you do want to delete this current batch, advance the selector to [Yes] and press *<ENTER>*.

```
                      W A R N I N G :

        This program will delete all transactions that exist in the
        batch of Payroll Transactions.

                Are you sure you want to delete them?  [No ]
```

1.8.9 Delete Current Journal Entries

This menu option allows you to delete your current batch of journal entries. After taking this option a screen similar to the one below will be displayed. The message displayed will warn you that you are about to delete all journal entries in the current batch.

If you do not want to delete this current batch, press *<ENTER>* to return to the Delete Batch Files Menu. If you do want to delete this current batch, advance the selector to [Yes] and press *<ENTER>*.

```
                         W A R N I N G :

     This program will delete all transactions that exist in the
     batch of Journal Entries.

                 Are you sure you want to delete them?  [No ]
```

1.9 WORK ON PIECEWORK RATE FILES

This menu provides access to the PROFITS^{TM} piecework rate files. Select the option of your choice and press *<ENTER>*.

```
                              Sample Company
PROFITS                 S/N DocuCopy   Version 2.4   10:13:06  May   1, 95
 ┌──────────────────────────────────────────────────────────────────────┐
 │                                                                        │
 │  ┌──────────────┬──────────────┬──────────────────────────────────┐   │
 │  │      P R O   │  FILE MAINTE │  PIECEWORK RATE FILE MAINTENANCE  │   │
 │  ├──────────────┼──────────────┼──────────────────────────────────┤   │
 │  │ 1.  Work on Mast │1. Work on A/R │ . Work on Design Master File    │  │
 │  │ 2.  Work on Bill │2. Work on A/P │ . Work on Rate Sheets           │  │
 │  │ 3.  Work on Acco │3. Work on Payr│ . Dup/Del/Copy Rate Sheets      │  │
 │  │ 4.  Work on Inve │4. Work on G/L │ . Enter Plant Wide Rate Changes │  │
 │  │ 5.  Work on Prod │5. Work on Syst│ . Post Plant Wide Rate Changes  │  │
 │  │ 6.  Work on Acct │6. Master File │ . Percentage Rate Changes       │  │
 │  │ 7.  Work on Payr │7. Backup/Resto│ . Work on Care Labels (Opt)     │  │
 │  │ 8.  Work on Gene │8. Delete Batch│                                 │  │
 │  │ 9.  Work on Job  │9. Work on Piec│                                 │  │
 │  │ 0. Exit System   │0. Return to pr│ . Return to previous menu       │  │
 │  └──────────────┴──────────────┴──────────────────────────────────┘   │
 │                                                         Selection      │
 └──────────────────────────────────────────────────────────────────────┘
```

Select option 1 if you would like to add, change, or delete a design. A design is a record that contains information about a particular design you manufacture. This option is also used to print a design listing.

Select option 2 if you wish to perform maintenance on the rate sheet file. This file stores the operations used to form a rate sheet. This option is also used to print a rate sheet listing.

Select option 3 to duplicate or delete an existing rate sheet. This option is very handy when an existing style is similar to one you need to add. This option is also used to copy a rate sheet from one plant to another or to a floppy for off-line storage.

Select option 4 if you want to update the rate of pay on a group of operations. This option should only be used if you were consistent in numbering your operations.

Option 5 is used to actually apply the rate changes you entered using option 4.

Option 6 is similar to numbers 4 and 5 but may be used by any plant who wants to increase pay rates by a flat percentage.

Option 7 is used to set up different Care Label Layouts. This option is only available if you have purchased the Care Label system.

NOTE: Options 2-7 are fully documented in the Profits Apparel User's Guide.

1.9.1 Work on Design Master

This menu option is used to enter new designs for the embroidery module. Before you can enter any orders or cut sheets, you must set up the designs you are going to use. This number or name must be the same as the one you use during order entry or cut entry.

The first question the system will prompt you for is Design Number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the design number, press *<ENTER>* to send the information to the computer. If the design already exists, the information is displayed on the screen. At this point, you may make any changes, delete the design by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found.
Do you wish to add it? [No ]
```

If you want to add the design to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the design, the system will display a screen(s) similar to the one(s) below. Also listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

```
Design Number

Name                              File Location
Creation       Customer           File Name

Desc



Stitches                Height                Vendor No.
S.P.M.                  Width                 Royalty Amount
Load Time               Hoop Size             Royalty Pct.
Class                   Color Changes         Qty Current
Artwork [Ready to Scan] Trims                 Qty YTD
Position                Skips                 Dollars  Current
                        Colors                Dollars YTD
```

Design Number - This is an 8 character field that is used to identify a particular design that you create.

Name - This 30 position field is used to store the name of the design you are creating.

File Location -This 20 character field is used to store the diskette name/number or sub-directory where the file for this design is located.

Creation - This 6 character field is used to store the date this design was added to the system. If you leave this field blank, the system will automatically fill this field in with today's date.

Customer - This 8 character field is used to store the customer number that provided you with the design information. This number may be the same as the Vendor number used below.

File Name - This 12 character field is used to store the DOS filename of the graphics file that contains the design to be downloaded to the embroidery machine.

Description - This 140 character area allows you to enter as much information to describe this design.

Stitches - This field stores the number of stitches used in creating this design.

S.P.M. - This field is used to store the Stitches per Minute that you feel works best when creating this design.

Load Time - This field stores the minutes that it takes to load this design, per unit. The load time will be used to estimate the amount of time needed to run a job.

Class - This field is used to store the design class. By using classes you can group your different designs.

Artwork - This field allows you to select the status of the artwork. By pressing the space bar you can select from [Not here], [Ready to Scan], [Ready to Cvt], [Wait Approval], or [Ready to GO!].

Position - This field is used to store the location the design will be placed on your garment.

Height - This field is used to store the height of the graphic in centimeters.

Width - This field is used to store the width of the graphic in centimeters.

Hoop Size - This field is used to store the size of the hoop in centimeters that should be used when working with this design.

Color Changes - This field is used to store the number of times this design will change colors.

Trims - This field is used to store the number of areas where this design needs to be trimmed.

Skips - This field is used to store the number of color skips for this design.

Color - This field is used to store the number of different colors used by this design.

Vendor No. - This field is used to store the vendor number that will be paid royalties on this design. This number should correspond with the vendor number set up in the Vendor Master File.

Royalty Amount - This field is used to store the dollar figure that you must pay each time this design is produced.

Royalty Pct. - This field is used to store the percentage that you must pay each time this design is produced If the royalty percent is 3%, you will need to enter the percentage as 3.00.

Qty Current - This field is used to store the quantity that you have produced in the current period or current month. If using the Billing Module, this field is automatically updated through Order Entry.

Qty YTD - This field is used to store the quantity that you have produced since the beginning of the year. If using the Billing Module, this field is automatically updated through Order Entry.

Dollars Current - This field is used to store the amount of royalty due for the current period. This figure will be transferred to the A/P system at the end of the month. If using the Billing Module, this field is automatically updated through Order Entry.

Dollars YTD - This field is used to store the amount of royalties you have incurred since the beginning of the year.. This figure will be transferred to the A/P system at the end of the month. If using the Billing Module, this field is automatically updated through Order Entry.

After entering the appropriate fields on the first screen, press *<CTRL><ENTER>* and the system will display a second screen used to set up all your color sequences. When you control enter you will see a screen similar to the one below.

```
 Design Number

 Name                                      File Location
 Creation          Customer                File Name

                         Panel Color

Color 1           Color 11           Color 21           Color 31
Color 2           Color 12           Color 22           Color 32
Color 3           Color 13           Color 23           Color 33
Color 4           Color 14           Color 24           Color 34
Color 5           Color 15           Color 25           Color 35
Color 6           Color 16           Color 26           Color 36
Color 7           Color 17           Color 27           Color 37
Color 8           Color 18           Color 28           Color 38
Color 9           Color 19           Color 29           Color 39
Color 10          Color 20           Color 30           Color 40
```

Panel - This 10 character field is used to store the color of the garment this design should be printed on.

Color 1 - 40 - These fields are used to store the color/ink that should be used at these locations. You can enter up to 40 color sequences.

Print Design Listing

To print all or a range of designs, you simply press *<F2>* from the first screen of the Design Master File. When you do this, you will be asked the following questions:

```
                    Print - [Long Design Listing]
                            [Number & Name Listing]


                    Print by - [Design Number   ]
                               [Design Name     ]
                               [Customer Number ]
                               [Design Class    ]
                               [Design Date     ]


                    Do you want report by? [All  ]
                                           [Range]


                    First design to print -
                    Last  design to print -
```

The first question 'Print' is an option wheel that allows you to select what type of report you would like. If you select [Long Design Listing] the report will show you all information set up in the Design Master File. If you select [Name & Number Listing] then the report will only show the design name and number, customer number, class, date, stitches, panel, color, file location, and file name.

Next, is an option wheel that allows you to specify how you would like the report to print. If you chose to print this report by [Design Date], the report will print by date order, earliest date to latest date.

The third question lets you define how much of the file you want to print. You can select [All], to print every design in the system, or you can choose [A Range], to print one or a range of designs. If you choose [A Range], you will be asked to define the first and last design you want to have printed. If you want only one design, leave the last design field blank.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Work on Design screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your

2.0 WORK ON BILLING/ORDER PROCESSING

This sub-menu provides access to the customer billing process. It is used to enter new orders, maintain open orders, enter quotes, print shipping labels, maintain core charge records, inquire into invoice history and ship items from your warehouse. When you select this option, the following menu will appear.

```
                             Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

     ┌──────────────────┬──────────────────────────────────┐
     │       P R O      │       BILLING FUNCTIONS          │
     ├──────────────────┼──────────────────────────────────┤
     │ 1.  Work on Mast │1. Work on Billing                │
     │ 2.  Work on Bill │2. Work on Open Orders            │
     │ 3.  Work on Acco │3. Work on Quotes                 │
     │ 4.  Work on Inve │4. Shipping Manager               │
     │ 5.  Work on Prod │5. Core Charge Processing         │
     │ 6.  Work on Acct │6. Work with Order History        │
     │ 7.  Work on Payr │7. Warehousing Control            │
     │ 8.  Work on Gene │                                  │
     │ 9.  Work on Job  │                                  │
     │ 0.  Exit System  │0. Return to previous menu        │
     └──────────────────┴──────────────────────────────────┘
                               Selection
```

Option 1 should be selected if you would like to enter new orders, edit the order, print acknowledgements, print invoices, and post the new orders to the Master files.

Option 2 should be selected if you would like to print, maintain, or release open orders.

Option 3 should be selected if you would like to enter new sales quotes, print the quotes, and transfer the quotes to orders.

Option 4 is used enter shipping labels on your current orders, open orders, or quotes. It is also used to enter your US mail and UPS shipment requests if you have purchased the Shipping Manager module.

Option 5 is used maintain core charge records, it is also used to print core charges by customer or item. Core Charge processing is a separate module and may be purchased in addition to the Profits accounting modules.

Option 6 is used to inquire into order history information. You may also re-print invoices if necessary.

Option 7 is used to ship items from inventory, print picking and packing lists and print invoices when necessary.

2.1 WORK ON BILLING

This option is used to enter new orders. When you receive customer orders, you must enter them into Profits in order to keep track of the sales, inventory and accounts receivable. If you want these files to be up-to-date on a daily basis, you must enter the orders on a daily basis. When you select this option the following screen will be displayed.

```
                              Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

     ┌──────────────────┬──────────────────┬──────────────────────────────┐
     │        P R O     │     BILLING      │      BILLING FUNCTIONS        │
     │                  │                  │                               │
     │ 1.  Work on Mast │1. Work on Bill  │. Enter Orders                 │
     │ 2.  Work on Bill │2. Work on Open  │. Print Acknow./Picking Tickets│
     │ 3.  Work on Acco │3. Work on Quot  │. Print Invoices               │
     │ 4.  Work on Inve │4. Print Shippi  │. Print Backorder Report       │
     │ 5.  Work on Prod │5. Core Charge   │. Post Orders                  │
     │ 6.  Work on Acct │6. Work with Or  │. Maintain Authorization File  │
     │ 7.  Work on Payr │7. Warehousing   │                               │
     │ 8.  Work on Gene │                  │                               │
     │ 9.  Work on Job  │                  │. Import EDI Orders            │
     │ 0.  Exit System  │0. Return to pr  │. Return to previous menu      │
     └──────────────────┴──────────────────┴──────────────────────────────┘
                                                    Selection
```

Option 1 allows you to enter, change, or delete an order. This option will also let you print an Orders Edit List to check your work before you print your Invoices.

Option 2 is used to print Acknowledgements or Picking Tickets. This option is optional.

Option 3 is used print your Invoices.

Option 4 is used to print a Backorder Report. This option is optional.

Option 5 is used to post your new orders to the Master Files. This step is mandatory and should be done on a daily basis.

Option 6 is used to maintain the authorization file, if authorization codes are required on orders.

Option 9 is used to import or export EDI invoices or open orders.

2.1.1 Enter Orders

This option is used to enter, change or delete orders. When you receive customer orders, you must enter them into Profits in order to keep track of the sales, inventory and accounts receivable. If you want these files to be up-to-date on a daily basis, you must enter the orders on a daily basis.

When you select this option, the following screen will be displayed.

```
Order #           Order  [Invoice   ]    Customer
Payment Type [Credit]    Invoice Number


 S ABC COMPANY                        S   SAME
 O 123 FIRST AVENUE                   H
 L SUITE 150                          I
 D ATLANTA            GA   30350      P


 Salesman   1 Vendor         Dept.    Ship By
            Class                     Order 090195 Ship 090195 Aging 090195
 Purchaser                            Earliest   091595   Cancel    101595
 Terms    [Due Upon Receipt]
 Discount     .00  Pymt Days          Purchase Order No.
 Taxable  [Yes]  Tax Area   60        Deposit Amount              .00
```

The first prompts you must answer are as follows:

Order Number - 6 digit numeric field identifying your Order Number. It is not necessary to enter the Order Number, the system will assign the next available Order Number from the Control file. If you would like the system to assign the Order Number for you, just press *<ENTER>* to advance to the Order Type, otherwise type in the Order Number of your choice.

Order Type - You have four selections for Order Type.

A. If you are entering a regular invoice, the Order Type should remain on [Invoice].

B. If you are entering a credit memo, the Order Type should be [Credit Memo]. Press the *<SPACEBAR>* to change the Order Type to [Credit Memo]. A credit memo is entered just like the original invoice it is reversing. In other words, you key positive quantities. Profits will automatically reverse each entry when printing the credit memo and when updating the Master Files. This way every file affected by the original invoice will be reversed by the credit memo.

C. Your third choice on the Order Type selector is [Open Order]. Open Orders will be discussed in more detail in menu option 2-2-1.

D. Your last choice on the Order Type selector is [Duplicate]. If you would like to duplicate an order that is in your current batch of orders, you may select this option. You will be prompted for the order to duplicate from, and what order number you would like to duplicate to. You will also be prompted for the customer number to whom the duplicated order is to be billed. This option is particularly useful if you invoice the same items to many different customers.

After you decide on the order type press *<ENTER>* to advance to the next question.

Customer Number - Key the 8 digit number identifying the customer whose order you are entering. If you do not know the customer's number, you may search for it. If you want to use a new customer, you may add it at entry.

View Notes - If at this time you would like to view the activity notes for this customer select [Yes]. If you do not want to view this customers activity notes select [No].

<u>Adding a Customer</u>

If you are entering an order for a new customer, key the customer number you want to assign this customer. . If you would like the system to assign the customer number for you, leave the customer number field blank. When you press *<ENTER>*, the following message will be displayed.

```
Customer does not exist, do you wish to add it?  [No ]
```

To add the customer, advance the selector to [Yes] and press *<ENTER>*. The first Order Entry screen will be displayed with the customer information fields highlighted. You must fill in each of the highlighted fields in order to add the customer.

If the customer number exists, the customer's information from the Customer file will be displayed as well as other information pertinent to this order. The displayed fields are as follows:

Payment Type - The payment type selector may be [Credit] or [Cash]. If you select [Credit], the invoice will be posted to Accounts Receivable. If you select [Cash], the invoice and its payment will be posted to Accounts Receivable. Cash Sales are printed on the Invoice Register each day. The totals for the month are printed on the Monthly Invoice Register and the Monthly Cash Register.

Invoice Number - This number will be assigned by Profits when the invoice is printed unless a different number is keyed in at this time. If you are entering a credit memo, you should key in the number of the original invoice. This way, you do not need to make any adjustments in A/R for the invoice balance to be credited with the credit memo amount.

Sold-to Address - This displayed name and address comes from the Customer file. If the invoice should be sent to another address, you need to override the information.

Ship-to Address - If the Ship-to file contains no ship-to addresses for this customer, "SAME" will be displayed. If this customer does have ship-to addresses set up in the Ship-to file, ship-to address number 1 will be displayed.

If you wish to use another ship-to address from the Ship-to file, use the (F10) Search key. If the Ask for Ship-To Number option is activated, you will be prompted for the ship-to number of the address you want to use for his order. Otherwise, the Search key will display the next ship-to address for this customer. Press the Search key until the correct address is displayed.

Salesman Number - The displayed salesman number comes from the Customer file. It is used to retrieve the commission percentage. This order's sales and commission amounts are posted to this salesman.

Sometimes, a salesman will sell to a customer outside of his usual territory. In this case, you need to override the salesman number.

Vendor - The displayed vendor number or name comes from the Customer file and will be printed on the picking list and invoice. If this number is different for any reason, you may override this field.

Class - The displayed class comes from the Customer file and will be printed on the picking ticket and invoice. You may override the class if necessary.

Department - The displayed department comes from the Customer file and will be printed on the picking list and invoice. You may override the department if the goods are to be received by a different department for this particular shipment.

Terms - The displayed terms come from the Customer file. The terms description will determine the term days and discount percent. The term days determine the date by which the invoice must be paid in order for the customer to take the terms discount, or the invoice's discount date. The terms discount is calculated on the total of the invoice, excluding freight, special charges, or sales tax.

IMPORTANT: The terms discount amount does not affect the way the invoice is totaled. The discount is not subtracted from the invoice amount, but it is printed on the invoice as available discount. In Accounts Receivable if you are paying within the discount period, the discount amount is displayed when you are entering payments so that you will know the available discount amount for this invoice.

Discount - The displayed discount percentage is the trade discount for this customer. When calculating the price for each line item, Profits optimizes the price between the trade discount price, the customer's price level and the item's quantity discount.

Pymt Days - The payment days are being displayed directly from the Customer Master File.

Taxable - The displayed answer comes from the Customer file. If this order is different, you will need to change this answer. Keep in mind that an order may be taxable, but if any of the items on the order are not taxable, sales tax will not be charged on them.

Tax Area - The displayed tax area comes from the Customer file. If this customer has addresses set up in the Ship-to file, the tax area displayed would be the one corresponding to the displayed Ship-to address. If you are delivering the order to a location other than the sold-to address or any of the ship-to addresses, you may need to override the tax area.

Ship By - The displayed message comes from the Customer file and will be printed on the picking list and invoice.

Order Date - The displayed date is the system date. If you received the order on another day, you need to override the date.

Ship Date - The displayed date is the system date. If the order is shipping on another date, you need to override the date.

Aging Date - This date is used when updating the Accounts Receivable files to tell Profits when to begin aging the invoice. If you leave it zero, Profits will age the invoice by the invoice date.

You may choose to invoice a customer today, but want his invoice to be due at a later date. To accomplish this, you should key the date you want the invoice to begin aging.

Earliest - This date is the earliest date the customer will accept a shipment on this order.

Cancel - This date is the date the customer will no longer accept a shipment on this order.

Purchase Order Number - If this customer uses purchase order numbers, you may key the number for this order. The number may be up to 16 characters long. It will be printed on the invoice. Also, it can be used to identify orders during Order Inquiry.

Deposit Amount - If the customer has made a deposit on this order, you may key the amount. The field is 9 digits with 2 decimal places. The invoice will be totaled, then the deposit will be subtracted with the new total printed as "Pay this amount". When the invoice is posted to Accounts Receivable, the original invoice total will be posted with the deposit amount posted as a payment against it.

If the Point of Sale Invoicing option is activated, Profits will record cash received as the deposit amount.

When you are satisfied with the information on the first Order Entry screen, press *<CTRL><ENTER>*. The second Order Entry screen will be displayed as follows. If you did not enter an order number, Profits will assign one at this time.

The cursor will then drop down to Item Number. If you had previously entered any items on this order these entries will also be displayed.

```
Order #           [Invoice]  Base Price   Cost   On Hand  Avail  A.T.S.
ABC Company                    7.500     5.850      25     25     25

  Item Number       Order    Description                   Extension

  10100             10.00    CARPENTRY NAILS                  73.80




                                                             73.80

  Order    10.00  Shipped              Lot#
  Ship     10.00  Back Order      .00  Customer Discount
  Price     7.380 Price      [    .00] Commission %   .00
  Cost      5.85        Acct   4010/5010 Drop Ship? [No]
```

To add a line item, key the Item Number and Order Quantity. If you do not know the item number, you may search for it. If you want to use a non-inventoried item or add a new item, key a item number that is not currently maintained in the Inventory file.

Using A Non-Inventoried Item

Key a item number. The item number may be any combination of letters and numbers that do not match one of your existing item numbers. Profits will display the following message:

```
        Item not found, select appropriate action: [Retry Item No.]
```

To enter the non-inventoried item, advance the select to [Use Non-Inven. Item] and press *<ENTER>*. Profits will display the item fields and the cursor will be positioned at the description. Key the description, price, commission percentage, cost and unit of measure.

This line item will be treated like any other line item except when posting the invoices to the Inventory file. The sales for this item will be posted to non-inventoried and deleted item sales (Item Number 00000000).

Adding an Item

Key a Item Number. The item number may be any combination of letters and numbers that does not match one of your existing item numbers. Profits will display the following message.

```
Item not found, select appropriate action: [Retry Item No.]
```

Advance the selector to [Add to Item file]. Profits will display the item fields and the cursor will be positioned at the description. Key the description, price, commission percentage, cost and unit of measure. NOTE: If Profits does not find the item number, you may re-try the item number by advancing the selector to [Re-try].

Using A Finished-Good Item

This type of item is only available if you have purchased the Bill of Materials module. Key the Finished Good Item Number. Once you verify the displayed fields, *<CNTL><ENTER>* and the following message will be displayed.

```
Explode Structure for this item? [No            ]
                                 [Using Comments]
                                 [Using Item No.]
```

If you have a structure set up for this Finished Good item and would like each of the items in that structure to print on the invoice as comment lines, advance the selector to **[Using Comments]**. Profits will display each of the items in the structure directly underneath the Finished Good item as comment lines only. Each of the item descriptions in the structure will be indented one space and no order quantity, ship quantity, or dollar amount will be printed on the invoice.

If you would like Profits to treat each of the items in the structure as actual items not comments, advance the selector to **[Using Item No.]**. Profits will display each of the items in the structure directly underneath the Finished Good item and allocate and/or reduce the on-hand value of each item in the structure. Each of the item descriptions in the structure will be indented one space and an order quantity, ship quantity, and dollar amount will be printed on the invoice.

If you would prefer to only print the Finished Good item, leave the selector on [No] and press *<ENTER>*.

After you key the Item Number and Order Quantity, you will notice that the item description will be displayed next to the order quantity. Also notice that the base price, average cost, on hand quantity, and available quantity from the Inventory file will be displayed at the top of the screen. If the on hand quantity is less than one, it will be highlighted. If the available quantity is less than the quantity ordered, it will be highlighted.

The following fields will also be displayed at the bottom of the screen and may be overridden:

Order Quantity - The number of units ordered for this particular item.

Ship Quantity - If the order quantity is less than the item's available quantity, Profits will ship the ordered quantity. You may override the ship quantity.

Backorder Quantity - If the order quantity is less than the item's available quantity, Profits will backorder zero.

If the order quantity is greater than the item's available quantity, Profits will backorder the difference between the ship quantity and the order quantity. If the customer or item does not allow backorders, Profits will display a warning. The operator may choose to continue or override the ship and/or backorder quantity.

If the Process Backorders as Open Orders option in the System Configuration Flags is activated and one or more line items are backordered, this order will be posted to the Open Orders file. The open order will contain only the backordered items, and their order quantities will equal their backordered quantities.

Discount Type - The type of discount tells you how the calculated price was determined. You cannot make an entry in this field.

Price - If a contract exists for this item, the contract price is displayed. If not, Profits calculates separate prices based on the customer's trade discount, the customer's price level, and the item's quantity discount. Then, Profits selects the best price for the customer and displays it.

Sometimes, the calculated price will not be the price for which the item was sold. You may override the price several ways. You may use the price level selector to select another price level. (The selector is to the right of the price). You may key a discount percentage. Or you may key the price you want to charge the customer. Once you have overridden the price, you must override it again to return to the original calculated price.

Discount Percent - If you are using Percentage Pricing (the Fixed Prices option is not activated), the actual discount percentage taken will be displayed.

Price Level Selector - If the Fixed Prices option is activated, the price level selector will show the five actual prices available. The displayed price is determined by the customer's price level. You may advance the selector to any of this item's prices.

If you are using Percentage Pricing (the Fixed Prices option is not activated), the selector will display the discount percentage for this item's product class at this customer's price level. You may advance the selector to any of the discount percentages for this item's product class.

Commission Percent - The displayed commission percentage comes from the Salesman file. Sometimes, a salesman may receive a different commission percentage for a particular line item. For example, he may sell an item for cost, and therefore, receives no commission on that item. In this case, you would need to key a zero over the displayed commission percentage. If the Salesman Commission option is not activated, the commission percent will not be displayed.

Cost - The displayed item cost is the average cost from the Inventory file. If the cost for this order is different, you may override it.

Accounts - If the Update General Ledger with Sales and A/R option is activated, the first displayed account number is the sales account from this item's product class. If the Update General Ledger with Sales and A/R option is not activated, the account field will not be displayed. The second account # displayed is the cost account from this item's product class file. If the 'Update Inventory Cost at Billing' flag is not activated, this account will not be effected.

Lot # - 15 character field used to store the lot number of this item. If contract price is in effect for this item and a contract number is assigned to this price the contract number will appear in the lot number field. If you leave the field blank, Profits will automatically store the item number and date of the order in the lot number field for history purposes.

Drop Ship Selector - If the Drop Shipment option is activated, you may use the selector to indicate whether or not this line item is being shipped directly to the customer from your vendor. A drop shipped line item is processed just like a regular line item, except that the on hand quantity in the Inventory file is not affected. If the Drop Shipment option is not activated, the drop ship selector will not be displayed.

After you have finished entering all line items you may have a need to enter some additional information about the order. Profits provides four special types of line items -- comment lines, freight charges, special charges, and discounts. Listed below are explanations of these special items and how to use them.

Comment Line - When your cursor is positioned on Item Number key, a "**C**" in this field. The cursor will advance to the description field. Key in your comments and press *<ENTER>*. You may have as many comment lines as needed on an order.

Freight Charge - When your cursor is positioned on Item Number, key a "**F**" in this field. "**FREIGHT**" will be displayed as the description and the cursor will advance to the amount field. Key the total dollar amount of the freight charge.

Freight is totaled separately on the Invoice Register and Monthly Invoice Register. Commissions and Profit are calculated exclusive of freight. Also, freight is not included in item or customer sales.

If the Charge Sales Tax on Freight option in the System Configuration Flags is activated, sales tax will be calculated on freight. Otherwise, sales tax will not be calculated on freight.

NOTE: If an open order is partially shipped and invoiced, the freight charges will be dropped from the order in the Open Orders file.

Special Charge - When your cursor is positioned on Item Number key a "**S**" in this field. The cursor will advance to the description field. Key in your description of this special charge. The cursor will advance to the amount field. Key the total dollar amount of this special charge. Special charges are totaled separately on the Invoice Register and Monthly Invoice Register. Commissions and Profit are calculated exclusive of special charges. Also, special charges are not included in item or customer sales.

NOTE: If an open order is partially shipped and invoiced, the special charges will be dropped from the order in the Open Order file.

Discount - When your cursor is positioned on Item Number, type the letter "**D**" in this field. Press *<ENTER>* and the cursor will automatically advance to a discount field. This special line item is used to give a customer an additional discount not available through your normal pricing options. The discount is usually entered after all line items have been entered on the invoice. Profits will figure the discount on all line items above the discount line. For example, if the total of your line items add up to $1000.00 and you would like to give your customer an additional discount of 10%. Profits would calculate 10% of $1000.00 and make the invoice total $ 900.00.

NOTE: If you have entered a discount percentage and make any change to a line item above the discount line item the discount will not be recalculated. You must delete the discount line item and re-enter it to figure the new discount amount.

Key in the discount percentage you would like calculated on the invoice total and press *<ENTER>*.

The cursor will move to an account number field if the Update General Ledger with Sales and A/R option is activated. The account number displayed is the Sales Discount account number. This number is being pulled from the Control file. You may override this account number if necessary.

Next, your cursor will move to the beginning of the Item Description field. The word "**DISCOUNT**" has been entered in this field for you. Spaces have been left in front of the word so you may enter the percentage that your customer is receiving. When you are satisfied with the data you have entered, press *<CTRL><ENTER>* and the discount amount will automatically be calculated in the extension field.

NOTE: If you would like to enter a dollar amount for the discount rather than calculating a discount percentage, press *<ENTER>* until the cursor is positioned in the extension field. Key in a **NEGATIVE** dollar amount and *<CNTL><ENTER>*. The negative dollar amount will be subtracted from the invoice total.

After you have entered all the line items for this order you may choose to print this invoice immediately. Make sure you have your pre-printed invoice forms in the printer and press *<F2>*. If you are using the Point of Sale option, activated in the System Configuration Flags menu, the following screen will be displayed:

```
Order #

Customer  ABC COMPANY
          123 MAIN STREET

          ATLANTA          GA  30350

   Net Sales Amount      14.76           Payment Type [On Account    ]
   Freight                 .00
   Special Charges         .00
   Sub-Total             14.76
   Taxes                   .59
   Invoice Total:        15.35
```

Your choices for the payment type selector are: [On Account], [Cash], [Check], [MasterCard], [VISA], [American Express], or [Other Credit Card]. Advance the selector to your choice. If you select [On Account], the invoice will be updated to Accounts Receivable.

If you select [Cash], [Check], or any of the credit cards, you will be prompted for the amount tendered. Key the cash or credit card amount received. Profits will calculate the change. The invoice and cash amount received will be updated to Accounts Receivable. A summary of the dollar amounts entered for each payment type will be printed on the Invoice Register. When you press *<CTRL><ENTER>*, Profits will print the invoice and return to the first Order Entry screen. You may enter another order at this time or press *<F4>* to return to the sub-menu.

If you do not want to print the invoice immediately, and are finished entering the line items for the order, use the *<F9>* key to end the order and you will return to the first Order Entry screen. You may enter another order at this time or press *<F4>* to return to the sub-menu.

Print The Edit Listing

When you have finished entering the orders, you are ready to print the Edit Listing. On the first Order Entry screen, press the *<F2>* key. You will be given a selection to print [All Orders], [A Range of Orders], [Selective Orders], [Totals Only], or [Salesman Range]. Advance the selector to your choice and press *<ENTER>*. If you choose [A Range of Orders], you will be prompted for the first and last order number to print. If you choose [Selective Orders], you will be prompted for each order number to print. If you choose [Totals Only], the totals from the bottom of the Edit Listing will be printed. If you choose [Salesman Range], you will be prompted for the first and last salesman number to print.

Once the Edit Listing has printed, you need to balance the printed orders to your "pen and ink" orders. One way to do this is to run an adding machine tape on the total number of inventory items ordered from your manual orders. Compare this total to the total at the bottom of the Edit List. You may want to run a total on the extended price of each order, if you have already calculated this total. This total should also balance to the totals at the bottom of the Edit List. Any discrepancy should be corrected before the invoices are printed.

<u>Making Corrections to Existing Orders</u>

From the first Order Entry screen you may use the *<F10>* Search key to inquire into the batch of orders and find the order to correct.

If you know the order number, key it. When you press *<ENTER>*, that order's information will be displayed. Make the necessary changes the same way you would if you were entering the order.

If you need to delete the order, press the *<F8>* Delete key. The following message will be displayed.

```
Are you sure you want to delete this order? [No ]
```

To delete the order, advance the selector to [Yes] and press *<ENTER>*.

On the second Order Entry screen, you may use the *<F5>* Up key or the *<F6>* Down key to move the cursor to the line item that needs to be changed. If you have multiple pages of line items, you may use the *<F5>* and *<SHIFT>* or *<F6>* and *<SHIFT>* keys to page through the line items.

To delete a line item, move the cursor to that line and use the *<F8>* Delete key. The following message will be displayed.

```
Are you sure you want to delete this line? [No ]
```

To delete the line, advance the selector to [Yes] and press *<ENTER>*. The line will be deleted and the remaining lines will be moved up. To insert a line, move the cursor to the position where you want the new line to be and use the *<F7>* Insert key. A line will be inserted in this position for you to key the line item information.

You should reprint the Edit Listing for any orders that you change and review them carefully. Or you may choose to print a Totals Only Edit List to be sure that you are in balance after making the changes.

2.1.2 Print Acknow./Picking Tickets

This step is optional. You may use these forms to include with the order as packing slips (they include the total weight of the shipment) or you may mail this form to your customer acknowledging the order. You need to load the pre-printed forms into the printer before selecting this option.

When you select this option the following questions will be asked:

```
Which form do you want to print ?  [Acknowledgements]
                                   [Picking Tickets ]


Do you want to print ?   [All Orders      ]
                         [A Range of Orders]
                         [Selective Orders ]


First to print - _____
Last  to print - _____


Do you want to print a test pattern to align the forms? [Yes]
```

The first question allows you to select the type of form you would like printed. To confirm your customer's open order, you may choose to print an Acknowledgement for an [Open Order]. If you would like to send a Packing List with the [Invoice] you may choose to print Picking Tickets. Picking Tickets may also be used by your warehouse for "picking" the goods to be shipped.

The second question lets you define which orders you want to print Acknowledgements or Picking Tickets for. You may select [All Orders], to print every order in the system, or you can choose [A Range of Orders], to print one or a range of orders. If you choose [A Range], you will be asked to define the first and last order number you want to have printed. If you choose to print [Selective Orders], you will be prompted for each order number to print.

The last question you are asked before the system prints your forms is, 'do you wish to print a test pattern to align the forms?' To print the test pattern, press *<ENTER>*. After each line of the test pattern is printed, you should make any necessary adjustments to the forms. You will be prompted to press *<ENTER>* to print the next line. You may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next form and print your selection of orders.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING ACKNOWLEDGEMENTS
```

You may stop the forms at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Acknowledgements/Picking Tickets screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.1.3 Print Invoices

This option is mandatory. An invoice must be printed before the order can be updated to the Master files. This form will be mailed or given to your customer for payment. You need to load the pre-printed forms into the printer before selecting this option.

When you select this option the following questions will be asked:

```
Enter date to print on invoices:   90189


Print Report by:         [Order Number   ]
                         [Customer Number]


Do you want to print ?   [All Orders      ]
                         [A Range of Orders]
                         [Selective Orders ]
                         [A Range of Slsmn ]


First to print - _____
Last  to print - _____


Print [Price per Line]
      [Totals Only   ]


Do you want to print a test pattern to align the forms? [Yes]
```

The first question allows you to date your invoices accordingly. The displayed date is the date you entered when you powered on your PC. If this is the date you want to print on the invoice, press *<ENTER>*. If you would like to change the date, key the correct date in the format, MMDDYY. NOTE: Remember, it is the invoice date that the system will use for Accounts Receivable aging purposes.

The second question allows you to select the order in which the invoices will be printed. If you select [Order Number], the invoices will print in order number sequence. If you select [Customer Number], the invoices will print in customer number order.

The third question lets you define which orders you want to print Invoices for. You may select [All Orders], to print every order in the system, or you can choose [A Range of Orders], to print one or a range of orders. If you choose [A Range], you will be asked to define the first and last order number you want to have printed. If you choose to print [Selective Orders], you will be prompted for each order number to print. If you choose [A Range of Slsmn], you will be prompted for the first and last salesman number you want invoice numbers printed for.

The next question allows you to print the invoice with [Prices per line], this selection will print a price next to each line on the invoice. If you would prefer only a grand total price at the bottom of the invoice, select [Totals Only].

NOTE: The above feature is only available when using Profits standard 80 column invoice format.

The last question you are asked before the system prints your forms is, 'do you wish to print a test pattern to align the forms?' To print the test pattern, press *<ENTER>*. After each line of the test pattern is printed, you should make any necessary adjustments to the forms. You will be prompted to press *<ENTER>* to print the next line. You may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next form and print your selection of orders.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING INVOICES
```

You may stop the forms at any time by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Invoices screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.1.4 Print Backorder Report

Printing the Daily Backorder Report is an optional step. If you do not have any backorders on a particular day, you do not need to print the report. If you do have backorders, this report is your record of the day's backorders.

If the Update Backorder to Open Orders option is activated, the backorders will be posted as open orders. When you receive the backordered items, you can use this report to release the invoices before shipping the items to your customer. Open Orders that started as backorders are flagged on the Open Orders reports.

2.1.5 Post Orders

This option is the last step in invoicing a customer and is mandatory. You should post your orders on a daily basis. As Profits processes the invoices, the following steps are taken:

1. If the Update General Ledger with Sales and Accounts Receivable option is activated, you will be prompted for the period of the fiscal year to post to. Key the General Ledger period you want to post these entries to.

2. Profits will post the invoices to Accounts Receivable. The total posted to Accounts Receivable is printed on the Invoice Register as total invoice amount and on the A/R Transaction Journal as A/R amount.

3. Next the invoices are posted to Inventory. If the order type is [Invoice], the shipped quantity will be deducted from the on hand quantity. If the order type is [Credit Memo], the returned quantity will be added to the on hand quantity. If the order type is [Open Order], the order quantity will be added to the allocated quantity.

4. Then, Profits posts the invoices to the sales figures for customers, salesmen, tax areas, and items. The sales figures for customers, salesmen and items should balance to each other. The sales figures for the tax areas reflect whether or not the orders (or part of the orders) were taxable; therefore, they may not balance directly.

5. If the Salesman Commission option is accrual, the salesman commissions are updated with the sales and commissions calculated per the Daily Sales Recap. If the Salesman Commission is cash, the salesman commissions will not be updated until the cash is received for these invoices.

6. If the Add Backorders to Open Orders option is activated, any backorders will be posted to the Open Orders file and the backorder quantity in the Inventory file will be updated.

7. If store 'Billing History' is activated in the System Configuration Flags, each invoice will be posted to the order history files.

8. Next, Profits updates General Ledger. The various sales accounts are credited according to their product classes (unless overridden during Order Entry). Freight, special charges and sales tax are credited to the accounts set up in the Control file (unless overridden during Order Entry). The Accounts Receivable account from the Control file is debited with the total A/R amount per the A/R Transaction Journal. The Cash account is debited with any cash sales or deposits.

9. Finally, after posting to the various Master files, Profits will empty the order batch file so you may begin entering a new batch of orders. NOTE: If you change an order after the invoice has been printed, the invoice must be re-printed. If it is not, the order will remain in the orders batch file until an invoice is printed for it.

Several reports are printed during the posting option --- the New Orders by Salesman report (if selected as [Yes] in the configuration flags, the Invoice Register, Daily Tax Report, Daily Sales Recap, Orders Posted Report, A/R Transaction Journal, and Sales Journal. **You should keep these reports to complete your audit trail.**

2.1.6 Maintain Authorization File

This option is used to add, maintain, or delete authorization codes that are to be assigned during order entry or that have already been assigned. If you would like Profits to require authorization codes before deleting orders or shipping certain orders, authorization flags must be set to active in the System Configuration file and the Customer Master File.

The first question the system will ask, is what is the authorization number. If you would like Profits to automatically generate random authorization codes to be given to a supervisor, to assign to orders when necessary, press the *<INSERT>* key and you will be prompted for the number of codes to create. If you wish to exit this option and return to the menu, press *<F4>*.

If you would like to review an authorization code that has been previously assigned to an order key the authorization number, and press *<ENTER>* to send the information to the computer. If the authorization number already exists, the information is displayed on the screen. At this point, you may make any changes, delete the authorization code by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
                        Record not found.
                        Do you wish to add it? [No ]
```

If you want to add the authorization code to the file in addition to those automatically generated through the *<INSERT>* feature, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to maintain or review an authorization code that was previously assigned, the system will display a screen(s) similar to the one(s) below. Descriptions of the data fields created when an authorization code is assigned are also listed below.

```
Authorization Number

   Order Number
   Invoice Number
   Date
   User ID
   Entry Hour
   Entry Minute
```

Authorization Number - 6 character field. You may assign authorization numbers by adding a random number one at a time or you may use the *<INSERT>* feature to create as many random records as you wish.

Order Number - 6 digit field used to store the order number processed with this authorization code.

Invoice Number - 6 digit field used to store the invoice number processed with this authorization code.

Date - 6 digit date field used to store the date this order was processed with this authorization code.

User ID - 10 character field identifying the user who entered the order with this authorization code.

Entry Hour - 2 digit field identifying the hour this order was entered with this authorization code.

Entry Minute - 2 digit field identifying the minute this order was entered with this authorization code.

2.1.9 Import EDI Orders

This option is used to [IMPORT] or [EXPORT] EDI invoices or open orders to and/or from a specified source directory. The invoices or open orders will be imported or exported in EDI format.

After choosing between invoices or open orders, you will be prompted with the following:

```
IMPORTING from A:\
EXPORTING from A:\
```

Depending on which selection you made, import or export you will be prompted to answer 'where' you are importing or exporting 'from'. The system will default to your A drive, you may change the source drive location if applicable.

After you have answered the 'from' prompt, *<CTRL><ENTER>* and the system will prompt you to insert a diskette into Drive A: and press [ENTER] to continue. (If Drive A: was selected)

When using diskettes the system will prompt you for each diskette, if necessary.

2.2 WORK ON OPEN ORDERS

This option is used to print, maintain or release your open orders for invoicing. When you select this option, the following menu will appear.

```
                              Sample Company
PROFITS                 S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

       +------------------------------------------------------------------+
       |        P R O       BILLING        OPEN ORDER FUNCTIONS           |
       |                                                                  |
       |   1.  Work on Mast 1. Work on Bill  . Print Open Orders by Customer |
       |   2.  Work on Bill 2. Work on Open  . Print Open Orders by Item   |
       |   3.  Work on Acco 3. Work on Quot  . Print Open Orders by Salesman |
       |   4.  Work on Inve 4. Print Shippi  . Maintain/Release Open Orders |
       |   5.  Work on Prod 5. Core Charge   . Release Open Orders by Range |
       |   6.  Work on Acct 6. Work with Or  . Print Picking Tickets       |
       |   7.  Work on Payr 7. Warehousing   . Print Invoices              |
       |   8.  Work on Gene                  . Print Backorder Report      |
       |   9.  Work on Job                   . Post Released Orders        |
       |   0.  Exit System  0. Return to pr  . Return to previous menu     |
       |                                                                  |
       |                                              Selection           |
       +------------------------------------------------------------------+
```

Option 1 allows you to print your Open Orders by customer.

Option 2 allows you to print your Open Orders by item.

Option 3 allows you to print your Open Orders by salesman.

Option 4 is used to maintain an Open Order or release the order for shipment and invoicing.

Option 5 is used to release Open Orders by a particular order range.

Option 6 is used to print Picking Tickets. This option is optional.

Option 7 is used to print your Invoices.

Option 8 is used to print a Backorder Report. This option is optional.

Option 9 is used to post your Open Orders to the Master Files. This step is mandatory and should be done on a daily basis after releasing the orders to be shipped.

2.2.1 Print Open Orders by Customer

This option is used to print your Open Orders by customer. This report prints each order for the customers selected, including the order date, ship date, and each line item. For each item, the report shows the quantity ordered and the quantity shipped.

When you select this option you will be prompted with the following selection criteria.

```
Print:  [All Customers     ]
        [Selected Customers]


Select: [Customer Number]
        [Order Number   ]
        [Req. Ship Date ]
        [Order Date     ]


First Customer      _____
Last  Customer      _____
       OR
First Order         _____
Last  Order         _____


Type of report to print: [A Detailed Report]
                         [A Summary Report ]
```

The first question 'Print:' is an option wheel that allows you to print open orders for [All Customers] or [Selected Customers]. If you choose selective customers you will be prompted with the next question.

The next question 'Select:' is an option wheel that allows you to select the open orders by [Item Number], [Order Number], [Req. Ship Date] or [Order Date]. This way you can choose all orders for a particular item, by a particular ship date, or just one particular order to print. When you have made your 'Print' selection, press the *<F9>* key and you will be prompted with the next question.

The third question allows you to print [A Detailed Report] or [A Summary Report]. A detailed report will show all line items on the open order and a summary will simply print totals.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Open Orders by Customer screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.2.2 Print Open Orders by Item

This option is used to print your Open Orders by item. This report prints each order for the items selected, including the order number, order date, ship date, customer number and name, quantity ordered, and quantity remaining to ship.

When you select this option you will be prompted with the following selection criteria.

```
Print:    [All Items    ]
          [Selected Items ]


Select:   [Item Number  ]
          [Order Number ]
          [Req. Ship Date]
          [Order Dates  ]
          [Customer No. ]
          [Prod. Class  ]


First Item    _____
Last  Item    _____
        OR
First Order   _____
Last  Order   _____


Type of report to print: [A Detailed Report]
                         [A Summary Report ]
```

The first question 'Print:' is an option wheel that allows you to print open orders for [All Items] or [Selected Items]. If you choose selective items you will be prompted with the next question.

The next question 'Select:' is an option wheel that allows you to select the open orders by [Item Number], [Order Number], [Req. Ship Date], [Order Dates], [Customer No.] or [Prod. Class]. This way you can choose all orders for a particular item, by a particular ship date, or just one particular order to print. When you have made your 'Print' selection, press the *<F9>* key and you will be prompted with the next question.

The third question allows you to print [A Detailed Report] or [A Summary Report]. A detailed report will show all line items on the open order and a summary will simply print totals.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Open Orders by Item screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.2.3 Print Open Orders by Salesman

This option is used to print your Open Orders by Sales man. This report prints each order for the salesman selected, including the order date, ship date, and each line item. For each item, the report shows the quantity ordered and the quantity shipped.

When you select this option you will be prompted with the following selection criteria.

```
        Print:   [All Salesmen      ]
                 [Selected Salesmen ]


        Select:  [Salesmen Number]
                 [Order Number   ]
                 [Req. Ship Date ]
                 [Order Date     ]
                 [Customer No.   ]


    First Salesman      _____
    Last  Salesman      _____
             OR
    First Order         _____
    Last  Order         _____
```

The first question 'Print:' is an option wheel that allows you to print open orders for [All Salesmen] or [Selected Salesmen]. If you choose selective salesmen you will be prompted with the next question.

The next question 'Select:' is an option wheel that allows you to select the open orders by [Salesmen Number], [Order Number], [Req. Ship Date], [Order Dates] or [Customer No.]. This way you can choose all orders for a particular salesman, by a particular ship date, or just one particular order to print. When you have made your 'Print' selection, press the *<F9>* key and you will be prompted with the next question.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Open Orders by Salesman screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.2.4 Maintain/Release Open Orders

This option is used to maintain, change, or release an open order. After an open order is shipped, you must prepare it for invoicing. Profits calls this releasing the order for invoicing.

When you select this option, you will be prompted for the order number you wish to maintain or release.

Order Number - 6 digit numeric field identifying the Open Order. If you do not know the order number you may always search for it.

Key the Order number you wish to maintain or release and press *<ENTER>*. The following screen will be displayed.

```
Order #         Order  [Open Order ]    Customer
Payment Type [Credit]    Invoice Number


 S ABC COMPANY                   S   SAME
 O 123 FIRST AVENUE              H
 L SUITE 150                     I
 D ATLANTA          GA    30350  P


 Salesman   1 Vendor        Dept.    Ship By
            Class                    Order 090195 Ship 090195 Aging 090195
 Purchaser                           Earliest   091595   Cancel    101595
 Terms     [Due Upon Receipt]
 Discount      .00  Pymt Days        Purchase Order No.
 Taxable   [Yes]  Tax Area   60      Deposit Amount              .00
```

The order will be displayed as it was first entered. The only field that is different on this first order screen is the order type. You now have two new selections for Order Type.

A. If you are just maintaining the order and changing or adding information on it, the Order Type should remain on [Open Order].

B. If you are releasing the order to be invoiced, the Order Type should be [Released].

If you are just maintaining the order, make any changes to the displayed information and press *<CTRL><ENTER>*. You will then advance to the second Maintain/Release Open Orders screen. At this point you may also make changes to the item information ordered. When you are finished maintaining this order, press *<F9>* to End the order and you will return to the Order Number prompt. You may key in your next order number to be maintained or released.

To enter shipped quantities for an order, advance the Order Type selector to [Released]. If you need to make any changes to the displayed information, do so and press *<CTRL><ENTER>*. The following message will be displayed.

```
Ship the order in full? [No ]
```

If you are only shipping part of the order, or if you are backordering some of the item's press *<ENTER>*. If you are shipping every item on the order in full, advance the selector to [Yes] and press *<ENTER>*. Profits will release the order with all items shipped in full and return to the Order Number prompt.

If you did not ship the order in full, the following screen will be displayed.

```
Order #          [Invoice]  Base Price   Cost    On Hand  Avail  A.T.S.
ABC Company                    7.500     5.850      25      25     25

  Item Number     Order       Description                   Extension

  10100           10.00       CARPENTRY NAILS                 73.80




                              Color   BLUE


  Order     10.00  Shipped      5.00    Lot#                   73.80
  Ship       5.00  Back Order    .00    Customer Discount
  Price     7.380  Price    [     .00]  Commission %   .00
  Cost       5.85           Acct  4010/5010 Drop Ship? [No]
```

This screen is just like the second Order Entry screen, with the exception of one new field. Notice, you now have a shipped field next to the order quantity field. This field displays what has been previously shipped on this line item.

The cursor will drop to the first line item on the order. *<CTRL><ENTER>* to enter the shipped and backordered quantities for each line item, make pricing changes, change the order quantity, and add line items ---inventory items, non-inventoried items, new items, freight charges, special charges, or comment lines.

When you key the ship and backorder quantities for this order, you need to be aware of how Profits will treat each line during the Posting option. The following chart shows how each combination of ship quantity and backorder quantity will affect the Master Files.

Order Qty	Ship Qty	Backorder Qty	Result
10	0	0	The Line item will removed from the Open Order file.
10	10	0	The Line item is completely shipped. The inventory file is effected accordingly and the line item is removed from Open Orders.
10	4	6	The line item is considered backordered, and remains on the Open Orders. The inventory will be updated with the shipped quantity.
10	4	0	The line item is considered completely shipped because zero are being backordered. The inventory is effected accordingly and the line item is removed from Open Orders.

When you are satisfied with the information you have entered, press *<F9>*. You will return to the Order Number prompt, where you may continue releasing orders if necessary.

Print The Edit Listing

When you have finished entering the orders, you are ready to print the Edit Listing. On the first Order Entry screen, press the *<F2>* key. You will be given a selection to print [All Orders], [A Range of Orders], [Selective Orders], [Totals Only], or [Salesman Range]. Advance the selector to your choice and press *<ENTER>*. If you choose [A Range of Orders], you will be prompted for the first and last order number to print. If you choose [Selective Orders], you will be prompted for each order number to print. If you choose [Totals Only], the totals from the bottom of the Edit Listing will be printed. If you choose [Salesman Range], you will be prompted for the first and last salesman number to print.

Once the Edit Listing has printed, you need to balance the printed orders to your "pen and ink" orders. One way to do this is to run an adding machine tape on the total number of inventory items ordered from your manual orders. Compare this total to the total at the bottom of the Edit List. You may want to run a total on the extended price of each order, if you have already calculated this total. This total should also balance to the totals at the bottom of the Edit List. Any discrepancy should be corrected before the invoices are printed.

<u>Making Corrections to Released Orders</u>

From the first Maintain/Release Open Order screen you may use the *<F10>* Search key to inquire into the batch of open orders and find the order to correct.

If you know the order number, key it. When you press *<ENTER>*, that open order's information will be displayed. Make the necessary changes the same way you would if you were entering the order.

If you need to delete the open order, press the *<F8>* Delete key. The following message will be displayed.

```
Are you sure you want to delete this order? [No ]
```

To delete the open order, advance the selector to [Yes] and press *<ENTER>*.

On the second screen, you may use the *<F5>* Up key or the *<F6>* Down key to move the cursor to the line item that needs to be changed. If you have multiple pages of line items, you may use the *<F5>* and *<SHIFT>* or *<F6>* and *<SHIFT>* keys to page through the line items.

To delete a line item, move the cursor to that line and use the *<F8>* Delete key. The following message will be displayed.

```
Are you sure you want to delete this line? [No ]
```

To delete the line, advance the selector to [Yes] and press *<ENTER>*. The line will be deleted and the remaining lines will be moved up. To insert a line, move the cursor to the position where you want the new line to be and use the *<F7>* Insert key. A line will be inserted in this position for you to key the line item information.

You should reprint the Edit Listing for any orders that you change and review them carefully.

2.2.5 Release Open Orders by Range

This option is used to release a range of orders by order number range. By using this option you may release several orders at one time, rather than manually releasing each separate order under option 2.2.3.

When you select this option, you will be prompted for the lowest order number and highest order number you wish to release. Key in the order range and press *<CNTL><ENTER>*. All orders within the specified range will be coded as released in full.

```
Lowest Order       Highest Order
```

2.2.6 Print Picking Tickets

This step is optional. You may use these forms to include with the shipment as packing slips they also include the total weight of the shipment. You need to load the pre-printed forms into the printer before selecting this option.

When you select this option the following questions will be asked:

```
Do you want to print ?   [All Orders        ]
                         [A Range of Orders]
                         [Selective Orders ]
                         ['Open' Orders    ]
                         ['Released' Orders]
                         [Onhand Inventory ]


First to print - _____
Last  to print - _____

Do you want to print a test pattern to align the forms? [Yes]
```

The first question lets you define which orders you want to print Picking Tickets for. You may select [All Orders], to print every open order in the system, or you can choose [A Range of Orders], to print one or a range of open orders. If you choose [A Range], you will be asked to define the first and last order number you want to have printed. If you choose to print [Selective Orders], you will be prompted for each order number to print. If you choose ['Open' Orders], all open orders with the Order Type selector set to [Open Order] will print. If you choose ['Released' Orders], all orders that have been changed to [Released] will print. If you choose [Onhand Inventory] the system will search through the Open Order file and will print a picking ticket for any order that has items on hand in the Item Master file

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING PICKING TICKETS
```

You may stop the forms at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Picking Tickets screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.2.7 Print Invoices

This option is mandatory. An invoice must be printed before the released order can be updated to the Master files. This form will be mailed or given to your customer for payment. You need to load the pre-printed forms into the printer before selecting this option.

When you select this option the following questions will be asked:

```
        Enter date to print on invoices:   90189


        Print Report by:        [Order Number   ]
                                [Customer Number]


        Do you want to print ?  [All Orders     ]
                                [A Range of Orders]
                                [Selective Orders ]
                                [A Range of Slsmn ]


        First to print - _____
        Last  to print - _____


        Print [Price per Line]
              [Totals Only   ]


        Do you want to print a test pattern to align the forms? [Yes]
```

The first question allows you to date your invoices accordingly. The displayed date is the date you entered when you powered on your PC. If this is the date you want to print on the invoice, press *<ENTER>*. If you would like to change the date, key the correct date in the format, MMDDYY. NOTE: Remember, it is the invoice date that the system will use for Accounts Receivable aging purposes.

The second question allows you to select the order in which the invoices will be printed. If you select [Order Number], the invoices will print in order number sequence. If you select [Customer Number], the invoices will print in customer number order.

The third question lets you define which orders you want to print Invoices for. You may select [All Orders], to print every order in the system, or you can choose [A Range of Orders], to print one or a range of orders. If you choose [A Range], you will be asked to define the first and last order number you want to have printed. If you choose to print [Selective Orders], you will be prompted for each order number to print. If you choose [A Range of Slsmn], you will be prompted for the first and last salesman number you want invoice numbers printed for.

The next question allows you to print the invoice with [Prices per line], this selection will print a price next to each line on the invoice. If you would prefer only a grand total price at the bottom of the invoice, select [Totals Only].

NOTE: The above feature is only available when using Profits standard 80 column invoice format.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

PRINTING INVOICES

You may stop the forms at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Invoices screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.2.8 Print Backorder Report

Printing the Daily Backorder Report is an optional step. If you do not have any backorders on a particular day, you do not need to print the report. If you do have backorders, this report is your record of the day's backorders.

2.2.9 Post Released Orders

This option is the last step in invoicing a customer and is mandatory. You should post your orders on a daily basis. As Profits processes the invoices, the following steps are taken:

1. If the Update General Ledger with Sales and Accounts Receivable option is activated, you will be prompted for the period of the fiscal year to post to. Key the General Ledger period you want to post these entries to.

2. Profits will post the invoices to Accounts Receivable. The total posted to Accounts Receivable is printed on the Invoice Register as total invoice amount and on the A/R Transaction Journal as A/R amount.

3. Next the invoices are posted to Inventory. The shipped quantity will be deducted from the on hand quantity.

4. Then, Profits posts the invoices to the sales figures for customers, salesmen, tax areas, and items. The sales figures for customers, salesmen and items should balance to each other. The sales figures for the tax areas reflect whether or not the orders (or part of the orders) were taxable; therefore, they may not balance directly.

5. If the Salesman Commission option is accrual, the salesmen commissions are updated with the sales and commissions calculated per the Daily Sales Recap. If the Salesman Commission is cash, the salesmen commissions will not be updated until the cash is received for these invoices.

6. Any orders that contain backorders will remain in the Open Orders file. Any freight or special charges on these orders will be removed.

7. If store 'Billing History' is activated in the System Configuration Flags, each invoice will be posted to the order history files.

8. Next, Profits updates General Ledger. The various sales accounts are credited according to their product classes (unless overridden during Order Entry). Freight, special charges and sales tax are credited to the accounts set up in the Control file (unless overridden during Order Entry). The Accounts Receivable account from the Control file is debited with the total A/R amount per the A/R Transaction Journal. The Cash account is debited with any cash sales or deposits.

9. Finally, after posting to the various Master files, Profits will empty the order batch file so you may begin entering a new batch of orders. NOTE: If you change an order after the invoice has been printed, the invoice must be re-printed. If it is not, the order will remain in the orders batch file until an invoice is printed for it.

Several reports are printed during the posting option --- the New Orders by Salesmen (if selected as [Yes] in the configuration flags, the Invoice Register, Daily Tax Report, Daily Sales Recap, A/R Transaction Journal, and Sales Journal. **You should keep these reports to complete your audit trail.**

2.3 WORK ON QUOTES

This option is used to enter new sales quotes. When a new sale is pending, you may enter the potential order into the Quote system. Entering new quotes is handled much the same as entering a new order. You will have all the necessary customer and item information from the Master files at your convenience.

```
                          Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

   ┌──────────────────────────────────────────────────────────────────┐
   │          P R O         BILLING           QUOTE PROCESSING          │
   │                                                                    │
   │    1.  Work on Mast 1. Work on Bill  . Enter Quotes                │
   │    2.  Work on Bill 2. Work on Open  . Print Quotes                │
   │    3.  Work on Acco 3. Work on Quot  . Transfer Quote to Order     │
   │    4.  Work on Inve 4. Print Shippi  . Print Open Quote Report     │
   │    5.  Work on Prod 5. Core Charge   . Print Open Quote by Item Report │
   │    6.  Work on Acct 6. Work with Or  . Purge Open Quotes           │
   │    7.  Work on Payr 7. Warehousing   . Work on Quote Groups        │
   │    8.  Work on Gene                  . Work on Prospects           │
   │    9.  Work on Job                   . Send a Fax using EZFax      │
   │    0.  Exit System  0. Return to pr  . Return to previous menu     │
   │                                                         Selection  │
   └──────────────────────────────────────────────────────────────────┘
```

Option 1 allows you to enter, change, or delete a quote.

Option 2 is used to print the quotes. This step is optional.

Option 3 is used to transfer the quote to order entry to be invoiced or transfer the quote to an open order.

Option 4 is used to print an Open Quote Report. This report will help show you which sales are still pending. This report is optional.

Option 5 is used to print the Open Quotes by Item Report. This report will help show you which items have been quoted by item or order range. This report is optional.

Option 6 is used to purge quotes that will never be transferred to order entry. (Quotes that no longer are pending sales)

Option 7 is used to enter and maintain customer groups.

Option 8 is used to enter new customer prospects.

Option 9 is used to send a fax with a brief message through the EZFax Server.

2.3.1 Enter Quotes

This option is used to enter, change or delete quotes. When you receive potential sales orders, you may enter them into Profits in order to keep track of the sales that are pending and what prices were quoted to the customer.

When you select this option, the following screen will be displayed.

```
Order #          Order [Quote    ]     Customer
Payment Type [Credit]     Invoice Number


S ABC COMPANY                    S  SAME
O 123 FIRST AVENUE               H
L SUITE 150                      I
D ATLANTA           GA    30350  P


Salesman   1 Vendor      Dept.    Shipping Instructions
           Class
Purchaser                        Quote Date 90189  Exp Date        0
Terms    [Due Upon Receipt]      Earliest          Cancel
Discount     .00  Pymt Days
Taxable   [Yes]  Tax Area    60
```

The first prompt you will answer is as follows:

Quote/Order Number - 8 digit numeric field identifying your Quote Number. It is not necessary to enter the Quote/Order Number, the system will assign the next available Quote Number from the Control file. If you would like the system to assign the Quote Number for you, just press *<ENTER>* to advance to the Order Type, otherwise type in the Quote/Order Number of your choice.

Order Type - You have two selections for Order Type.

A. If you are entering a regular quote, the Order Type should remain on [Quote].

B. Your second choice on the Order Type selector is [Duplicate]. If you would like to duplicate a quote that is in your current batch of quotes, you may select this option. You will be prompted for the quote to duplicate from, and what quote/order number you would like to duplicate to. You will also be prompted for the customer number to whom the duplicated quote is to be billed. This option is particularly useful if you quote the same items to many different customers.

Customer Number - Key the 8 digit number identifying the customer whose quote you are entering. If you do not know the customer's number, you may search for it. If you want to use a new customer, you may add it at entry.

Adding a Customer

If you are entering a quote for a new customer, key the customer number you want to assign this customer. When you press *<ENTER>*, the following message will be displayed.

```
Customer does not exist, do you wish to add it?  [No ]
```

To add the customer, advance the selector to [Yes] and press *<ENTER>*. The first Quote/Order Entry screen will be displayed with the customer information fields highlighted. You must fill in each of the highlighted fields in order to add the customer.

If the customer number exists, the customer's information from the Customer file will be displayed as well as other information pertinent to this quote. The displayed fields are as follows:

Payment Type - The payment type selector may be [Credit] or [Cash]. If you select [Credit], the invoice will be posted to Accounts Receivable. If you select [Cash], the invoice and its payment will be posted to Accounts Receivable. Cash Sales are printed on the Invoice Register each day. The totals for the month are printed on the Monthly Invoice Register and the Monthly Cash Register. NOTE: On a quote you would usually leave the quote set to [Credit].

Invoice Number - This number will be assigned by Profits when the invoice is printed unless a different number is keyed in at this time. NOTE: On a quote you would usually leave the Invoice Number field blank.

Sold-to Address - This displayed name and address comes from the Customer file. If the invoice should be sent to another address, you need to override the information.

Ship-to Address - If the Ship-to file contains no ship-to addresses for this customer, "SAME" will be displayed. If this customer does have ship-to addresses set up in the Ship-to file, ship-to address number 1 will be displayed.

If you wish to use another ship-to address from the Ship-to file, use the (F10) Search key. If the Ask for Ship-To Number option is activated, you will be prompted for the ship-to number of the address you want to use for this quote. Otherwise, the Search key will display the next ship-to address for this customer. Press the Search key until the correct address is displayed.

Salesman Number - The displayed salesman number comes from the Customer file. It is used to retrieve the commission percentage. This quote's sales and commission amounts are posted to this salesman.

Sometimes, a salesman will sell to a customer outside of his usual territory. In this case, you need to override the salesman number.

Warehouse - If the Multi-Warehouse option is activated, the warehouse from the Customer file will be displayed. If this order is to be shipped from another warehouse, you need to override the displayed warehouse. NOTE: All line items on an order are shipped from the same warehouse.

If the Multi-Warehouse option is not activated, this field will not be displayed on your Order Entry screen.

Terms - The displayed terms come from the Customer file. The terms description will determine the term days and discount percent. The term days determine the date by which the invoice must be paid in order for the customer to take the terms discount, or the invoice's discount date. The terms discount is calculated on the total of the invoice, excluding freight, special charges, or sales tax.

IMPORTANT: The terms discount amount does not affect the way the invoice is totaled. The discount is not subtracted from the invoice amount, but it is printed on the invoice as available discount. In Accounts Receivable if you are paying within the discount period, the discount amount is displayed when you are entering payments so that you will know the available discount amount for this invoice.

Discount - The displayed discount percentage is the trade discount for this customer. When calculating the price for each line item, Profits optimizes the price between the trade discount price, the customer's price level and the item's quantity discount.

Taxable - The displayed answer comes from the Customer file. If this quote is different, you will need to change this answer. Keep in mind that an order may be taxable, but if any of the items on the order are not taxable, sales tax will not be charged on them.

Tax Area - The displayed tax area comes from the Customer file. If this customer has addresses set up in the Ship-to file, the tax area displayed would be the one corresponding to the displayed Ship-to address. If you are delivering the order to a location other than the sold-to address or any of the ship-to addresses, you may need to override the tax area.

Vendor - The displayed vendor number or name comes from the Customer file and will be printed on the picking list and invoice. If this number is different for any reason, you may override this field.

Class - The displayed class comes from the Customer file and will be printed on the picking ticket and invoice. You may override the class if necessary.

Department - The displayed department comes from the Customer file and will be printed on the picking list and invoice. You may override the department if the goods are to be received by a different department for this particular shipment.

Ship By - The displayed message comes from the Customer file and will be printed on the picking list and invoice.

Quote Date - The displayed date is the system date. If you received the quote on another day, you need to override the date.

Ship Date - The displayed date is the system date. If the order is shipping on another date, you need to override the date.

Expire - This date is used to keep track of expiration dates on quotes. If you transfer a quote to an order after the expiration date, a warning message will be displayed.

Earliest - This date is the earliest date the customer will accept a shipment on this order.

Cancel - This date is the date the customer will no longer accept a shipment on this order.

When you are satisfied with the information on the first Quote/Order Entry screen, press *<CTRL><ENTER>*. The second Quote/Order Entry screen will be displayed as follows. If you did not enter a quote number, Profits will assign one at this time.

The cursor will then drop down to Item Number. If you had previously entered any items on this quote these entries will also be displayed.

```
Order #            [Invoice]   Base Price   Cost    On Hand  Avail  A.T.S.
ABC Company                       7.500    5.850        25     25     25

  Item Number       Order      Description                  Extension

  10100             10.00      CARPENTRY NAILS                  73.80




                               Color  BLUE


                                                          73.80

  Order    10.00  Shipped                Lot#
  Ship     10.00  Back Order      .00    Customer Discount
 Price      7.380 Price      [    .00]   Commission %  .00
 Cost       5.85           Acct  4010/5010 Drop Ship? [No]
```

    To add a line item, key the Item Number and Order Quantity. If you do not know the item number, you may search for it. If you want to use a non-inventoried item or add a new item, key a item number that is not currently maintained in the Inventory file.

Using A Non-Inventoried Item

    Key a item number. The item number may be any combination of letters and numbers that do not match one of your existing item numbers. Profits will display the following message:

```
        Item not found, select appropriate action: [Retry Item No.]
```

    To enter the non-inventoried item, advance the select to [Use Non-Inven. Item] and press *<ENTER>*. Profits will display the item fields and the cursor will be positioned at the description. Key the description, price, commission percentage, cost and unit of measure.

    This line item will be treated like any other line item except when posting the invoices to the Inventory file. The sales for this item will be posted to non-inventoried and deleted item sales (Item Number 00000000).

Adding an Item

    Key a Item Number. The item number may be any combination of letters and numbers that does not match one of your existing item numbers. Profits will display the following message.

```
        Item not found, select appropriate action: [Retry Item No.]
```

Advance the selector to [Add to Item file]. Profits will display the item fields and the cursor will be positioned at the description. Key the description, price, commission percentage, cost and unit of measure. NOTE: If Profits does not find the item number, you may re-try the item number by advancing the selector to [Re-try].

Using A Finished-Good Item

This type of item is only available if you have purchased the Bill of Materials module. Key the Finished Good Item Number. Once you verify the displayed fields, *<CNTL><ENTER>* and the following message will be displayed.

```
Explode Structure for this item? [No           ]
                                 [Using Comments]
                                 [Using Item No.]
```

If you have a structure set up for this Finished Good item and would like each of the items in that structure to print on the invoice as comment lines, advance the selector to **[Using Comments]**. Profits will display each of the items in the structure directly underneath the Finished Good item as comment lines only. Each of the item descriptions in the structure will be indented one space and no order quantity, ship quantity, or dollar amount will be printed on the invoice.

If you would like Profits to treat each of the items in the structure as actual items not comments, advance the selector to **[Using Item No.]**. Profits will display each of the items in the structure directly underneath the Finished Good item and allocate and/or reduce the on-hand value of each item in the structure. Each of the item descriptions in the structure will be indented one space and an order quantity, ship quantity, and dollar amount will be printed on the invoice.

If you would prefer to only print the Finished Good item, leave the selector on [No] and press *<ENTER>*.

After you key the Item Number and Order Quantity, you will notice that the item description will be displayed next to the order quantity. Also notice that the base price, average cost, on hand quantity, and available quantity from the Inventory file will be displayed at the top of the screen. If the on hand quantity is less than one, it will be highlighted. If the available quantity is less than the quantity ordered, it will be highlighted.

The following fields will also be displayed at the bottom of the screen and may be overridden:

Order Quantity - The number of units ordered for this particular item.

Price - If a contract exists for this item, the contract price is displayed. If not, Profits calculates separate prices based on the customer's trade discount, the customer's price level, and the item's quantity discount. Then, Profits selects the best price for the customer and displays it.

Sometimes, the calculated price will not be the price for which the item was sold. You may override the price several ways. You may use the price level selector to select another price level. (The selector is to the right of the price). You may key a discount percentage. Or you may key the price you want to charge the customer. Once you have overridden the price, you must override it again to return to the original calculated price.

Discount Type - The type of discount tells you how the calculated price was determined. You cannot make an entry in this field.

Discount Percent - If you are using Percentage Pricing (the Fixed Prices option is not activated), the actual discount percentage taken will be displayed.

Price Level Selector - If the Fixed Prices option is activated, the price level selector will show the five actual prices available. The displayed price is determined by the customer's price level. You may advance the selector to any of this item's prices.

If you are using Percentage Pricing (the Fixed Prices option is not activated), the selector will display the discount percentage for this item's product class at this customer's price level. You may advance the selector to any of the discount percentages for this item's product class.

Commission Percent - The displayed commission percentage comes from the Salesman file. Sometimes, a salesman may receive a different commission percentage for a particular line item. For example, he may sell an item for cost, and therefore, receives no commission on that item. In this case, you would need to key a zero over the displayed commission percentage. If the Salesman Commission option is not activated, the commission percent will not be displayed.

Cost - The displayed item cost is the average cost from the Inventory file. If the cost for this order is different, you may override it.

Accounts - If the Update General Ledger with Sales and A/R option is activated, the first displayed account number is the sales account from this item's product class. If the Update General Ledger with Sales and A/R option is not activated, the account field will not be displayed. The second account # displayed is the cost account from this item's product class file. If the 'Update Inventory Cost at Billing' flag is not activated, this account will not be effected.

Lot # - 15 character field used to store the lot number of this item. If a contract price is in effect for this item and a contract number is assigned to this price the contract number will appear in the lot number field. If you leave the field blank, Profits will automatically store the item number and date of the order in the lot number field for history purposes.

Drop Ship Selector - If the Drop Shipment option is activated, you may use the selector to indicate whether or not this line item is being shipped directly to the customer from your vendor. A drop shipped line item is processed just like a regular line item, except that the on hand quantity in the Inventory file is not affected. If the Drop Shipment option is not activated, the drop ship selector will not be displayed.

After you have finished entering all line items you may have a need to enter some additional information about the order. Profits provides four special types of line items -- comment lines, freight charges, special charges, and discounts. Listed below are explanations of these special items and how to use them.

Comment Line - When your cursor is positioned on Item Number key, a "**C**" in this field. The cursor will advance to the description field. Key in your comments and press *<ENTER>*. You may have as many comment lines as needed on an order.

Freight Charge - When your cursor is positioned on Item Number, key a "**F**" in this field. "**FREIGHT**" will be displayed as the description and the cursor will advance to the amount field. Key the total dollar amount of the freight charge.

Freight is totaled separately on the Invoice Register and Monthly Invoice Register. Commissions and Profit are calculated exclusive of freight. Also, freight is not included in item or customer sales.

If the Charge Sales Tax on Freight option in the System Configuration Flags is activated, sales tax will be calculated on freight. Otherwise, sales tax will not be calculated on freight.

NOTE: If an open order is partially shipped and invoiced, the freight charges will be dropped from the order in the Open Orders file.

Special Charge - When your cursor is positioned on Item Number key a "**S**" in this field. The cursor will advance to the description field. Key in your description of this special charge. The cursor will advance to the amount field. Key the total dollar amount of this special charge. Special charges are totaled separately on the Invoice Register and Monthly Invoice Register. Commissions and Profit are calculated exclusive of special charges. Also, special charges are not included in item or customer sales.

NOTE: If an open order is partially shipped and invoiced, the special charges will be dropped from the order in the Open Order file.

Discount - When your cursor is positioned on Item Number, type the letter "**D**" in this field. Press *<ENTER>* and the cursor will automatically advance to a discount field. This special line item is used to give a customer an additional discount not available through your normal pricing options. The discount is usually entered after all line items have been entered on the invoice. Profits will figure the discount on all line items above the discount line. For example, if the total of your line items add up to $1000.00 and you would like to give your customer an additional discount of 10%. Profits would calculate 10% of $1000.00 and make the invoice total $ 900.00.

NOTE: If you have entered a discount percentage and make any change to a line item above the discount line item the discount will not be recalculated. You must delete the discount line item and re-enter it to figure the new discount amount.

Key in the discount percentage you would like calculated on the invoice total and press *<ENTER>*.

The cursor will move to an account number field if the Update General Ledger with Sales and A/R option is activated. The account number displayed is the Sales Discount account number. This number is being pulled from the Control file. You may override this account number if necessary.

Next, your cursor will move to the beginning of the Item Description field. The word "**DISCOUNT**" has been entered in this field for you. Spaces have been left in front of the word so you may enter the percentage that your customer is receiving. When you are satisfied with the data you have entered, press *<CTRL><ENTER>* and the discount amount will automatically be calculated in the extension field.

NOTE: If you would like to enter a dollar amount for the discount rather than calculating a discount percentage, press *<ENTER>* until the cursor is positioned in the extension field. Key in a **NEGATIVE** dollar amount and *<CNTL><ENTER>*. The negative dollar amount will be subtracted from the invoice total.

After entering all line items for the quote, use the *<F9>* key to end the quote and you will return to the first Quote/Order Entry screen. You may enter another quote at this time or press *<F4>* to return to the sub-menu.

<u>Print The Edit Listing</u>

When you have finished entering the quotes, you are ready to print the Edit Listing. On the first Quote/Order Entry screen, press the *<F2>* key. You will be given a selection to print [All Quotes], [A Range of Quotes], [Selective Quotes], or [Totals Only]. Advance the selector to your choice and press *<ENTER>*. If you choose [A Range of Quotes], you will be prompted for the first and last order number to print. If you choose [Selective Quotes], you will be prompted for each order number to print. If you choose [Totals Only], the totals from the bottom of the Edit Listing will be printed. NOTE: You may choose to print these totals on the printer or on the screen.

Once the Edit Listing has printed, you need to balance the printed quotes to your "pen and ink" orders. One way to do this is to run an adding machine tape on the total number of inventory items ordered from your manual orders. Compare this total to the total at the bottom of the Edit List. You may want to run a total on the extended price of each order, if you have already calculated this total. This total should also balance to the totals at the bottom of the Edit List. Any discrepancy should be corrected before the quotes are printed.

<u>Making Corrections to Existing Quotes</u>

From the first Quote/Order Entry screen you may use the *<F10>* Search key to inquire into the batch of quotes and find the quote to correct.

If you know the quote/order number, key it. When you press *<ENTER>*, that quote's information will be displayed. Make the necessary changes the same way you would if you were entering the quote.

If you need to delete the quote, press the *<F8>* Delete key. The following message will be displayed.

```
Are you sure you want to delete this order? [No ]
```

To delete the quote, advance the selector to [Yes] and press *<ENTER>*

On the second Quote Entry screen, you may use the *<F5>* Up key or the *<F6>* Down key to move the cursor to the line item that needs to be changed. If you have multiple pages of line items, you may use the *<F5>* and *<SHIFT>* or *<F6>* and *<SHIFT>* keys to page through the line items.

To delete a line item, move the cursor to that line and use the *<F8>* Delete key. The following message will be displayed.

```
Are you sure you want to delete this line? [No ]
```

To delete the line, advance the selector to [Yes] and press *<ENTER>*. The line will be deleted and the remaining lines will be moved up. To insert a line, move the cursor to the position where you want the new line to be and use the *<F7>* Insert key. A line will be inserted in this position for you to key the line item information.

You should reprint the Edit Listing for any quotes that you change and review them carefully. Or you may choose to print a Totals Only Edit List to be sure that you are in balance after making the changes.

2.3.2 Print Quotes

This step is optional. You may print the quote form for your records, or give the quote to the customer to be approved, signed, and dated.

When you select this option the following questions will be asked:

```
Do you want to print ?   [All Quotes       ]
                         [A Range of Quotes]
                         [Selective Quotes ]


First to print -
Last  to print -


Do you want to print a test pattern to align the forms? [Yes]
```

The first question lets you define which quotes you want to print Quote forms for. You may select [All Quotes], to print every quote in the system, or you can choose [A Range of Quotes], to print one or a range of quotes. If you choose [A Range], you will be asked to define the first and last quote/order number you want to have printed. If you choose to print [Selective Quotes], you will be prompted for each quote/order number to print.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING QUOTES
```

You may stop the forms at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Quotes screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.3.3 Transfer Quote to Order

This option is used to transfer quotes to the order entry/billing batch file or to the open order file. While transferring the quote you have the option to keep the quote or remove the quote from the quote file. Keeping the quote is an ideal way to handle re-occurring/repetitive billing. This will save you from having to enter an invoice for the same amount to the same customer each month, quarter, etc. After transferring a quote, the quote will become a new invoice or open order and can be processed as such.

When you select this option, the following screen will be displayed.

```
Lowest Order       Highest Order       [Keep Quote  ]  Cvt to [Invoice]
```

To transfer the quote to an order or open order enter the lowest to highest quote/order numbers you wish to transfer. If you only want to transfer one particular quote/order make the lowest and highest quote/order number the same. After entering your quote number selections, press *<ENTER>* to move to your next selection, [Keep Quote] or [Remove Quote]. If you would like to keep the quote in the quote file for use again, advance the answer wheel to [Keep Quote], if not choose [Remove Quote] and press *<ENTER>*. Your next choice in transferring the quote is to transfer the quote to an [Invoice] or [Open Order]. If you want to print an invoice right away for this quote, select [Invoice]. If you would like to make the quote an open order to be billed later, select [Open Order].

After you make your selections, press *<CTRL><ENTER>* and a screen will be displayed which is the first quote entry screen. You are not able to modify the quote at this time, but must answer the question displayed below the screen.

```
Move the quote to an order? [No ]
```

To transfer the quote to an order, advance the selector to [Yes] and press *<ENTER>*. The system will move you automatically into order entry so you may edit or print the transferred order. **NOTE:** If you transferred a range of quotes the last quote in the range will be the one displayed when you are automatically moved into order entry. If you do not wish to transfer the quote to an order, simply press *<ENTER>* to return the quote transfer screen.

2.3.4 Print Open Quote Report

This option is used to print your Open Quotes. This report prints each quote by customer, salesman, or quote date.

When you select this option you will be prompted with the following selection criteria.

```
Print:     [All Quote      ]
           [A Range of Quotes]


Select:    [Customer Numbers]
           [Salesman        ]
           [Quote Dates     ]


First Customer
Last  Customer
      OR
First Salesman
Last  Salesman
      OR
First Date
Last  Date


Sort Criteria:


Print:    [Customer Numbers]
          [Salesman        ]
          [Quote Dates     ]
```

The first question 'Print:' is an option wheel that allows you to print open quotes for [All Quotes] or [A Range of Quotes]. If you choose [A Range of Quotes], you will be prompted with the next question.

The question 'Select:' is an option wheel that allows you to select the open quotes to print by [Customer Number], [Salesman], or [Quote Date]. This way you can choose all quotes for a particular customer or salesman, quotes by their actual quote dates, or just one particular quote to print. When you have made your 'Print' selection, *<CTRL><ENTER>*.

You will be prompted to enter in the first to print and the last to print, depending on which selection you made above. For example, if you choose to select by Customer Number, you would enter the First Customer and Last Customer you would like quotes printed for. After entering the customer numbers, *<CTRL><ENTER>* and you will move back up to 'Select' option again. At this point you may make another selection or press the *<F9>* key and you will be prompted with the next question.

This next question allows you to sort the print selection by [Customer Number], [Salesman], or [Quote Dates]. For example, if you choose to print quotes for a particular salesman, you may sort these quotes for this salesman in customer number sequence. When you have made your sort 'Print' selection, *<CTRL><ENTER>* and you will be prompted with the next question.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                         PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Open Quote Report screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.3.5 Print Open Quote by Item Report

This option is used to print your Open Quotes by Item. This report prints each quote by item or quote/order number range.

When you select this option you will be prompted with the following selection criteria.

```
        Print:     [All Items      ]
                   [Selective Items ]


        Select:    [Order Dates    ]
                   [Item Numbers   ]
                   [Order Number s]
                   [Req Ship Dates]


        First Item
        Last  Item
             OR
        First Order
        Last  Order
```

The first question 'Print:' is an option wheel that allows you to print open quotes by item for [All Items] or [Selective Items]. If you choose [Selective Items], you will be prompted with the next question.

The question 'Select:' is an option wheel that allows you to select the open quotes to print by [Item Number], or [Order Number]. This way you can choose all quotes for a particular item or order. When you have made your 'Print' selection, *<CTRL><ENTER>* and you will be prompted with the following question.

You will be prompted to enter in the first to print and the last to print, depending on which selection you made above. For example, if you choose to select by Item Number, you would enter the First Item and Last Item you would like quotes printed for. After entering the item numbers, *<CTRL><ENTER>* and you will move back up to 'Select' option again. At this point you may make another selection or press the *<F9>* key.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                          PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Open Quote by Item Report screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>.*

2.3.6 Purge Open Quotes

This option is used to purge quotes that will never be transferred to an order. You may still delete the quote from quote entry as described above. But this option gives you a range of selections for ease in purging more than one quote at a time.

When you select this option you will be prompted with the following questions and selection criteria.

```
            Do you want to purge ?   [All Quotes        ]
                                     [A Range of Quotes]
                                     [Selective Quotes ]


            Select:   [Order Number     ]
                      [Expiration Dates ]
```

```
          First Order
          Last  Order
                OR
          First Date
          Last  Date
```

The first question 'Do you want to Purge?' is an option wheel that allows you to purge open quotes for [All Quotes], [A Range of Quotes], or [Selective Quotes]. If you choose [Selective Quotes] you will be prompted for the quote number to purge. If you choose [A Range of Quotes], you will be prompted with the next question.

The question 'Select:' is an option wheel that allows you to select the open quotes to purge by [Order Number] or [Expiration Date]. This way you may choose to purge all quotes with a particular expiration date or a range of quotes by quote number. When you have made your Purge selection, *<CTRL><ENTER>* and you will be prompted with the following question.

You will be prompted to enter in the first to purge and the last to purge, depending on which selection you made above. For example, if you chose to select by Order Number, you would enter the First Order and Last Order you would like to purge from the open quotes file. After entering the order numbers, *<CTRL><ENTER>* and the system will display a message similar to the one below;

```
                        PURGING QUOTES
```

The system will process for a few moments and you will return to the Purge Open Quotes sub-menu.

2.3.7 Work on Quote Groups

This option is used to enter and maintain customer quote groups for further classifying the different types of customers you may have. For example, you may set up a group for Retailers, Wholesalers, and Dealers.

The first question the system will ask, is what is the group name or number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the group name or number, press *<ENTER>* to send the information to the computer. If the group name or number already exists, the information is displayed on the screen. At this point, you may make any changes, delete the group by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
          Record not found.
          Do you wish to add it?  [No ]
```

If you want to add the group to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the group, the system will display a screen(s) similar to the one(s) below. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

```
Group
Description


Customer      Name                  City                  Fax Number
```

Group Name - 20 character field identifying the group name.

Description - 62 character field used to describe the group name.

Customer - The customer number set up in the customer master file that belongs to this group. Once you hit enter on the customer number, the information will automatically pull from the customer master file filling in the customer name, city, and fax number and will be added to this group.

Once you add customers to a particular group, you can view which groups each customer belongs to by calling that customer up in the Customer Master File (1.1.1.). When you type in the customer number, press control and enter until the screen displays 'Groups Belong To'. At that point you will see all groups listed which that customer belongs to.

You may also add new groups within the Customer Master file that will automatically be added to the 'Work on Quote Groups' file.

Print The Group Listing

To print all or a range of groups, you simply press *<F2>* from the first screen of the Group Master file. When you do this, you will be asked the following questions:

```
        Print:   [All    ]
                 [A Range]
```

```
First to print - _____
Last  to print - _____
```

The first question lets you define how much of the file you want to print. You can select [All], to print every group in the system, or you can choose [A Range], to print one or a range of groups. If you choose [A Range], you will be asked to define the first and last group you want to have printed. If you want only one group, make the first and last group number the same.

After you have answered all the questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Group main screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.3.8. Work on Prospects

This option is used to enter and maintain prospective customers for the purpose of entering quotes. Invoices cannot be entered for prospective customers, you must convert them to customers first.

The first question the system will ask, is what is the prospect name or number. You will want to keep your prospects names or numbers in the same format that you used in setting up your customers for when you later convert your prospects to customers. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the prospect number, press *<ENTER>* to send the information to the computer. If the prospect already exists, the information is displayed on the screen. At this point, you may make any changes, delete the prospect by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one

```
          Record not found.
          Do you wish to add it?  [No ]
```

If you want to add the prospect to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the prospect, the system will display a screen(s) similar to the one(s) below. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

```
Prospect Number
  Name                                     Phone
  Address 1                           Fax Phone
  Address 2                           Cust Type [RETAIL            ]
  City                St  Zip         Cust Class

Taxable       [Yes    ] A/R Type   [Open Item ]  Date of Last Sale      0
Tax Area                Print Statements [Yes]   Date of Last Payment  0
Tax ID#                 Add Late Charges [Yes]   Last Payment Amt.    .00
Salesperson             Credit Limit  [$9,9999]  Date of Last Order     0
Price Level    [Level 1] Req. Authorization [No]   - Current - ---YTD---
Terms     [Net 30    ]             Orders        0           0
Allow Backorders  [Yes ]          Sales        .00         .00
Allow Qty Discount [No ]          Cost         .00         .00
Small Order Chgs  [No ]           Margin %    .00         .00
Trade Discount     .00            Sales Last Year         .00
Ship Inst                         Credit Memos            .00
Info
```

For detailed information on each field, refer to the section on Work on Customer Master File.

```
Prospect Number
  Name                                     Phone
  Address 1                           Fax Phone
  Address 2
  City                St  Zip

A/R Contact                   Phone
2nd Contact                   Phone           Fax

First Order       High Credit        .00  Avg Pymt Days

           Quote      Order     Invoice     Credit    Payment
  Last Date    0          0          0          0          0
  Number       0          0          0          0          0
  Slsmn. No.   0          0          0          0          0
  Amount     .00        .00        .00        .00        .00
```

For detailed information on each field, refer to the section on Work on Customer Master File.

```
 Prospect Number
   Name                                      Phone
   Address 1                                 Fax Phone
   Address 2
   City                  St  Zip


           First Name    Last Name    Title/Position    Phone No.   Ext.
[None]
           E-mail
[Mr. ]
           E-mail
[Mrs.]
           E-mail
[Dr. ]
           E-mail
```

For detailed information on each field, refer to the section on Work on Customer Master File.

```
 Prospect Number
   Name                                      Phone
   Address 1                                 Fax Phone
   Address 2
   City                  St  Zip


                                   GROUPS BELONG TO
 Group Name                     Description
```

For detailed information on each field, refer to the section on Work on Customer Master File.

```
 Prospect Number
   Name                                      Phone
   Address 1                                 Fax Phone
   Address 2
   City                  St  Zip


  Notes Starting Date

   Date       User        Comment
```

For detailed information on each field, refer to the section on Work on Customer Master File.

To convert prospects to customers you must enter the prospect number in the Customer Master file (menu option 1.1.1.). When you enter the prospect number you will see a screen similar to the one below.

```
Customer Number            [Prospect]
  Name                                 Phone
  Address 1                        Fax Phone
  Address 2                        Cust Type [RETAIL             ]
  City              St  Zip        Cust Class

Taxable      [Yes   ] A/R Type   [Open Item ]  Date of Last Sale     0
Tax Area               Print Statements  [Yes]  Date of Last Payment  0
Tax ID#                Add Late Charges  [Yes]  Last Payment Amt.   .00
Salesperson            Credit Limit  [$9,9999]  Date of Last Order    0
Price Level   [Level 1] Req. Authorization [No]    - Current - ---YTD---
Terms     [Net 30     ]               Orders        0           0
Allow Backorders   [Yes]              Sales       .00         .00
Allow Qty Discount [No ]              Cost        .00         .00
Small Order Chgs   [No ]              Margin %   .00          .00
Trade Discount      .00               Sales Last Year         .00
Ship Inst                             Credit Memos            .00
Info
                    Convert Prospect to Customer [No ]
```

To convert a prospect to a customer, press your space bar until the question 'Convert Prospect to Customer' option wheel says [Yes] and press enter. At this point the system removes the prospect from the Prospect file and adds them to the Customer Master file.

Print Prospect Listings

To print all or a range of prospects, you simply press <F2> from the first screen of the Prospect Maintenance screen. When you do this, you will be asked the following questions:

```
        Print:    [All Salesmen]
                  [One Salesman]


        Print the [Long Prospect Listing ]
                  [Name & Number Listing ]
                  [Name & Address Listing]


        Print by [Prospect Number]
                 [Prospect Name  ]


        Do you want to print?    [All  ]
                                 [Range]
```

```
First to print - _____
Last  to print - _____
```

The first question 'Print:' is an option wheel that allows you to select to print the prospect listings for [All Salesmen] or just [One Salesman].

The second question 'Print the' is an option wheel that allows you to select several different report formats. For example, a Long Prospect Listing prints every field in the prospect file, but a Name and Number Listing prints only the prospect's number, name, and telephone number.

The third question 'Print by?' is an option wheel that allows you to select the order in which you would like the printout. If you select [Prospect Number] the report will be in ascending prospect number order. If you select [Prospect Name] the report will be in ascending alphabetical order by prospect name.

The fourth question lets you define how much of the file you want to print. You can select [All], to print every prospect in the system, or you can choose [A Range], to print one or a range of prospects. If you choose [A Range], you will be asked to define the first and last prospect number you want to have printed. If you want only one prospect, make the first and last prospect number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Prospect Maintenance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>.*

2.4 SHIPPING MANAGER

     This option allows you to print shipping labels for new orders, open orders, and quotes. This option also allows you to enter UPS and US Mail shipment requests, print daily shipping reports and inquiry into shipping history, if you have purchased the Shipping Manager module. The Shipping Manager application is sold separately from your Profits accounting software, it may also be purchased as a individual module for those customers who have not purchased Profits.

```
                              Sample Company
PROFITS                S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

      ┌──────────────────┬──────────────────┬─────────────────────────────┐
      │        P R O     │    BILLING       │      SHIPPING MANAGER        │
      │                  │                  │                             │
      │  1.  Work on Mast│1. Work on Bill   │. Enter Shipment Request      │
      │  2.  Work on Bill│2. Work on Open   │. Print Daily UPS Manifest    │
      │  3.  Work on Acco│3. Work on Quot   │. Print Daily Shipment Report │
      │  4.  Work on Inve│4. Print Shippi   │. Inquiry into Shipping History│
      │  5.  Work on Prod│5. Core Charge    │. Purge History Records       │
      │  6.  Work on Acct│6. Work with Or   │                             │
      │  7.  Work on Payr│7. Warehousing    │                             │
      │  8.  Work on Gene│                  │. Print Bill of Lading        │
      │  9.  Work on Job │                  │. Print Shipping Labels       │
      │  0.  Exit System │0. Return to pr   │. Return to previous menu     │
      └──────────────────┴──────────────────┴─────────────────────────────┘
                                                   Selection
```

     Option 1 allows you to enter, change, or delete a UPS or US Mail shipment.

     Option 2 is used to print the Daily UPS Manifest for your UPS driver.

     Option 3 is used to print the Daily Shipment Report.

     Option 4 is used to inquiry into shipment history. When the package was shipped, how was it shipped, etc.

     Option 5 is used to purge records from the shipping history file.

     Option 8 is used to print a Bill of Lading for invoices or open orders.

     Option 9 is used to print shipping labels for invoices, open orders of quotes. This label program may be used for those customers who have not purchased PROFITS Shipping Manager Module.

2.4.1 Enter Shipment Request

This option is used to enter, change or delete shipment requests. When you need to send a package or letter you must enter the shipment into the system for mail tracking and UPS purposes.

When you select this option the following screen will be displayed.

```
[UPS Commercial]    [Ground           ]    Label 001 of 001
           Ship To
           Addr 1
           Addr 2
           City                         State/Prov.
   Zip/Postal Code              Country
         Attention
         Phone No.
   Contents:
   Shipper:       Weight:     0 lbs        Transportation Fee  $     .00
   Insurance Value:         .00            Insurance Fee       $     .00
   COD Amount:              .00            COD Fee             $     .00
   Pymt Method [** C A S H  O N L Y **]    Handling Fee        $     .00
   (L)   0 + (G)   0                         TOTAL S/H FEES  $     .00
   Additional Handling      [No ]         Pkg ID     0    Zone   0
   Call Tag Requested       [No ]
           Terms [NOT A COD SHIPMENT      ]
             Print Label  [LPT1:] using [OKI 2410] codes. Spooled? [Yes]
```

You will first be prompted with a selector displaying [UPS - Commercial], as a way of shipping to commercial accounts. You will have other choices on the selector for shipment type and once you have chosen the type of shipment you will be prompted with another selector coinciding with your shipment type. The choices are listed below in more detail:

```
        If you choose:              Your choices are:

        [UPS - Commercial]          [Ground         ]
                                    [GroundTrac     ]
                                    [3 Day Select   ]
                                    [2nd Air Letter ]
                                    [2nd Day Air Pkg.]
                                    [Next Day Letter ]
                                    [Next Air Pkg.  ]
```

According to which shipment category you choose, the appropriate charges for each category will be calculated automatically when you enter the shipment record.

```
If you choose:              Your choices are:

[UPS - Residential]         [Ground        ]
                            [GroundTrac    ]
                            [3 Day Select  ]
                            [2nd Air Letter]
                            [2nd Day Air Pkg.]
                            [Next Day Letter]
                            [Next Air Pkg. ]
```

According to which shipment category you choose, the appropriate charges for each category will be calculated automatically when you enter the shipment record.

```
[US Mail          ]         [Shipping Label]
                            [Business Envelope]
                            [Blank]
```

According to which shipment category you choose, the mailing label will print in a label format or in a business envelope format.

```
[Federal Express   ]        No Selections currently.
```

Federal Express is not currently set up on the system. This will be an enhancement in the future.

```
[Record Maintenance]        Allows you to make changes.
```

Record Maintenance allows you to call up a record previously entered to make changes and re-print the labels when necessary.

Once you have chosen your way of shipment you will be prompted with Customer, Vendor, or Order # as a means to pull names and addresses automatically. If you enter a customer or vendor number which is currently set up in your master files, the name, address, phone, and AR contact will be displayed automatically. If you choose to print labels for orders that are currently in the system, the name and address on the order will be pulled automatically and the invoice will be updated with the appropriate freight charges. (If the update invoice w/freight charge flag is set to [Yes]).

Once you have chosen the customer, vendor, or order number you will be asked how many labels to print. Enter the number of labels you need for this shipment and *<CTRL><ENTER>*. If the letter or package is being sent to someone not set up in you system, you simply *<CTRL><ENTER>* and key in the name and address manually.

After you *<CTRL><ENTER>* the name, address, etc. will automatically be displayed and the following fields will need to be entered:

Contents - 20 character field used to identify the contents of the package or letter. This field must be entered in order to build your shipping history.

Shipper - 3 character field identifying the person shipping the package or letter. This field must be entered in order to build your shipping history.

Weight - 4 digit numeric field identifying the weight of the package or letter. This field must be entered so the system can automatically calculate the appropriate charges for the shipment. **NOTE:** If you chose UPS as the shipper the weight will be displayed in pounds. If you chose US mail the weight will be displayed in ounces.

Insurance Value - 7 digit numeric field with 2 decimal places. This field should be entered if you are shipping a package UPS and would like the package insured for its value. The system will automatically figure the UPS insurance cost for the dollar amount entered here.

COD Amount - 7 digit numeric field with 2 decimal places identifying the amount to be collected on this package. If an amount is entered, the COD charges will be figured into the total shipping charges and the COD amount will print on the COD tag.

Pymt. Method - The displayed selector comes from the Shipping Manager Configuration file and will print on the COD tag.

(L) - 3 digit numeric field representing the length of the package if oversized.

(H) - 3 digit numeric field representing the height of the package if oversized. NOTE: Height is only displayed when the package is sent ground.

(W) - 3 digit numeric field representing the weight of the package if oversized. NOTE: Weight is only displayed when the package is sent ground.

(G) - 3 digit numeric field representing the girth of the package if oversized. NOTE: Girth is only displayed when the package is sent ground.

Additional Handling - If you would like to charge an additional handling charge for this package, advance this selector to [Yes]. The charge amount is user defined in the Shipping Manager Configuration File. This amount will be figured into the total shipping charges on this package.

Call Tag Required - If you are having the packaged picked up from the vendor and delivered to your office, you will have to pay Call Tag charges. In this case you will want to advance the selector to [Yes], so these extra charges will be calculated in the shipping charge for the package.

Total S/H Fees - 7 digit numeric field with 2 decimal places. You **DO NOT** have to enter the total shipping and handling charges, the system will calculate this amount automatically from the information entered, i.e.. weight, insurance, C.O.D. etc.

Pkg # - 5 digit numeric field identifying the identification number of this package. You **CAN NOT** enter the Pkg. ID#, the system will assign the number automatically after have finished entering the information and print the label or letter. It is with this number that you can retrieve the shipping record through record maintenance.

Zone - 3 digit numeric field identifying the UPS zone the package is being shipped to. You **CAN NOT** enter the zone, the system will automatically figure the correct zone number from the zip code entered above.

After the appropriate information is entered on the shipment, *<CTRL><ENTER>* and you will be prompted as to where to print the labels. If a COD tag is required on the shipment you will also be prompted as to where to print the tags.

The default print settings are being pulled from your printer codes/workstation default master file, (menu option 1.5.4). In most cases you will just *<CTRL><ENTER>* through the displayed choices, but we do allow you to change the selectors if necessary.

After the labels or envelopes print your cursor will return to [UPS] selector where you may key in another shipment request if necessary. If you wish to exit the Enter Shipment Request menu, simply press *<F4>* to return to the sub-menu.

2.4.2 Print Daily UPS Manifest

This option is used to print the Daily UPS Manifest report. This report prints the UPS transactions entered for the day and is used to enter totals on to your company's UPS shipping manual.

When you select this option you will be prompted as follows:

```
Print Manifest for Pickup #   _____
Number of Copies             ___
```

The first question is asking which for your daily UPS Pickup # to print on the report. The displayed number comes from the Shipping Manager configuration file. If you run the report each day the number will automatically advance one digit and you should not have to type this number.

The second question is simply asking how many copies of the report you would like printed. It is a good idea to print two, one for your records and one for UPS.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print UPS Manifest menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.4.3 Print Daily Shipment Report

This option is used to print the Daily Shipment Report. This report prints all shipment transactions entered for the day, including UPS. This report should be checked against your postage meter.

When you select this option you will be prompted as follows:

```
Print Activity Log for:   121090
```

The first question is asking which day you would like to print shipment activity for. The displayed date is the system date, you may override the date if necessary.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Daily Shipment Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.4.4 Inquiry into Shipping History

This option is used to view shipping history either by Ship-to name, package ID#, and shipment date. When you select this option, a screen similar to the one below will be displayed.

```
        To Name/No        Pkg ID       Start Date

Pkg ID    Date     To:     Carrier   Method        COD      Contents

000710  12 Nov 90  JOHNSON  USPS     ENVELOPE       N       SIGNED LTR
000711  12 Nov 90  THOMAS   USPS     ENVELOPE       N       INVOICE
000712  13 Nov 90  PETZKE   UPS      Ground         Y       MODEM
000713  14 Nov 90  HAWKINS  UPS      Next Day       N       CONTRACT
```

You will first be prompted for the Name/No., ID#, or Start Date you would like to view or begin your search on. For example, if you would like to inquire into all packages sent on a particular date, simply type in the date and press *<CTRL><ENTER>*. If you would like to see all packages shipped to a particular customer, enter the customer number and press *<CTRL><ENTER>*. If you would like to view the actual shipment transaction, highlight the package in question and press *<F10>* to search. The transaction will be displayed in its entirety, press *<ENTER>* to return to the inquiry screen.

To view a different customers history or another date range, simply key in the new number, and *<CTRL><ENTER>*. To exit the inquiry screen, press *<F4>* to return to the menu.

2.4.5 Purge History Records

This option is used to purge records from the shipping history file. We suggest that a backup of your files is done before the purging of any history records..

When you select this option you will see a screen similar to the one below and be prompted with the following questions and selection criteria.

```
        P U R G E   S H I P P I N G   H I S T O R Y

                Low Date
                High Date
```

Low Date - Enter the beginning or lowest date of the history you want to purge.

High Date - Enter the highest date of the history you want to purge.

After entering the 'Low Date' and 'High Date', press control and enter   After the history is purged, the system will return you to the main menu.

2.4.8 Print Bill of Lading

This option allows you to print a Bill of Lading for new orders or open orders. This option is a standard feature when you purchase the Profits billing module and can be used to print bill of lading forms if you did not purchase the Shipping Manager module.

NOTE: The Bill of Lading form layout is compatible with the standard NEBS Bill of Lading form.

When you select this option you will automatically be placed into the print Bill of Lading routine. The following questions and selections will be asked.

```
        Print for:      [Invoicing  ]
                        [Open Orders]

        Do you want to print a test pattern to align the labels? [Yes]

        Order Number to print:     _____
```

The first question lets you define which type of orders you want to print Bill of Lading forms for. You may select [Invoices] or [Open Orders].

The second question you are asked is, do you wish to print a test pattern to align the forms. To print the test pattern, press *<ENTER>*. After each line of the test pattern is printed, you should make any necessary adjustments to the forms. You will be prompted to press *<ENTER>* to print the next line. You may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next form.

The next question will ask you to define which order numbers you would like to print the forms for. You would select the order numbers that coincide with the type of order you chose to print forms for, ie..Invoices or Open Orders. Key in the order number and press *<ENTER>*. When you are finished entering order numbers to print, press *<F9>* and you will automatically return to the menu.

2.4.9 Print Shipping Labels

This option allows you to print shipping labels for new orders, open orders and quotes. This option is standard when you purchase the Profits software package, and can be used to print labels if you did not purchase the Shipping Manager module.

When you select this option you will automatically be placed into the print Shipping Labels routine. The following questions and selections will be asked.

```
Print for:       [Invoices   ]
                 [Open Orders]
                 [Quotes     ]

Do you want to print a test pattern to align the forms? [Yes]

Order Number to print:      _____

Number of labels to print?  _____

Print Return Address on Label  [ No]
```

The first question lets you define which type of orders you want to print Shipping Labels for. You may select labels for [Invoices], [Open Orders], or [Quotes].

The second question you are asked is, do you wish to print a test pattern to align the forms. To print the test pattern, press *<ENTER>*. After each line of the test pattern is printed, you should make any necessary adjustments to the forms. You will be prompted to press *<ENTER>* to print the next line. You may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next label.

The next question will ask you to define which order numbers you would like to print the labels for. You would select the order numbers that coincide with the type of order you chose to print labels for, ie..Invoices, Open Orders, or Quotes. Key in the order number and press *<ENTER>*.

The next question allows you to print as many labels as you need for shipment of the order. Lastly, you may choose to print your return address from the Control file on the label. If you have pre-printed labels with your return address, leave this flag set to [No]. After you key the number of labels to print, *<CTRL><ENTER>*, and the labels will begin to print. After the labels print your cursor will remain on order number where you may key in another order number if necessary. If you wish to exit the print menu, press the *<F9>* key to return to the sub-menu.

2.5 CORE CHARGE PROCESSING

This option allows you inquire into core charge records and mark the items as returned when necessary. It also allows you to print all core charges by customer or item. Core Charge Processing is a separate module and must be purchased in addition to the Profits accounting modules.

```
                              Sample Company
PROFITS                  S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

        ┌──────────────────────────────────────────────────────────────────┐
        │      P R O       │    BILLING    │  CORE CHARGE PROCESSING         │
        │                  │               │                                 │
        │  1.   Work on Mast│1. Work on Bill│. Work on Core Charges          │
        │  2.   Work on Bill│2. Work on Open│. Print Core Charges by Customer │
        │  3.   Work on Acco│3. Work on Quot│. Print Core Charges by Item     │
        │  4.   Work on Inve│4. Print Shippi│                                 │
        │  5.   Work on Prod│5. Core Charge │                                 │
        │  6.   Work on Acct│6. Work with Or│                                 │
        │  7.   Work on Payr│7. Warehousing │                                 │
        │  8.   Work on Gene│               │                                 │
        │  9.   Work on Job │               │. Print Shipping Labels         │
        │  0.   Exit System │0. Return to pr│. Return to previous menu       │
        │                   │               │                     Selection   │
        └──────────────────────────────────────────────────────────────────┘
```

Option 1 allows you to inquire and maintain core charge records.

Option 2 is used to print core charges for all customers or particular customers.

Option 3 is used to print core charges for all items or particular items.

2.5.1 Work on Core Charges

This option is used to inquire into a customer's core charge items or mark the return date of an item when it is returned. Core Charge Processing is a separate module and must be purchased in addition to the Profits accounting modules.

When you select this option the following screen will be displayed.

```
   Invoice   Invoice                                    Pmt     Return
    Date     Number    Item Number     Deposit Quantity Type     Date


   17 Apr 93  1037    Machine Chassis  525.00      10   [Credit] MMDDYY
   23 May 93  1054    Door Assembly     35.00      15   [Credit] MMDDYY
```

You will first be prompted with the customer number you wish inquire into or mark core items as returned.

The system will then display all the necessary information pertaining to this customer's core items. If an item has been returned, you will key the date the item was returned under 'Return Date'. During Month End Processing all items marked with a return date will be removed from the core charge file.

To inquire or make changes to another customer's core items, use the *<F9>* End key to return to the Customer Number prompt. To return to the Work on Core Charge menu, press *<F4>*.

2.5.2 Print Core Charges by Customer

This option is used to print a Core Charge Report for all customers or for selected customers.

When you select this option you will be prompted with the following selection criteria.

```
        Print:    [All Customers    ]
                  [Selected Customers]
```

The question above prompts you for the selection criteria to print. You may select [All Customers] or [Selected Customers]. If you select [Selected Customers], you may select the range by:

```
        Select:   [Customer Numbers ]
                  [Invoice Numbers  ]
```

When you have finished making your selections, *<CTRL><ENTER>* and you will be prompted with the last questions.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to Print Core Charges by Customer menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.5.3 Print Core Charges by Item

This option is used to print a Core Charge Report for all items or for selected items.

When you select this option you will be prompted with the following selection criteria.

```
        Print:     [All Items    ]
                   [Selected Items]
```

The question above prompts you for the selection criteria to print. You may select [All Items] or [Selected Items]. If you select [Selected Items], you may select the range by:

```
        Select:    [Item Numbers    ]
                   [Invoice Numbers  ]
```

When you have finished making your selections, *<CTRL><ENTER>* and you will be prompted with the last questions.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to Print Core Charges by Item menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.6 WORK WITH ORDERS HISTORY

This option allows you to inquire into the history of an order, re-print the invoice when necessary and view all transactions made to a particular item.

```
                              Sample Company
PROFITS                S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

        ┌──────────────────────────────────────────────────────────────┐
        │         P R O   │   BILLING   │   CORE CHARGE PROCESSING       │
        │                 │             │                               │
        │ 1.  Work on Mast│1. Work on Bill│. View Orders History        │
        │ 2.  Work on Bill│2. Work on Open│. Print Invoices from History │
        │ 3.  Work on Acco│3. Work on Quot│. Inquire into Billing History│
        │ 4.  Work on Inve│4. Print Shippi│. View Inventory Transactions │
        │ 5.  Work on Prod│5. Core Charge │                              │
        │ 6.  Work on Acct│6. Work with Or│                             │
        │ 7.  Work on Payr│7. Warehousing │                             │
        │ 8.  Work on Gene│             │                               │
        │ 9.  Work on Job │             │. Purge Billing History Files  │
        │ 0.  Exit System │0. Return to pr│. Return to previous menu    │
        │                 │             │                               │
        │                 │             │      Selection                │
        └──────────────────────────────────────────────────────────────┘
```

Option 1 allows you to inquire into one particular order at a time.

Option 2 is used to re-print invoices from history.

Option 3 allows you to search for invoices in history by customer and item. You may also search by a date range.

Option 4 allows you to view all transactions that have affected the Inventory Master File.

2.6.1 View Orders History

This option is used to inquire into an order in history. You may only view the order, no changes are allowed to be made to the history information.

When you select this option the following screen will be displayed.

```
Order #
```

You will first be prompted for the order number to view. If you do not know the number you may always press <F10> to search.

Order Number - 6 digit numeric field with a 2 digit suffix. If there was only one invoice for this order, the suffix will always be 01. If the invoices was invoiced more than once, you could have up to 99 suffixes per order. Enter the Order Number and suffix of your choice.

When you enter the Order Number and Suffix of your choice, the system will then display the first screen of the order, listing all address and shipping information.

```
Order #            Order  [Invoice  ]     Customer
Payment Type [Credit]     Invoice Number

 S ABC COMPANY                    S  SAME
 O 123 FIRST AVENUE               H
 L SUITE 150                      I
 D ATLANTA          GA   30350    P

 Salesman   1 Vendor       Dept.    Ship By
           Class                    Order 090195 Ship 090195 Aging 090195
 Purchaser                          Earliest  091595  Cancel    101595
 Terms     [Due Upon Receipt]
 Discount     .00  Pymt Days        Purchase Order No.
 Taxable   [Yes]  Tax Area   60     Deposit Amount            .00


 Changes will NOT be saved, Viewing Only!
```

To inquire into the body of the invoice, simply *<CTRL><ENTER>* and the second screen of the invoice will be displayed as follows:

```
Order #          [Invoice]   Base Price    Cost     On Hand  Avail  A.T.S.
ABC Company                    7.500      5.850        25      25     25

  Item Number     Order       Description                   Extension

  10100           10.00       CARPENTRY NAILS                  73.80



                                  Color    BLUE


                                                      73.80

  Order     10.00  Shipped                  Lot#
  Ship      10.00  Back Order       .00     Customer Discount
  Price      7.380 Price      [     .00]    Commission %   .00
  Cost       5.85         Acct   4010/5010 Drop Ship? [No]
```

When you have finished viewing the order, use the *<F9>* key to end the order and you will return to the first View Orders History screen. You may enter another order to review or press *<F4>* to return to the sub-menu.

2.6.2 Print Invoices from History

This option is used to print an invoice from history when necessary.

When you select this option the following questions will be asked:

```
Order Number to Print:       0-01

Do you want to print a test pattern to align the forms? [Yes]
```

The first question lets you define which orders you want to print the invoices for. Enter the order numbers of your choice and when you are finished entered each order, press *<F9>* to End.

The last question you are asked before the system prints your forms is, 'do you wish to print a test pattern to align the forms?' To print the test pattern, press *<ENTER>*. After each line of the test pattern is printed, you should make any necessary adjustments to the forms. You will be prompted to press *<ENTER>* to print the next line. You may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next form and print your selection of orders.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING INVOICES
```

You may stop the forms at any time by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Invoices from History screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.6.3 Inquiry into Billing History

This option is similar to View Orders History above, but lets you search more extensively for a particular order, with a particular item, for a particular customer, etc. Depending on the search criteria chosen a list of all orders within this criteria range will be displayed for your review, along with other pertinent information about the order. You may then choose one particular order from this list to review in more detail. An option is also provided to view the information on the screen or send the information to the printer.

When you select this option you will be prompted with the following choices to begin your inquiry or search on.

```
        By:      [Customer]
                 [Item    ]


        Print to: [Screen  ]
                  [Printer ]
```

The first question above prompts you for the inquiry criteria to search on. If you select [Customer], you will be prompted for the customer number to search on. You will also be given the following selection criteria to make the search more detailed.

```
        Beginning Item:          Beginning Date
        Ending    Item:          Ending Date
```

If you select [Item], you will be prompted for the item number to search on. You will also be given the following selection criteria to make the search more detailed.

```
        Beginning Customer:      Beginning Date
        Ending    Customer:      Ending Date
```

The second question allows you choose whether to display the history information on the [Screen] or send the information directly to the [Printer].

When you have finished making your selections, *<CTRL><ENTER>* and the system will search the history for the information you specified. When orders are found within the specified criteria ranges, a screen similar to the one below will be displayed.

```
 By: [Customer]       Customer  1000        ACE OF MARIETTA

 Beginning Item                    Beginning Date    0
 Ending   Item                     Ending Date       0

         -- Invoice --
 Order No  Number   Date   Item Number  Ship Qty  Unit Price  UOM  Slsmn
 ----------------------------------------------------------------------
 001021-01  459087 19 Oct 95 10200        14.00      10.654   LB    30
 001031-01  459088 25 Oct 95 20800        10.00      25.000   EA    30
 001033-01  459090 26 Oct 95 30100         1.00     100.000   EA    30
```

In the example above, only customer number was specified to search on, so all orders for this customer are displayed in date order. If you would like to review one of the orders displayed in more detail, you would simply move the highlighted bar to the order of your choice and press *<ENTER>*. The first screen of the order will be displayed and the second can be viewed with a *<CTRL><ENTER>*.

When you have finished viewing the order, use the *<F9>* key to end the order and you will return to the first Inquiry into Orders History screen. You may enter another order to review or press *<F4>* to return to the sub-menu.

2.6.4 View Inventory Transactions

This option is similar to the Inquire into Billing History above, but lets you search on a particular item to review all transactions that affected the stock status of the item.

Depending on the search criteria and the transaction type chosen a list of transactions within this criteria range will be displayed for your review, along with other pertinent information about the item.

When you select this option you will be prompted with the following choices to begin your inquiry or search on.

```
      Beginning Item:              Beginning Date
      Ending   Item:              _Ending Date_____
```

You will first be prompted for the item number to search on and a starting and ending date if applicable. You will also be given the following choices as to which type of transaction you would like displayed.

```
      Include: Sale          [Yes]  Adjustment  [Yes]
               Credit Memo    [Yes]  Receipt     [Yes]
               Quote          [Yes]  Phys. Inv   [Yes]
               Purchase       [Yes]  Issue       [Yes]
```

When you have finished making your selections, *<CTRL><ENTER>* and the system will search the history for the information you specified. When items are found within the specified criteria ranges, a screen similar to the one below will be displayed.

```
   Starting Item    T-SHIRT          Starting Date
   Ending   Item    T-SHIRT          Ending  Date


   Description       Type     Quantity  UOM  Unit Cost   Vendor   Date
   ----------------------------------------------------------------------
   CAPPENTRY NAILS   Sale      10.000   EA     2.50               6/07/96
   CARPENTRY NAILS   Sale      15.000   EA     2.50               6/26/96
   CARPENTRY NAILS   Sale      25.000   EA     2.50               6/27/96
```

In the example above, one item number for a 'Sale' type transaction was specified to search on, so all sales for this item are displayed in date order.

When you have finished viewing the items, use the *<F3>* key to GoBack you will return to the first View Inventory Transactions screen. You may enter another item to review or press *<F4>* to return to the sub-menu.

2.6.9 Purge Billing History Files

This option is used to purge billing history when necessary. This option gives you a range of selections for ease in purging more than one order at a time.

When you select this option you will be prompted with the following questions and selection criteria.

```
Do you want to purge ?   [A Range of Orders]
                         [Selective Orders ]
                         [ALL             ]


Select:   [Order Numbers    ]
          [Order Dates      ]


First Order #     _____
Last  Order #     _____
       OR
First Date        _____
Last  Date        _____
```

The first question 'Do you want to Purge?' is an option wheel that allows you to purge order history for [A Range of PO's], [Selective PO's], or [ALL]. If you choose [Selective PO's], you will be prompted with the purchase order number to purge. If you choose [A Range of PO's], you will be prompted with the following question.

The question 'Select:' is an option wheel that allows you to select the orders to purge by [Order Number], or [Order Date]. This way you may choose to purge all orders with a particular order date or a range of orders by order number. When you have made your Purge selection, *<CTRL><ENTER>* and you will be prompted with the following question.

You will be prompted to enter in the first to purge and the last to purge, depending on which selection you made above. For example, if you chose to select by Order Number, you would enter the First Order# and Last Order# you would like to purge from the order history file. After entering the order numbers, *<CTRL><ENTER>* and the system will display a message similar to the one below;

```
                    PURGING ORDER HISTORY
```

The system will process for a few moments and you will return to the Purge Billing History Files sub-menu.

2.7 WAREHOUSING CONTROL

This option allows you to ship items from your warehouse, print picking and packing lists as well as invoices when necessary. This module is separate from the standard billing modules. If interested, contact your PCS representative for sales information.

```
                              Sample Company
PROFITS                    S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

     ┌───────────────────────────────────────────────────────────────┐
     │                                                               │
     │        P R O        BILLING        WAREHOUSING CONTROL         │
     │                                                               │
     │  1.  Work on Mast 1. Work on Bill 1. Print Picking Ticket      │
     │  2.  Work on Bill 2. Work on Open 2. Warehouse Shipping Entry  │
     │  3.  Work on Acco 3. Work on Quot 3. Print Packing List        │
     │  4.  Work on Inve 4. Print Shippi 4. Print Invoices            │
     │  5.  Work on Prod 5. Core Charge                               │
     │  6.  Work on Acct 6. Work with Or                              │
     │  7.  Work on Payr 7. Warehousing                              │
     │  8.  Work on Gene                                              │
     │  9.  Work on Job                  9. Purge Billing History Files│
     │  0.  Exit System  0. Return to pr 0. Return to previous menu   │
     │                                                               │
     │                                              Selection          │
     └───────────────────────────────────────────────────────────────┘
```

Option 1 is used to print Picking Tickets. This option is optional.

Option 2 is pick or ship inventory items on an invoice or open order.

Option 3 is used to print Packing Lists. This option is optional.

Option 4 is used print your Invoices.

2.7.1 Print Picking Tickets

This step is optional. You may use these forms to include with the shipment as packing slips they also include the total weight of the shipment. You need to load the pre-printed forms into the printer before selecting this option.

When you select this option the following questions will be asked:

```
         Do you want to print ?   [All Orders       ]
                                  [A Range of Orders]
                                  [Selective Orders ]
                                  ['Open' Orders    ]
                                  ['Released' Orders]
                                  [Onhand Inventory ]
```

```
First to print - _____
Last  to print - _____

Do you want to print a test pattern to align the forms? [Yes]
```

The first question lets you define which orders you want to print Picking Tickets for. You may select [All Orders], to print every open order in the system, or you can choose [A Range of Orders], to print one or a range of open orders. If you choose [A Range], you will be asked to define the first and last order number you want to have printed. If you choose to print [Selective Orders], you will be prompted for each order number to print. If you choose ['Open' Orders], all open orders with the Order Type selector set to [Open Order] will print. If you choose ['Released' Orders], all orders that have been changed to [Released] will print. If you choose [Onhand Inventory] the system will search through the Open Order file and will print a picking ticket for any order that has items on hand in the Item Master file

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING PICKING TICKETS
```

You may stop the forms at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Picking Tickets screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

2.7.2 Warehouse Shipping Entry

This option is used to pick or ship inventory products/items on a current order or an open order. This option eliminates errors made in shipping by allowing a barcode scanner to be used in shipping warehoused inventory. Items may also be shipped manually.

When you select this option, the following screen will be displayed.

```
Order #                                   Order Date  25 May 93
WENTWORTH TOOL & DIE                       PO Number

Item Number    Description        To Pick    Picked    B/O    UOM

20500          OUTDOOR PAINT        15.00       .00     .00    GAL
20400          LATEX INDOOR PAINT   10.00       .00     .00    GAL




       Qty       1.0   Product#
```

When you select this option you will be prompted for the Order Number you wish to process.

Order Number - 6 digit numeric field identifying the order you wish to ship items on. If you do not know the order number you may *<F10>* Search. You may search for the order number to process from [Invoicing] or [Open Orders].

NOTE: The order number may be scanned from the picking ticket if barcodes are being utilized.

After entering the Order Number the order will be displayed on the screen listing all line items that still need to be shipped. The 'ToPick' quantity will vary depending on how you have the System Configuration file set as to what to ship, but the amount will always be the same as what printed on your Picking Ticket.

As each line is displayed on the screen you may scan or enter each product as it is placed in a package for shipping. As each line of the order is shipped in full, it will disappear from the screen leaving only the items left to be shipped.

When all products/items are shipped in full, or you want to back order the remaining items, press *<F9>* End, and the system will update the appropriate order file with the shipped information.

If you have purchased the Shipping Manager module you will be prompted to enter the information needed to print the shipping label for this package. After the shipping label is printed you will return the Order Number field where you may process another shipment.

2.2.6 Print Packing Lists

This step is optional. You may use these forms to include with the shipment as they include the total weight of the shipment. You need to load the pre-printed forms into the printer before selecting this option.

When you select this option the following questions will be asked:

```
Do you want to print ?   [All Orders      ]
                         [A Range of Orders]
                         [Selective Orders ]
                         ['Open' Orders   ]
                         ['Released' Orders]
                         [Onhand Inventory ]


First to print - _____
Last  to print - _____

Do you want to print a test pattern to align the forms? [Yes]
```

The first question lets you define which orders you want to print Packing Lists for. You may select [All Orders], to print every open order in the system, or you can choose [A Range of Orders], to print one or a range of open orders. If you choose [A Range], you will be asked to define the first and last order number you want to have printed. If you choose to print [Selective Orders], you will be prompted for each order number to print. If you choose ['Open' Orders], all open orders with the Order Type selector set to [Open Order] will print. If you choose ['Released' Orders], all orders that have been changed to [Released] will print. If you choose [Onhand Inventory] the system will search through the Open Order file and will print a packing list for any order that has items on hand in the Item Master file

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                  PRINTING PACKING LISTS
```

You may stop the forms at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Packing Lists screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>.*

2.7.4 Print Invoices

This option is mandatory. An invoice must be printed before the shipped order can be updated to the Master files. This form will be mailed or given to your customer for payment. You need to load the pre-printed forms into the printer before selecting this option.

When you select this option the following questions will be asked:

```
Enter date to print on invoices:   90189


Print Report by:        [Order Number   ]
                        [Customer Number]


Do you want to print ?  [All Orders      ]
                        [A Range of Orders]
                        [Selective Orders ]
                        [A Range of Slsmn ]


First to print - _____
Last  to print - _____


Print [Price per Line]
      [Totals Only   ]


Do you want to print a test pattern to align the forms? [Yes]
```

The first question allows you to date your invoices accordingly. The displayed date is the date you entered when you powered on your PC. If this is the date you want to print on the invoice, press *<ENTER>*. If you would like to change the date, key the correct date in the format, MMDDYY. NOTE: Remember, it is the invoice date that the system will use for Accounts Receivable aging purposes.

The second question allows you to select the order in which the invoices will be printed. If you select [Order Number], the invoices will print in order number sequence. If you select [Customer Number], the invoices will print in customer number order.

The third question lets you define which orders you want to print Invoices for. You may select [All Orders], to print every order in the system, or you can choose [A Range of Orders], to print one or a range of orders. If you choose [A Range], you will be asked to define the first and last order number you want to have printed. If you choose to print [Selective Orders], you will be prompted for each order number to print. If you choose [A Range of Slsmn], you will be prompted for the first and last salesman number you want invoice numbers printed for.

The next question allows you to print the invoice with [Prices per line], this selection will print a price next to each line item on the invoice. If you would prefer only a grand total price at the bottom of the invoice, select [Totals Only].

NOTE: The above feature is only available when using Profits standard 80 column invoice format.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                          PRINTING INVOICES
```

You may stop the forms at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Invoices screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

3.0 WORK ON ACCOUNTS RECEIVABLE

This sub-menu provides access to the accounts receivable functions. It is used to enter accounts receivable beginning balances, enter payments and adjustments, and perform a month end. When you select this option, the following menu will appear.

```
                        Sample Company
PROFITS              S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

    ┌──────────────────┬──────────────────────────────┐
    │      P R O       │     ACCOUNTS RECEIVABLE       │
    ├──────────────────┼──────────────────────────────┤
    │ 1.  Work on Mast │1. Process Invoice Summaries   │
    │ 2.  Work on Bill │2. Process Customer Payments   │
    │ 3.  Work on Acco │3. MonthEnd Processing         │
    │ 4.  Work on Inve │                               │
    │ 5.  Work on Prod │                               │
    │ 6.  Work on Acct │                               │
    │ 7.  Work on Payr │                               │
    │ 8.  Work on Gene │                               │
    │ 9.  Work on Job  │                               │
    │ 0.  Exit System  │0. Return to previous menu     │
    │                  │              Selection        │
    └──────────────────┴──────────────────────────────┘
```

Option 1 should be selected if you would like to enter your customer's beginning Accounts Receivable balances. You will enter the open invoices or balances as invoice summaries.

Option 2 should be selected if you would like to enter payments and adjustments for a customers balance. You will enter, edit, and post your deposits to the Accounts Receivable file.

Option 3 is used to perform an Accounts Receivable Month-End. You will print an Aged Trial Balance, calculate late charges, print the End of Period reports, print customer statements, print the Monthly Sales Tax report, reset the Master file totals for the next month, process the Accounts Receivable file for Month End and Print an Aged Payment History Report.

3.1 PROCESS INVOICE SUMMARIES

This option is used to enter your customer's outstanding invoice balances and post these balances to Accounts Receivable. The following screen is displayed when you select this option.

```
                              Sample Company
PROFITS                S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

      ┌─────────────────────────────────────────────────────────────────┐
      │         P R O │     ACCOUNTS │  PROCESS INVOICE SUMMARIES         │
      │                                                                   │
      │  1.  Work on Mast │1. Process Invo │. Enter Invoice Summaries     │
      │  2.  Work on Bill │2. Process Cust │. Post Invoice Summaries      │
      │  3.  Work on Acco │3. MonthEnd Pr                                 │
      │  4.  Work on Inve                                                 │
      │  5.  Work on Prod                                                 │
      │  6.  Work on Acct                                                 │
      │  7.  Work on Payr                                                 │
      │  8.  Work on Gene                                                 │
      │  9.  Work on Job                                                  │
      │  0.  Exit System │0. Return to pr │. Return to previous menu      │
      │                                      Selection                    │
      └─────────────────────────────────────────────────────────────────┘
```

Option 1 allows you to enter your customer's Accounts Receivable invoices and balances. This option will also let you print an Edit List to check your work before you post the summaries to Accounts Receivable.

Option 2 is used to post the Invoice Summaries to Accounts Receivable.

3.1.1 Enter Invoice Summaries

This option is used to enter your customer's outstanding Accounts Receivable invoice balances. Before you begin using Profits' Accounts Receivable functions daily, you must set up the invoices and balances currently carried in your manual Accounts Receivable files. When you select this option, a screen similar to the one below will be displayed.

```
     --------Customer--------    ------Invoice------
     Number    Name            Amount    Number   Date    Reference

     1000      ABC COMPANY       100.00    11245   80189   INVOICE
     1500      ALLIED COMPANY   1324.56    11250   81189   INVOICE
     2000      BROTHERS, INC.   -345.50    11302   81289   CREDIT MEMO
```

For an Open Item customer, you will enter an invoice summary for each unpaid invoice, (as displayed above). For a Balance Forward customer, you will enter the balances for each aging period only. Use invoice number 999997 for balances in the second aging period, invoice number 999998 for balances in the third aging period, and invoice number 999999 for balances in the fourth aging period. These invoice numbers MUST be used to update balances to these aging periods. Each current invoice (any invoice in the first aging period) should be entered separately.

Profits uses invoice number 999990 for unapplied cash and invoice number 999991 for late changes. You should not use these invoice numbers for regular invoices

To enter an invoice summary , key each of the following fields:

Customer Number - The eight character number identifying the customer whose invoice or balance you are entering.

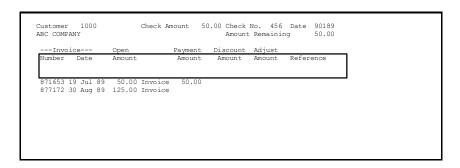**Invoice Amount** - 8 digit numeric field with 2 decimal places used to store the total dollar amount of the invoice. Or, for a balance forward customer, the total due in a specific aging period.

Invoice Number - 6 digit numeric field. If possible, you should use the original invoice number to avoid confusion when your customers pay the invoice and reference this number on the check stub.

Invoice Date - 6 digit numeric field. You should key the date of the invoice in the format, MMDDYY. This is the date by which the invoice will be aged.

Reference - 20 character field used to store your description of this invoice. It will be printed on the Aged Trial Balance and the customer's statement.

When you have keyed in each of the above fields for this invoice summary and are satisfied that they are correct, press *<CTRL><ENTER>*. The customer name will be displayed and the cursor will move to the next line. When you have filled the screen with invoice summaries, Profits will automatically give you a new screen on which to enter more invoice summaries.

Print The Edit Listing

The next step after entering your Invoice Summaries is to print the Edit Listing and balance it to your manual Accounts Receivable records. At the Enter Invoice Summaries screen, press the *<F2>* Print key. To balance the Edit Listing to your manual records, you should run an adding machine tape on your manual records. Compare this total to the total invoices amount at the bottom of the Invoice Summary Edit Listing. If the totals are the same, your invoice summaries are balanced. If not, you need to check each invoice or balance to find your keying mistakes.

Once the Edit Listing has printed, you need to balance the printed orders to your "pen and ink" orders. One way to do this is to run an adding machine tape on the total number of inventory items ordered from your manual orders. Compare this total to the total at the bottom of the Edit List. You may want to run a total on the extended price of each order, if you have already calculated this total. This total should also balance to the totals at the bottom of the Edit List. Any discrepancy should be corrected before the invoices are printed.

Making Corrections to Invoice Summaries

From the Invoice Summary screen you may use the *<F10>* Search key to inquire into the batch of invoice summaries and find the invoice to correct. The following questions will be displayed:

```
Do you want to:   [Search for an invoice]
                  [Add new invoices     ]
                  [Search for Customer  ]
```

The first search question allows you to search the entered invoice summaries for a particular invoice. Press *<ENTER>*, and you will be prompted for the invoice number you wish to see. Profits will display the invoice summary at the top of the screen. To make the changes use *<ENTER>* to advance to the field(s) to be changed. When you have made the necessary corrections to this invoice, press *<CTRL><ENTER>*.

The second search question allows you to add new invoices. When the above message is displayed, advance the selector to [Add new invoices] and press *<ENTER>*. The screen will be cleared and the cursor will move to the top. You may enter new invoices just like you entered the original invoices. When you re-print the Edit Listing, the new invoices will print after the original invoices.

The third search question allows you to search the entered summaries for a customer's name or number. Press *<ENTER>*, and you will be prompted for the customer name or number you wish to see. Profits will display the invoice summary at the top of the screen. To make the changes use *<ENTER>* to advance to the field(s) to be changed. When you have made the necessary corrections to this transaction, press *<CTRL><ENTER>*.

To delete a specific invoice summary use the *<F8>* Delete key to remove it and the remaining invoice summaries will move up the screen.

You may also use the *<F5>* Up key or the *<F6>* Down key to move the cursor to an invoice summary that you wish to change or delete. Use *<SHIFT><F5>* or *<SHIFT><F6>* to page through the invoice summaries.

When you have finished making your corrections, you should re-print the Edit Listing to be sure it balances to your manual totals.

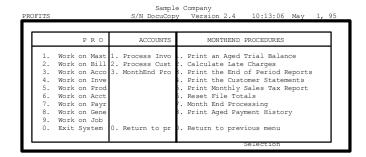## 3.1.2 Post Invoice Summaries

This option is used to post the invoice summaries to the Accounts Receivable file. As Profits processes the invoice summaries, the following steps are taken:

1. If the Update General Ledger with Sales, A/R option is activated, you will be prompted for the period of the fiscal year to post these entries to. Key in the General Ledger period you are currently working in. Since you are entering beginning balances, the General Ledger balances probably already reflect these Accounts Receivable balances. In this case, you should turn off the option in the System Configuration Flags file.

2. The invoice summaries will be posted to the Accounts Receivable file, and Profits will print the Accounts Receivable Transaction Journal and the General Ledger Sales Journal. **You should keep these reports to complete your audit trail.**

3. After posting to the Master files, Profits will clear the invoice summary batch file so you may begin entering a new batch of invoice summaries, if necessary.

3.2 PROCESS CUSTOMER PAYMENTS

This option is used to enter your customer's payments and adjustments, inquire into a customer's balance, print an Aged Trial Balance and post the payments to Accounts Receivable and Cash. The following screen is displayed when you select this option.

```
                         Sample Company
PROFITS              S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

  ┌──────────────────────────────────────────────────────────────────┐
  │                                                                    │
  │        P R O          ACCOUNTS      PROCESS CUSTOMER PAYMENTS       │
  │                                                                    │
  │   1.  Work on Mast 1. Process Invo 1. Print an Aged Trial Balance   │
  │   2.  Work on Bill 2. Process Cust 2. Customer Balance Inquiry      │
  │   3.  Work on Acco 3. MonthEnd Pro 3. Enter Payments and Adjustments│
  │   4.  Work on Inve                 4. Post Payments and Adjustments │
  │   5.  Work on Prod                                                  │
  │   6.  Work on Acct                                                  │
  │   7.  Work on Payr                                                  │
  │   8.  Work on Gene                                                  │
  │   9.  Work on Job                                                   │
  │   0.  Exit System  0. Return to pr 0. Return to previous menu       │
  │                                                                    │
  │                                                    Selection        │
  └──────────────────────────────────────────────────────────────────┘
```

Option 1 allows you to Print an Aged Trial Balance for a specific customer or all customers.

Option 2 allows you to inquire (on the screen) into a customer's current or past accounts receivable history.

Option 3 is used to enter your deposits into the Accounts Receivable file. This option will also let you print an Edit List to check your work before you post the payments to Accounts Receivable.

Option 4 is used to post the Payments and Adjustment to the Master files.

3.2.1 Print an Aged Trial Balance

You may print an Aged Trial Balance for a specific customer or you may use the Aged Trial Balance to find the customers with balances over a specified dollar amount, with balances over a specified number of days, with a particular salesman, or with balances over their credit limit.

When you select this option, the following questions will be asked.

```
            Do you wish to age your Accounts Receivable? [No ]
```

```
Type of report to print: [A Detailed Report]
                         [A Summary Report ]


Do you want to print? [All Customer                    ]
                      [A Range of Customers            ]
                      [Customers with Balances over X Dollars]
                      [Customers with Balances over X Days  ]
                      [Customers with a Particular Salesman  ]
                      [Customer over their Credit Limit      ]
                      [A Specific Customer Type        ]


Do you wish to make further selections? [No ]
```

The first question, 'Do you wish to age your Accounts Receivable' allows you to age the open invoice dates with the current system date. If you answer [Yes] to this question, the system will process and move the open invoices into the appropriate aging column on the report. (ie..Current, Over 30, Over 60). This program is automatically run during Month End Procedures, so you may choose to wait and let the system run this process at the end of the month.

The second question, 'Type of report to print' is an option wheel that allows you to print the Aged Trial Balance in a detailed format or a summary format. A detailed Aged Trial Balance will print the open invoices carried forward from last month and the current month's A/R transactions for each customer as well as his A/R totals. To print a detailed report, press *<ENTER>*. If you want to print the A/R totals only, use the *<SPACEBAR>* to advance the selector to [A Summary Report] and press *<ENTER>*.

The next question lets you define how much of the Accounts Receivable file you want to print. You can select [All Customers], to print every customer with an Accounts Receivable balance, [A Range of Customers], to print one or a range of customers. If you choose [A Range of Customers], you will be asked to define the first and last customer numbers you want to have printed. If you want only one customer to print, make the first and last customer number the same. You have several other choices on the option wheel. The choices on the selector are as follows:

Customers w/ Balances over X Dollars - You will be prompted for the dollar amount of the balance. If a customer's balance is over this amount, this customer will be printed.

Customers w/ Balances over X Days - You will be given a selector for the number of days. For example, if your aging period is 30 days, your options will be [Print customers with balances over 30 days], [Print customers with balances over 60 days], [Print customers with balances over 90 days].

Customer with a Particular Salesman - You will be prompted for the salesman whose customers you wish to print.

Customers over their Credit Limit - All customer who have balances over their credit limit will be printed.

A Specific Customer Type - All customers within a particular customer type. Customer type is a selector defined in the Control File (Option 1.5.1) and then assigned to each customer in the Customer Master File (Option 1.1.1).

The next question 'Do you wish to make further selections' is used to combine selections together. If you wish to combine another selection, advance the selector to [Yes] and press *<ENTER>*. You may combine any number of selections. For example, you may select to print customers with salesman number 1 and customer with balances over $2500. If you do not wish to make any further selections simply, press *<ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print an Aged Trial Balance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

3.2.2 Customer Balance Inquiry

This option is used to look up a particular customer's current balance information on the screen, or to inquire into prior invoice and payment history. When you select this option, you will be prompted with the following questions.

```
Do you wish to age your Accounts Receivable [No]
```

This question allows you to age the open invoice dates with the current system date. If you answer [Yes] to this question, the system will process and move the open invoices into the appropriate aging column for the inquiry display.

You will then be prompted to inquire into [Current AR] or [History AR]. If you would like to view the current accounts receivable status of a customer select [Current AR]. If you would like to view past accounts receivable history choose [History AR].

Next you will be prompted for the Customer Number you wish to display. If you do not know the customer number, you may use the Search option.

Type the Customer Number and press *<ENTER>*. If you chose [Current AR], a screen similar to the one below will be displayed. Profits will then prompt you with the following selection.

```
Customer  1000              (404)642-4567            Aged Totals
            ABC COMPANY                     Current Period        125.00
            123 MAIN STREET                 Over 30 Days           50.00
                                            Over 60 Days             .00
            ATLANTA        GA  30350         Over 90 Days            .00
Contact:  CAROL                               A/R Totals:         175.00
Credit Limit:     $1000  High Credit $ 1,656.29   Unbilled Orders      .00
Last Sale  1 May 93  Last Pymt 15 May 93  Amt $ 751.23 Avg. Pymt Days:   32
 Invoice Number     Date      Type      Amount     Reference
------------------------------------------------------------------------
    871599      28 Jun 89   Invoice    150.00
    871599      15 Jul 89   Payment    150.00-    Check # 4589
    871653      29 Jul 89   Invoice     50.00
    871728      30 Aug 89   Invoice    125.00




            Display Detailed or Summary information? [Detailed]
                                                     [Summary ]
```

To display each of the customer's invoices, payments, and adjustments, leave the selector on [Detailed] and press *<ENTER>*. Each of the customer's Accounts Receivable transactions will be displayed in invoice number sequence. To page through the transactions, use the *<SHIFT><F6>* key.

If you only need to see the customer's previous balance, current charges, current payments, current adjustments, future due, and total due, advance the selector to [Summary] and press *<ENTER>*.

To inquire into another customer's balance, use the *<F9>* End key to return to the Customer Number prompt. To return to the Process Customer Payments menu, press *<F4>*.

3.2.3 Enter Payments and Adjustments

This option is used to enter your customer's payments into Profit's Accounts Receivable file. Whenever you receive payments and make a bank deposit, you should enter the corresponding payments, adjustments and discounts into Accounts Receivable. If each batch of payments matches a bank deposit, it will be easier to balance your Accounts Receivable files at Month End. When you select this option, screens similar to the following will be displayed.

```
Customer   1000          Check Amount     .00 Check No.    0  Date  90189
ABC COMPANY                               Display zero balance items? [No]
```

To enter a payment or adjustment, you must key the following fields:

Customer Number - The eight character number identifying the customer whose payment or adjustment you are entering.

Check Amount - 8 digit numeric field with 2 decimal places used to store the amount of the check.

Check Number - 6 digit numeric field used to store the customer's check number. For a payment or discount taken, the check number will be used as the reference to be printed on the Aged Trial Balance and the customer's statement.

Date - 6 digit numeric field used to store the date of the payment or adjustment. For a payment, you should use the date of the check. The date should be in the format, MMDDYY.

Display Zero Balance Items? - If you want all the customer's invoices to be displayed even if the invoice's balance is zero, use [Yes]. If you only want open invoices to be displayed, use [No].

When you are satisfied with your entries, press *<CTRL><ENTER>*. The invoices for the customer will be displayed as well as the customer's name on the following screen:

```
Customer   1000            Check Amount    50.00 Check No.   456  Date  90189
ABC COMPANY                                Amount Remaining       50.00

  ---Invoice---      Open          Payment  Discount  Adjust
 Number   Date      Amount         Amount    Amount   Amount    Reference


 871653 19 Jul 89    50.00 Invoice   50.00
 877172 30 Aug 89   125.00 Invoice
```

The cursor will be positioned beside the first invoice. Use the *<F5>* Up key or the *<F6>* Down key to position the cursor next to the invoice you wish to pay or adjust. For this invoice, key the following fields:

Payment - Profits assumes that you want to pay the entire open invoice amount unless the check amount is less than the invoice amount. In this case, the payment amount displayed will equal the check amount. If you want to pay a different amount, you need to override the displayed amount.

Discount Amount - If the invoice is being paid within the terms discount date, Profits will assume the discount amount. If the discount is no longer available, the discount amount will be displayed below the amount line as discount lost. If your customer took the discount anyway, you need to override the discount amount.

Adjustment Amount - If you want to make an adjustment to this invoice, key the amount. IMPORTANT: If the adjustment is a credit to the invoice, you must key a negative sign before the amount.

If you are only making an adjustment to this invoice, be sure that you zero the payment and discount amount fields.

When you key an adjustment, you will be prompted for a 20 character reference to be printed on the Aged Trial Balance and the customer's statement. For example, if you are writing off sales tax on an invoice that should not have been charged, you might key "Reverse Sales Tax" as the reference to help your customer know what the adjustment was for.

All adjustments are posted to the A/R Adjustments account as set up in the Control file. Since you may be writing off bad debts, sales tax, or late charges, you should be sure to key a good description in the reference field. You should reconcile the Adjustments account at Month End by making adjusting entries to General Ledger.

Press *<CTRL><ENTER>* to accept the entries you have made to this invoice. If you don't want to change this invoice, use the *<F6>* Down key.

If you want to pay a specific invoice, you may use the *<F10>* Search key. When you press *<F10>* the following message will be displayed

```
Search for invoice number :      0
```

Enter the invoice number you wish to pay or adjust. The invoice will be displayed as the first invoice on the screen. You may enter transactions for this invoice, move the cursor to another invoice, or use the *<F10>* key to display another invoice.

When you have finished the transactions for this check, use the *<F9>* End key to begin with the next check

Print The Edit Listing

The next step after entering all your checks for this deposit is to print the Edit Listing and balance it to your deposit total. At the Enter Payments and Adjustments screen, press the *<F2>* Print key.

Compare the total payments, discounts, and adjustments at the bottom of the Edit Listing with your manual totals for the deposit. If they balance, you are ready to post the payments and adjustments. If not, you need to compare each check to the payments entered for it to find your keying mistakes.

Making Corrections to Payments

Before posting the payments and adjustments, you must make the corrections you found on the Edit Listing. To review the payments and adjustments you entered, key the customer number and press *<ENTER>*. Use the *<F5>* Up key or the *<F6>* Down key to position the cursor beside the invoice you want to correct. Make the corrections and press *<CTRL><ENTER>*. If you need to delete a payment or adjustment, use the *<F5>* key or the *<F6>* key to move the cursor to the desired position. Then, use the *<F8>* Delete key to remove the payment or adjustment.

When you have finished making your corrections, you should re-print the Edit Listing to be sure it balances to your deposit totals.

3.2.4 Post Payments and Adjustments

This option is used to post your payments, adjustments, and discounts to the Accounts Receivable file. As Profits processes the payments and adjustments, the following steps are taken:

1. If the Update General Ledger with Sales, A/R option is activated, you will be prompted for the period of the fiscal year to post these entries to. Key in the General Ledger period you are currently working in. You will also be prompted for the Cash GL Account Number to be debited and the Accounts Receivable GL Account Number to be credited. The system will display the default accounts from the Control file, but these may be overridden if and when necessary.

2. Profits will post the payments and adjustments to the Accounts Receivable file, and update the customer's A/R totals with the payments and adjustments per the A/R Transaction Journal. **You should keep this report to complete your audit trail.**

3. The following entries will be posted to General Ledger per the Cash Receipts Journal. The Accounts Receivable account will be credited with the total A/R amount. The A/R adjustments account, the cash account, and the discount account will be debited with their respective amounts per the A/R Transaction Journal. **You should keep the Cash Receipts Journal to complete your audit trail.**

4. After posting to the various Master files, Profits will clear the payments and adjustments batch file so you may begin entering a new batch of payments, if applicable.

3.3 MONTH-END PROCEDURES

This option must be run at the end of each month in order to balance your Accounts Receivable files, and reset Sales files so that your monthly sales reports will be correct. This procedure is flexible -- some of the steps do not need to be run if they do not apply to your business. Some of the steps may be run out of sequence. These flexibility's are noted in the discussion of each of the steps. The following screen is displayed when you select this option.

```
                           Sample Company
 PROFITS                S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

 ┌──────────────────────────────────────────────────────────────────────┐
 │          P R O        ACCOUNTS        MONTHEND  PROCEDURES             │
 │                                                                        │
 │   1.  Work on Mast 1. Process Invo  . Print an Aged Trial Balance      │
 │   2.  Work on Bill 2. Process Cust  . Calculate Late Charges           │
 │   3.  Work on Acco 3. MonthEnd Pro  . Print the End of Period Reports  │
 │   4.  Work on Inve                  . Print the Customer Statements    │
 │   5.  Work on Prod                  . Print Monthly Sales Tax Report   │
 │   6.  Work on Acct                  . Reset File Totals                │
 │   7.  Work on Payr                  . Month End Processing             │
 │   8.  Work on Gene                  . Print Aged Payment History       │
 │   9.  Work on Job                                                      │
 │   0.  Exit System 0. Return to pr 0. Return to previous menu           │
 │                                                                        │
 │                                      Selection                         │
 └──────────────────────────────────────────────────────────────────────┘
```

Option 1 allows you to Print an Aged Trial Balance for a specific customer or all customers.

Option 2 allows you to calculate late charges on your customer's outstanding invoices.

Option 3 is used to print your End of Period reports. These reports recap your cash received and orders entered.

Option 4 is used to print customer statements for outstanding invoices.

Option 5 is used to print the Monthly Tax Report. This report prints the tax dollars accumulated for each tax jurisdiction.

Option 6 resets your current and/or year-to-date sales totals for the new month. NOTE: This step is MANDATORY

Option 7, Month-End Processing removes all Accounts Receivable invoices that were paid in full. An Accounts Receivable Removal Listing is printed for your records. NOTE: This step is MANDATORY

Option 8 allows you to Print an Aged Payment History report for a specific customer or all customers.

3.3.1 Print an Aged Trial Balance

For Month End, you should print an Aged Trial Balance that includes every A/R transaction for the month. This copy will serve as your record of the invoices that are completely paid this month. After Option 7, Month-End Processing, these invoices will be removed from the Accounts Receivable file.

When you select this option, the following questions will be asked.

```
Do you wish to age your Accounts Receivable? [No ]

Type of report to print:  [A Detailed Report]
                          [A Summary Report ]

Do you want to print?  [All Customer                       ]
                       [A Range of Customers               ]
                       [Customers with Balances over X Dollars]
                       [Customers with Balances over X Days  ]
                       [Customers with a Particular Salesman ]
                       [Customer over their Credit Limit    ]
                       [A Specific Customer Type            ]

Do you wish to make further selections? [No ]
```

The first question, 'Do you wish to age your Accounts Receivable' allows you to age the open invoice dates with the current system date. If you answer [Yes] to this question, the system will process and move the open invoices into the appropriate aging column on the report. (ie..Current, Over 30, Over 60). This program is automatically run during Month End Procedures, so you may choose to wait and let the system run this process at the end of the month.

The second question, 'Type of report to print' is an option wheel that allows you to print the Aged Trial Balance in a detailed format or a summary format. A detailed Aged Trial Balance will print the open invoices carried forward from last month and the current month's A/R transactions for each customer as well as his A/R totals. NOTE: For Month End purposes, you should print a detailed report. To print a detailed report, press *<ENTER>*. If you want to print the A/R totals only, use the *<SPACEBAR>* to advance the selector to [A Summary Report] and press *<ENTER>*.

The next question lets you define how much of the Accounts Receivable file you want to print. You can select [All Customers], to print every customer with an Accounts Receivable balanc e, [A Range of Customers], to print one or a range of customers. If you choose [A Range of Customers], you will be asked to define the first and last customer numbers you want to have printed. If you want only one customer to print, make the first and last customer number the same. NOTE: For Month End purposes, you should print the report for [All Customers]. You have several other choices on the option wheel. The choices on the selector are as follows:

Customers w/ Balances over X Dollars - You will be prompted for the dollar amount of the balance. If a customer's balance is over this amount, this customer will be printed.

Customers w/ Balances over X Days - You will be given a selector for the number of days. For example, if your aging period is 30 days, your options will be [Print customers with balances over 30 days], [Print customers with balances over 60 days], [Print customers with balances over 90 days].

Customer with a Particular Salesman - You will be prompted for the salesman whose customers you wish to print.

Customers over their Credit Limit - All customer who have balances over their credit limit will be printed.

A Specific Customer Type - All customers within a particular customer type. Customer type is a selector defined in the Control File (Option 1.5.1) and then assigned to each customer in the Customer Master File (Option 1.1.1).

The next question 'Do you wish to make further selections' is used to combine selections together. If you wish to combine another selection, advance the selector to [Yes] and press *<ENTER>*. You may combine any number of selections. For example, you may select to print customers with salesman number 1 and customers with balances over $2500. If you do not wish to make any further selections simply, press *<ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

PRINTING REPORT

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print an Aged Trial Balance screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

3.3.2 Calculate Late Charges

This option is used to calculate late charges for your customer's past due invoices. If you do not charge your customers late charges, you may skip this step.

When you select this option you will prompted for each of the following fields.

Late Charge Percentage - The displayed percentage is set up in the Control file. You should key the percentage that you will charge each month.

Period to Apply Charges to - The displayed period is set up in the Control file. If the late charge period is period 2 and the aging period is 30 days, [Over 30 days] will be displayed. If the late charge period in the Control file is period 3, [Over 60 days] will be displayed. Profits will calculate late charges for any customer who has open invoices in the displayed aging period and older.

Minimum Late Charges - The minimum late charge is the lowest dollar amount to be charged to a customer. For example, if a customer has an open invoice for $15.00 that is older than the late charge period and your late charge percentage is 1.50, he would be charged $.23. If you key a minimum late charge of $1.00, he would be charged $1.00 instead.

Profits will calculate the late charges and print the Late Charge report for your review.

If you do not wish to add the late charges, simply press *<ENTER>*. Profits will return to the Month End Procedures menu. If you do wish to create late charge records, advance the selector to [yes] and press *<ENTER>*.

The late charge records will then be copied to the billing batch files (Option 2.1.1 - Enter Orders) where they can be maintained or deleted, if necessary. An order will be created for each customer on the late charge report. A line item with the amount of the late charge will automatically be created on the invoice and the item description will be labeled FINANCE CHARGE.

3.3.3 Print the End of Period Reports

This option is used to print your End of Period Reports. You may print these reports at any time during the month, but you must print them at Month End also. When you select this option, the End of Period A/R Report, Monthly Invoice Register, and Monthly Cash Register will automatically print.

These reports should be balanced to each other and to our other A/R reports. Check each of the following balance points:

End of Period A/R Report - The beginning balance should be the ending balance on last month's report. The current charges should balance to the total invoice amount on the Monthly Invoice Register. The current payments, current discounts, and current adjustments should balance to the totals on the Monthly Cash Register. The current late charges should balance to the total on the Late Charge Report you just printed, if you added the late charges to the Accounts Receivable file. The new A/R balance should balance to the total due on the Aged Trial Balances you printed in option 1 plus the total on the Late Charge Report.

Monthly Invoice Register - The totals from each daily Invoice Register for the month should be represented. The Invoice Registers are numbered sequentially, so you can check quickly that a number has not been skipped.

Monthly Cash Register - The totals from each Payments and Adjustments Transaction Journal for the month should be represented. The Transaction Journals are numbered sequentially, so you can check quickly that a number has not been skipped.

If there is a discrepancy wi th any of these totals, you need to compare the totals on each Invoice Register with the Monthly Invoice Register, and the totals on each Payments and Adjustments Transaction Journal with the Monthly Cash Register to find the problem.

3.3.4 Print Customer Statements

This option is used to print your customers' statements. If you send statements to your customers which show all invoices and payments for the month, including invoices that have been cleared by this month's payments, you should print the statements before taking Option 7. If you would like to send statements with open invoices only, you may skip this step at this time and come back to it after you complete Option 7, Month End Processing.

When you select this option, the following questions will be asked:

```
Statement Length      [Short]
                      [Long ]

Do you want to print? [All Customers          ]
                      [A Range of Customers]
                      [Customers with Balances over X Dollars]
                      [Customers with Balances over X Days   ]
                      [Customers with a Particular Salesman  ]
                      [Customer over their Credit Limit      ]


Do you want to print customer's with zero balances? [Yes]

Message to Print on Statements: _____
                                _____
```

```
                    Do you wish to print a test pattern to align the forms? [Yes]
```

The first questions 'Statement Length' allows you to print the statements on a short form or a long form depending on which choice of forms you have ordered. This question will default to the form length you last selected. To change the selector press *<F3>* to move to that field if necessary.

The second question lets you define which customer's you wish to print statements for. You can select [All Customers], to print every customer, [A Range Customers], to print one or a range of customers. If you choose [A Range of Customers], you will be asked to define the first and last customer numbers you want to have printed. If you want only one customer to print, make the first and last customer number the same. You have several other choices on the option wheel. The choices on the selector are as follows:

Customers w/ Balances over X Dollars - You will be prompted for the dollar amount of the balance. If a customer's balance is over this amount, this customer's statement will be printed.

Customers w/ Balances over X Days - You will be given a selector for the number of days. For example, if your aging period is 30 days, your options will be [Print customers with balances over 30 days], [Print customers with balances over 60 days], [Print customers with balances over 90 days].

Customer with a Particular Salesman - You will be prompted for the salesman whose customers you wish to print.

Customers over their Credit Limit - All customer who have balances over their credit limit will be printed.

The next question 'Do you want to print customer's with zero balances?' allows you to print statements for customer's who have a zero balance. If you want to print all the statements you have selected even if they have a zero balance, press *<ENTER>*. Otherwise, advance the selector to [No] and press *<ENTER>*.

The following question 'Message to print:' allows you to print a message on each statement. The message is two lines of 35 characters each that will print on the top of the statements. For example, you may use this space for "Happy Holidays!" or to advertise next month's sale.

The last question you are asked before the system prints your forms is, 'do you wish to print a test pattern to align the forms?' To print the test pattern, press *<ENTER>*. After each line of the test pattern is printed, you should make any necessary adjustments to the forms. You will be prompted to press *<ENTER>* to print the next line. You may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next form and begin to print the statements.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING STATEMENTS
```

You may stop the forms at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Month-End Procedures screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

3.3.5 Print Monthly Sales Tax Report

This option is used to print your Monthly Sales Tax Report. You may print this report at any time during the month, but you must print it at Month End also. When you select this option, the Monthly Tax Register will automatically print.

If the Georgia Sales Tax Report option is activated, this report will print after the standard Monthly Sales Tax Report along with the Local Option Distribution Report. If you reside in Georgia, you will notice that the Georgia Sales Tax Report prints exactly like the Sales & Use Tax report you must fill out each month. Just fill in the Sales & Use Tax Report with the figures from the Georgia Sales Tax Report.

If you do not reside in Georgia, you should use the Monthly Tax Report to fill out your state's necessary sales tax forms.

3.3.6 Reset File Totals

This option resets your current and/or year-to-date sales totals for the new month. Before you reset file totals, you should double check that you have all the Sales Analysis reports that you need for the month. This option actually zeros the current totals and, if you are at year end, the yearly totals. This option is MANDATORY.

When you select this option, the following message will be displayed:

```
        Are you sure that all Sales Reports have been run? [No ]
```

This question is reminding you that all sales reports MUST be run before proceeding. If you are sure that you have printed all the sales reports needed for this month, advance the select to [Yes] and press *<ENTER>*. The Reset File Totals screen with a series of questions will be displayed as follows:

```
                        Reset File Totals

              This program is used to reset both current
              and year-to-date totals in the Customer,
                   Inventory, and Salesman files.

              Clear [Current Totals Only          ]
                    [Current and Year-to-Date Totals]

     Do you want to clear the         Do you want to clear the
     Monthly History file? [Yes]      Monthly Orders File?  [Yes]
                           [No ]                            [No ]
        Selection Criteria:              Selection Criteria:
        Clear: [All Invoices    ]       Clear:  [All Invoices    ]
               [A Range of Invoices]            [A Range of Invoices]
                        Are you sure? [No ]
                                      [Yes]
```

The first question 'Clear' is asking you to select which sales totals you wish to clear. If you are processing for month end only, press *<ENTER>* while the screen is displaying [Current Totals Only]. If you are processing for month end and year end, advance the selector to [Current and Year-to-Date Totals] and press *<ENTER>*.

The next question you will be asked is 'Do you want to clear the Monthly History File?'. This file is used to print the Customer by Item Class Sales Report. If you would like to print this report for the year, you should not reset this file. To reset the file, press *<ENTER>*. If you only want to reset part of the file, you may specify [A Range of Invoices] for the selection criteria. Then, you will be prompted for the beginning and ending invoice dates to remove from the file. For example, If you want to print the report on a rolling twelve month basis, you would reset the file each month for the last month of last year. In other words, for May 1989, you would reset the file for May 1988.

The third question you will be asked is 'Do you want to clear the Monthly Orders File?'. This file may be used to print special reports using the Report Righter (IQ). The method you use to reset this file will depend on the type of report you wish to print. If you have not purchased the Report Righter, you should always reset this file completely. To reset the file, press *<ENTER>*. For the selection criteria, you may choose [All Invoices] or [A Range of Invoices]. If you choose [A Range of Invoices], you will be prompted for the beginning and ending invoice number to remove from the file.

A fourth question 'Do you want to clear the Extended A/R History File' will be displayed where the Monthly History question was previously displayed. This file is used to create prior invoice history under the Customer Balance Inquiry menu option. Periodically you should choose to purge past A/R history by a date range so the file does not become too large.

A fifth question 'Do you want to clear the Extended Invoice History File' will be displayed where the Monthly Order question was previously displayed. This file may be used to print special reports using the Report Righter (IQ). The method you use to reset this file will depend on the type of report you wish to print. If you have not purchased the Report Righter, you should always reset this file completely. To reset the file, press *<ENTER>*. For the selection criteria, you may choose [All Invoices] or [A Range of Invoices]. If you choose [A Range of Invoices], you will be prompted for the beginning and ending invoice number to remove from the file.

After answering the above questions a final question will appear, 'Are you sure?'. Profits is given you one last opportunity to begin again before clearing the sales totals. If you are not sure you have answered the above questions properly, press *<ENTER>* and you will return to the beginning of the process. If you feel you have answered the above questions correctly, advance the selector to [Yes] and press *<ENTER>*. Profits will clear the appropriate file totals and return to the Month End Procedures menu.

3.3.7 Month End Processing

This option is the final Month End procedure and is a MANDATORY step. When you select this option, Profits will remove paid invoices from the Accounts Receivable file. If the Print Paid Invoice List option is activated, a listing of each invoice removed and its payments will be printed. After the report prints, you will return to the Month End Procedures menu.

3.3.8 Print Aged Payment History

For Month End, you may print an Aged Payment History report which indicates the average number of days it took for your customers to pay their outstanding invoices.

This report is similar in appearance to the Aged Trial Balance, but is aged based on the number of days between the Invoice date and the Payment date.

When you select this option, the following questions will be asked.

```
Do you wish to recalculate Avg Payment Days? [No ]


Type of report to print:  [A Detailed Report]
                          [A Summary Report ]


Do you want to print? [All Customer        ]
                      [A Range of Customers]
                      [Customers with Balances over X Dollars]
                      [Customers with Balances over X Days   ]
                      [Customers with a Particular Salesman  ]
                      [Customer over their Credit Limit      ]
```

```
                    Do you wish to make further selections? [No ]
```

The first question, 'Do you wish to recalculate Avg Payment Days' allows you to age payment history based on the number of days between the Invoice date and the Payment date. If you answer [Yes] to this question, the system will process and move the payment history into the appropriate aging column on the report. (ie..Current, Over 30, Over 60).

The second question, 'Type of report to print' is an option wheel that allows you to print the report in a detailed format or a summary format. A detailed Aged Payment History report will print the each invoice and payment record. To print a detailed report, press *<ENTER>*. If you want to print the totals only, use the *<SPACEBAR>* to advance the selector to [A Summary Report] and press *<ENTER>*.

The next question lets you define how much of the Accounts Receivable file you want to print. You can select [All Customers], to print every customer with an payment history, [A Range of Customers], to print one or a range of customers. If you choose [A Range of Customers], you will be asked to define the first and last customer numbers you want to have printed. If you want only one customer to print, make the first and last customer number the same. You have several other choices on the option wheel. The choices on the selector are as follows:

Customers w/ Balances over X Dollars - You will be prompted for the dollar amount of the balance. If a customer's balance is over this amount, this customer will be printed.

Customers w/ Balances over X Days - You will be given a selector for the number of days. For example, if your aging period is 30 days, your options will be [Print customers with balances over 30 days], [Print customers with balances over 60 days], [Print customers with balances over 90 days].

Customer with a Particular Salesman - You will be prompted for the salesman whose customers you wish to print.

Customers over their Credit Limit - All customer who have balances over their credit limit will be printed.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                          PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Aged Payment History screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.0 WORK ON INVENTORY/SALES ANALYSIS

This sub-menu provides access to the Inventory and Sales Analysis functions. It is used to enter your beginning inventory counts, enter inventory transactions, review automatic inventory receipts generated from Piecework Tickets, and print various inventory, sales analysis and apparel specific reports. When you select this option, the following menu will appear.

```
                           Sample Company
   PROFITS                 S/N DocuCopy   Version 2.4   10:13:06  May  1, 95

   ┌─────────────────────────────────────────────────────┐
   │        P R O    │    INVENTORY/SALES ANALYSIS        │
   │                                                       │
   │  1.  Work on Mast 1. Process Inventory Transactions   │
   │  2.  Work on Bill 2. Process Inventory Counts         │
   │  3.  Work on Acco 3. Print Inventory Reports          │
   │  4.  Work on Inve 4. Print Sales Analysis Reports     │
   │  5.  Work on Prod 5. Print Qtrly and Other Reports    │
   │  6.  Work on Acct 6. Print Apparel Specific Reports   │
   │  7.  Work on Payr 7. Work on Serialized/Case Inventory│
   │  8.  Work on Gene 8. Execute IQ Procedures            │
   │  9.  Work on Job  9. IQ Reportwriter        (Opt.)    │
   │  0.  Exit System  0. Return to previous menu          │
   │                                                       │
   │                      Selection                        │
   └─────────────────────────────────────────────────────┘
```

Option 1 should be selected if you are not using Purchase Orders and need to enter receipts and adjustments to your Inventory. This option may also be used by the warehouse personnel to aid them in picking and shipping items on an order.

Option 2 is used to enter Inventory counts. Periodically you will want to count your inventory from your warehouse.

Option 3 is used to print various Inventory reports and perform Bill of Material functions. Bill of Materials is a separate module and may not have been purchased with the standard Profits software.

Option 4 is used to print many different type of Sales Analysis Reports. These reports allow you to identify your profitable customers, items, and salesmen.

Option 5 should be selected if you wish to print the Vendor Analysis report or perform a Vendor year-end update.

Option 6 is used to print various Apparel Reports. These reports may be printed any time you wish to view your inprocess finished good inventory.

Option 7 is used to work on Serialized and or Case Inventory. Serialized and Case Inventory are separate modules and may be purchased in addition to the Profits Inventory module. This module works in conjunction with the warehousing control module and allows you to maintain serial numbers for your items.

Option 8 is used to execute stored reports in IQ.

Option 9 should be selected if you wish to access IQ's (Intelligent Query) Reportwriter application. This is an optional package that may be purchased in addition to Profits.

4.1 PROCESS INVENTORY TRANSACTIONS

If you are not using Purchasing, you must enter all of your inventory receipts as inventory transactions. If you are using Purchasing, you only need to enter receipts that were not received as a purchase order. You should also use inventory transactions to enter any adjustments to inventory due to loss, damage, etc. Also, if you are not using Billing, you may use inventory transactions to keep your inventory up-to-date. The following screen is displayed when you select this option.

```
                              Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

       ┌──────────────────┬──────────────────┬───────────────────────────────┐
       │        P R O     │  INVENTORY /S    │  PROCESS INVENTORY TRANSACTIONS│
       │                  │                  │                               │
       │  1.  Work on Mast│1. Process Inve   │ . Enter Inventory Transactions │
       │  2.  Work on Bill│2. Process Inve   │ . Update files with Transactions│
       │  3.  Work on Acco│3. Print Invent   │                               │
       │  4.  Work on Inve│4. Print Sales    │                               │
       │  5.  Work on Prod│5. Print Qtrly    │                               │
       │  6.  Work on Acct│6. Print Appare   │                               │
       │  7.  Work on Payr│7. Work on Seri   │                               │
       │  8.  Work on Gene│                  │                               │
       │  9.  Work on Job │9. IQ Reportwri   │                               │
       │  0.  Exit System │0. Return to pr   │ . Return to previous menu      │
       │                  │                  │                               │
       │                  │                  │                  Selection    │
       └──────────────────┴──────────────────┴───────────────────────────────┘
```

Option 1 allows you to enter your inventory receipt transactions, and review automatic inventory orders receipts generated from coupon printing and entry. This option will also let you print an Edit List to check your work before you post the transactions to the Item file.

Option 2 is used to update the Inventory transactions to the Item file.

4.1.1 Enter Inventory Transactions

This option is used to enter your inventory transactions, print inventory labels and review the automatic inventory receipts generated from coupon printing and entry. When you select this option, a screen similar to the one below will be displayed.

```
 Item No.                     Quantity   Amount  Trans. Type  Date
 Description            UOM    Vendor #   Labels  Reference

10100                          1.00        .00   [Receipt]    52293
CARPENTRY NAILS         CS     1000        01
10200                          1.00        .00   [Receipt]    52293
MASONRY NAILS           CS     2000
```

To enter an inventory transaction you must key the following fields:

Item Number - The 12 character number identifying the item this transaction should effect.

Transaction Quantity - 9 digit numeric field used to store the total number of items involved in this transaction.

Transaction Amount - 9 digit numeric field with 2 decimal places used to store the total dollar amount of the transaction. If you enter a receipt, this amount will be used to re-calculate the average and last cost of the item. If the dollar amount is zero, the costs will not be re-calculated. If you enter a sale, this amount will be used to update the current and year-to-date dollar sales and dollar cost for the item.

Transaction Type - Refer to the chart below. NOTE: If the transaction quantity and/or amount is negative, the transaction will have the opposite effect of the result described below..

```
For this type:          You get these results:

[Receipt]               Adds to the on hand quantity

[Adjustment]            Adds to the on hand quantity

[Order]                 Adds to the on order quantity

[Issue]                 Subtracts from the on hand quantity

[Backorder]             Adds to the backorder quantity

[Sale]                  Subtracts from the on hand quantity
                         and adds to the sales quantity

[Reserve]               Adds to the allocated quantity

[F.G. Receipt]          Adds to the on hand quantity for
                         the Finished Good and subtracts
                         from the on order quantity of the
                         Finished Good.  (This option is
                         valid if you have purchased BOMP)

[F.G. Order]            Adds to the on order quantity for
                         the Finished Good and subtracts
                         from the on hand quantities of the
                         raw materials that make up the
                         Finished Good.  (This option is
                         valid if you have purchased BOMP)
```

Date - 6 digit numeric field used to store the date of the transaction. If must be in the format, MMDDYY.

Description - The description is automatically pulled from the master file for the item number entered above.

UOM - The unit of measure is automatically pulled from the master file for the item number entered above.

Vendor # - 8 character numeric field used to identify the vendor number the item was purchased from.

Labels - 4 digit numeric field allowing you to enter the quantity of inventory labels you would like printed.

Reference - 20 character description of the transaction to be printed on the Inventory Transaction Journal.

When you are satisfied with this transaction, press *<CTRL><ENTER>*. The item description will be displayed and the cursor will move to the next line.

<u>Print The Edit Listing or Inventory Labels</u>

When you have finished entering the transactions for this batch, you may print the Edit Listing and/or Inventory Labels. At the Enter Inventory Transactions screen, press the *<F2>* Print key.

You will be prompted to print either the [Edit Listing] and/or [Inventory Labels].

If you selected [Edit Listing], compare each transaction with your manual records. The item number, transaction type, transaction quantity, and amount are critical because they determine how the transaction will affect your Inventory file. Any discrepancy should be corrected before the transactions are updated.

If you selected [Inventory Labels], a label will print for all items where a label quantity was entered.

<u>Making Corrections to the Transactions</u>

From the Inventory Transaction screen you may use the *<F10>* Search key to inquire into the batch of inventory transactions and find the transaction to correct.

To delete an inventory transaction use the *<F10>* key to display the transaction. Use the *<F8>* Delete key to remove it and the remaining transactions will move up the screen.

You may also use the *<F5>* Up key or the *<F6>* Down key to move the cursor to a transaction that you wish to change or delete. Use *<SHIFT><F5>* or *<SHIFT><F6>* to page through the inventory transactions.

When you have finished making your corrections, you should re-print the Edit Listing to be sure it balances to your manual totals.

4.1.2 Update files with Transactions

This option is used to update the transactions to the Inventory file. As Profits processes the transactions, the following steps are taken:

1. The transactions will be updated to the Inventory file, and the Inventory Transaction Journal will be printed showing the old quantities and costs vs. the new item quantities and costs. **You should keep this report to complete your audit trail.**

2. After posting to the Inventory file, Profits will clear the inventory transactions batch file so you may begin entering a new batch of inventory transactions when necessary.

4.2 PROCESS INVENTORY COUNTS

Periodically, you will want to go into your warehouse and count your inventory. When you do, you need to enter the counts into Profits' Inventory file. The following screen is displayed when you select this option.

```
                          Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

        ┌──────────────────────────────────────────────────────────────┐
        │         P R O │   INVENTORY /S │ PROCESS INVENTORY TRANSACTIONS │
        │                                                                │
        │  1.  Work on Mast│1. Process Inve │. Print Physical Inventory Worksht │
        │  2.  Work on Bill│2. Process Inve │. Enter Physical Counts │
        │  3.  Work on Acco│3. Print Invent │. Post Physical Counts │
        │  4.  Work on Inve│4. Print Sales  │                        │
        │  5.  Work on Prod│5. Print Qtrly  │                        │
        │  6.  Work on Acct│6. Print Appare │                        │
        │  7.  Work on Payr│7. Work on Seri │                        │
        │  8.  Work on Gene│                │                        │
        │  9.  Work on Job │9. IQ Reportwri │                        │
        │  0.  Exit System │0. Return to pr │. Return to previous menu │
        │                                                                │
        │                                        Selection               │
        └──────────────────────────────────────────────────────────────┘
```

Option 1 allows you to print a Physical Inventory Worksheet before you take your actual inventory count.

Option 2 is used to enter your physical counts. This option will also let you print an Edit List to check your work before you post the counts to the Inventory file.

Option 3 is used to post the Inventory counts to the Item file.

4.2.1 Print Physical Inventory Worksheet

This option is used to print a Physical Inventory Worksheet. This report is designed to help you take the physical count as well as help the operator key the physical count.

When you select this option you will be prompted with the following selection criteria.

```
        Print:      [All Items      ]
                    [A Range of Items]
```

The question above prompts you for the selection criteria to print. You may print [All Items] or [A range of Items]. If you select [A Range of Items], you may select the range by:

```
Select:     [Item No.    ]
            [Item Classes ]
            [Vendors     ]
            [Bin Locations]
```

You may make any combinations of selections you wish. For example, you may print a Physical Inventory Worksheet for items in item class 10 and in bin location 10. When you have finished making your selections, use the *<F9>* End key to advance to the sort criteria. The sort criteria determines the sequencing of the report. The sort selector contains these options listed below:

```
            [By Item No.   ]
            [By Item Class ]
            [By Vendor     ]
            [By Bin Location]
```

Advance the selector to the sort criteria of your choice and press *<ENTER>*, You will then be prompted with the next question.

```
    Print Onhand Quantities  [No ]
```

If you would like to print the current onhand quantities from the Inventory file on the worksheet, advance this selector to [Yes]. If you would like the quantities to be left off the report, leave the selector set to [No]

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
            PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to Print Physical Inventory menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.2.2 Enter Physical Counts

Once the inventory has been counted this option is used to enter your actual counts. When you select this option, a screen similar to the one below will be displayed.

```
Item No.                  Quantity      Description        U/M
10100                     10.00         CARPENTRY NAILS    CS
10200                     15.00         CARPENTRY NAILS    CS
```

To enter a physical count transaction, simply key the item number and the physical count quantity from the Physical Worksheet, and press *<CTRL><ENTER>*. The item description and unit of measure will be displayed and the cursor will move to the next line.

IMPORTANT: Each item may have more than 1 count entered for it. When the inventory file is updated, the counts are totaled by item number. This total will be posted to the Inventory file as the new on hand quantity.

Print The Edit Listing

After entering approximately 100 transactions, you may choose to print the Edit Listing. This will make it easier to review your entered transactions for accuracy. At the Enter Physical Counts screen, press the *<F2>* Print key. Compare each transaction with the count written on the Physical Inventory Worksheet. The transactions are critical because they determine the on hand quantities for your inventory items. Any discrepancy should be corrected before the counts are updated.

Making Corrections to Inventory Counts

From the Enter Physical Counts screen you may use the *<F10>* Search key to inquire into the batch of inventory counts and find the transaction to correct.

To delete an inventory count use the *<F8>* Delete key to remove it and the remaining transactions will move up the screen.

You may also use the *<F5>* Up key or the *<F6>* Down key to move the cursor to a transaction that you wish to change or delete. Use *<SHIFT><F5>* or *<SHIFT><F6>* to page through the inventory counts.

When you have finished making your corrections, you should re-print the Edit Listing to be sure it balances to your manual count totals.

4.2.3 Post Physical Counts

This option is used to update the physical counts to the Inventory file. As Profits processes the counts, the following steps are taken:

1. The transactions will be updated to the Inventory file, and the on hand quantity will be changed to the total physical count you entered for each item. An Inventory Transaction Journal will be printed, showing the old on hand quantity and the new on hand quantity. **You should keep this report to complete your audit trail.**

2. After posting to the Inventory file, Profits will clear the physical inventory transaction batch file so you may begin entering a new batch of counts when necessary.

4.3 PRINT INVENTORY REPORTS

This option is used to print various Inventory Reports. You may print an Item Price List, Stock Status Report, or an Inventory Analysis Report. These reports may be printed any time you wish to see inventory information. This option is also used to print Bill of Material reports and perform various Bill of Materials functions. (Bill of Materials is an optional module). The following screen is displayed when you select this option.

```
                           Sample Company
PROFITS                 S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

        P R O      INVENTORY /S           INVENTORY REPORTS

   1.  Work on Mast 1. Process Inve  . Print Item Price Listing
   2.  Work on Bill 2. Process Inve  . Print Stock Status Report
   3.  Work on Acco 3. Print Invent  . Print Inventory Analysis Reports
   4.  Work on Inve 4. Print Sales   . Print BOMP Reports
   5.  Work on Prod 5. Print Qtrly   . Rollup BOMP Costs
   6.  Work on Acct 6. Print Appare  . BOMP Finished Good Inquiry
   7.  Work on Payr 7. Work on Seri  . Print Inventory Ranking Report
   8.  Work on Gene                  . Print Units Sold Report
   9.  Work on Job  9. IQ Reportwri
   0.  Exit System  0. Return to pr  . Return to previous menu

                                                   Selection
```

Option 1 allows you to print an Item Price List.

Option 2 is used to print a Stock Status Report.

Option 3 is used to print an Inventory Analysis Report.

Option 4 is used to print various Bill of Material reports. (This option is optional).

Option 5 allows you to "Roll-up" the costs in your inventory structures to the finished good. (This option is optional).

Option 6 lets you display the structure of a finished good on the screen. (This option is optional).

Option 7 is used to print an Inventory Ranking Report and to 're-rank your inventory items.

Option 8 is used to print the Units Sold Report.

4.3.1 Print Item Price Listing

This option is used to print an Item Price Listing. The report gives you item pricing information in several formats. This allows you to print a copy for a specific customer with only his prices listed or you can print a copy for your salesmen that shows all available prices.

When you select this option you will be prompted as follows:

```
Do you want to print?  [All Prices     ]
                       [A Selected Price]
```

The question allows you to define which prices you would like to print. If you would like to print the price list for [All Prices], press *<ENTER>*. If you want to print the report for one price level only, advance the selector to [A Selected Price]. Your choices are: [Base Price], [Level 1], [Level 2], [Level 3], [Level 4], or [Level 5]. When you press *<ENTER>*, the following message will be displayed:

```
Do you want to print:  [All   ]
                       [A Range]
```

To print the price list for all items, press *<ENTER>*. If you want to print the price list for a range of items, advance the selector to [A Range] and press *<ENTER>*. You will be prompted for the first and last item to print, *<CTRL><ENTER>* and the following message will be displayed:

```
Do you want to print the cost of the items?  [Yes]
```

To print the average cost for the items, press *<ENTER>*. To omit any cost figures, advance the selector to [No] and press *<ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Item Price List menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.3.2 Print Stock Status Report

This option is used to print the Stock Status Report. The report shows the on hand, on order, backorder, allocated, available, and minimum quantities. The unit cost for each item is printed along with the item's total on hand cost. The on hand cost is totaled for the items on the report. The following exceptions are flagged to the right of each item:

```
Items with none on hand
Items below minimum
Items on backorder
Items with a cost deviation
```

When you select this option you will be prompted as follows:

```
Do you want to print?  [All Items       ]
                       [A Range of Items]
```

The question allows you to define which items you would like to print. You will first be prompted for the selection criteria to print. You may print [All Items] or [A Range of Items]. If you select [A Range of Items], you may select by:

```
[Item No.    ]
[Item Classes]
[Vendors     ]
[An Exception]
[Bin         ]
[Exclude     ]
```

You may combine selections, if you wish. For example, you may print a Stock Status report for items 1000 to 9000 that are in item class 10. When you have finished making your selections, use the *<F9>* End key to advance to the sort criteria. The sort criteria determines the sequence of the report. The sort selector contains these options:

```
[By Item No.  ]
[By Item Class ]
[By Vendor    ]
```

Advance the selector to your choice and press *<ENTER>*. You will then be prompted with the next question.

```
Reduce Inventory by Rec'd & NOT Invoiced Items [No ]
```

If you select [Yes] to this question the item's onhand quantity will be reduced for items that have been received but not invoiced or paid for through Purchase Orders. This feature will give you the on hand value of the inventory that you have actually paid for. If you select [No] the on hand quantity in the Inventory file will be used to determine the on hand value of your inventory.

Advance the selector to your choice and press *<ENTER>*. You will then be prompted with the next question.

```
Do you want to print?  [All Detail  ]
                       [Single Line ]
                       [Totals Only ]
```

If you would like to print all detail for each item, select [All Detail]. If you would like to omit the second line of the report, UOM, Class, Vendor and Bin, select [Single Line]. If you would like to print totals only for all items, select [Totals Only]. If you select [Totals Only], you will be given the option to print the report to the [Printer] or to the [Screen].

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                      PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Stock Status menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.3.3 Print Inventory Analysis Report

This option is used to print the Inventory Analysis Report. The report shows the following fields for each item printed:

```
Item number and Description
Unit of Measure
Class
Vendor
Bin Location
Date of last sale
Current quantity sold and sales dollars
Year to date quantity sold, sales dollars,
On hand cost and value
Average usage
Projected months supply
```

When you select this option you will be prompted as follows:

```
                      Do you want to print?  [All Items      ]
                                             [A Range of Items]
```

The question allows you to define which items you would like to print. You will first be prompted for the selection criteria to print. You may print [All Items] or [A Range of Items]. If you select [A Range of Items], you may select by:

```
                        [Item No           ]
                        [Item Classes      ]
                        [Vendors           ]
                        [Date of Last Sale ]
                        [Year to Date Profit]
                        [Year to Date Sales ]
                        [On Hand Cost      ]
                        [Bin               ]
```

You may combine several selections, if you wish. For example, you may print an Inventory Analysis report for items 1000 to 5000 within item class 10. When you have finished making your selections, use the *<F9>* End key to advance to the sort criteria. The selection you make will determine the sequence of the report. The sort selector contains the following selections:

```
                        [By Item Number    ]
                        [By Item Class     ]
                        [By Vendor         ]
                        [By Date of Last Sale ]
                        [By Year to Date Profit]
                        [By Year to Date Sales ]
                        [By On Hand Cost   ]
                        [By Bin            ]
```

Advance the selector to the sort criteria of your choice and press *<ENTER>*. NOTE: If you choose to print the report by item class, sub-totals will be printed for each class. You will then be prompted with the last question.

```
              Exclude : [Inactive             ]
                        [Discontinued         ]
                        [Inactive & Discontinued]
                        [None                 ]
```

Advance the selector to which items you would like to exclude from the report and press *<ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Inventory Analysis menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.3.4 Print BOMP Reports

This option is used to print the Bill of Material Reports. All of the reports are accessed through this one menu option. NOTE: This option may be used only if you have purchased the Bill of Materials module. When you select this option the following screen will be displayed:

```
                   Select Bill of Materials Reports

Date, Item, Quantity                    Report Name            Copies
---------------------------------------------------------------------
Report Date              90589     Single Level Bill           1
First Structure Item               Indented Bill               1
                                   Summarized Bill             1
Last  Structure Item               Where Used Report           1
                                   Requirements Report         1
Cost figures to print?    [None]
Quantity                     1
```

To select the reports to print, you must key the following fields:

Report Date - Profits will display the system date. You may override the date if you wish.

First and Last Structure - Two 8 character numbers identifying a range of structures for which you want the reports printed. If you would like to print only one structure item simply key the First Structure only.

Cost figures to print? - You may choose to print the reports with [None], [Standard], or [Current] costs.

Quantity - 7 digit numeric field representing the quantity of this item for which you want the reports printed.

Number of Copies - A set of five 3 digit numeric fields indicating the number of copies you want of each BOMP report. If you specify zero copies, that report will not be printed.

When you are satisfied with your selections for this item, press *<CTRL><ENTER>*. The Print BOMP Reports screen will be re-displayed. You may print a set of reports for as many items as you wish. When you have selected all the reports you need at this time, press the *<F9>* End key.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print BOMP Reports menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.3.5 Roll-Up BOMP Costs

This option is used to rollup your Bill of Material costs. You may rollup the BOMP costs any time you wish to update your finished goods and intermediate assembly costs. You may choose to rollup these costs once a month or you may rollup these costs only when the prices of some of your raw materials change. NOTE: This option may be used only if you have purchased the Bill of Materials module. When you select this option the following message will be displayed:

```
            Do you wish to print the Cost Update Report? [Yes]
```

If you wish to print the Cost Update Report, press *<ENTER>*. Otherwise, advance the selector to [No] and press *<ENTER>*. Profits will calculate the new standard and current costs for each item using the Product Structure file. When the system is finished processing, you will return to the Roll-Up BOMP Costs menu.

4.3.6 BOMP Finished Good Inquiry

This option is used to view a specific item's up-to-date manufacturing costs. Profits will rollup a specified item's costs using the Product Structure file, but the inventory file will not be updated with these costs. NOTE: This option may be used only if you have purchased the Bill of Materials module.

The system will prompt you for the item number you wish to review. After typing in the item number a screen similar to the one below will be displayed. To exit the Finished Good Inquiry press *<ENTER>*.

```
Item Number  505MBK  REGULAR  BK  S     BOMBER JACKET


       Cost at --- Lower Levels ---  ---Total Unit Cost ---  Variance
       this level   Old   New            Old      New
       ------------------------Standard-------------------------------
Matl.    .000     884.575 884.575       1013.585 1013.585       .00
Labor   9.000      98.950  98.950
Over.   2.000      19.060  19.060

       ------------------------Current--------------------------------
Matl.    .000     912.320 912.320       1032.575 1032.575       .00
Labor   8.500      90.625  90.625
Over.   2.000      19.130  19.130

       Press ENTER when ready.
```

4.3.7 Print Inventory Ranking Report

This option is used to print the Inventory Ranking Report. The report shows the current sales quantity and cost for each item sold, percentage of sales and a cumulative percentage of sales for each item. It also computes and prints the item type ranking (A-D) assigned to each item based on the percentages in the Control file.

A backup is required because the item type ranking is recalculated each time the report is printed.

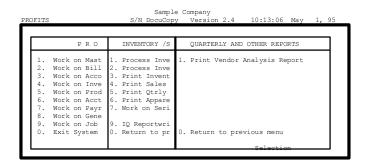When you select this option you will be prompted as follows:

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                   PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Inventory Ranking menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.3.8 Print Units Sold Report

This option is used to print the Units Sold Report. The report shows the following fields for each item printed.

```
Units sold for Months of the Year
Item Number
Item Description
Salesman
Customer
```

When you select this option you will be prompted as follows:

```
Type of report to print:  [All (This Year)]
                          [Selective      ]
```

If you would like to print all time, press *<ENTER>* otherwise advance your selector to [Selective]. If you choose [Selective] the following choices will be displayed.

```
Do you want to Print? [A range of invoice dates]
                      [A range of salesman      ]
                      [A range of customers     ]
                      [A range of items         ]
                      [A range of classes       ]
```

You may combine several selections, if you wish. For example, you may print the Units Sold report for items 1000 to 5000 within item class 10. When you have finished making your selections, use the *<F9>* End key to advance to the following question.

```
Print  [Item Summary   ]
       [All Item Detail]
```

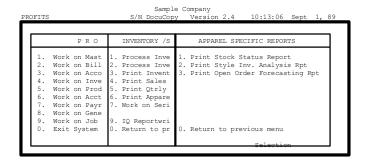Advance the selector to your choice and press *<ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
            PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Units Sold Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.4 PRINT SALES ANALYSIS REPORTS

This option provides access to the system's various sales analysis reports. You may print any of the Sales Analysis reports at any time. You should print a complete copy of each of them before you complete the Month End Procedure to keep for your sales records. When you select this option, a sub-menu similar to the one below will appear.

```
                              Sample Company
PROFITS                 S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

      ┌───────────────┬───────────────┬──────────────────────────────┐
      │      P R O    │  INVENTORY /S │   SALES ANALYSIS REPORTS     │
      ├───────────────┼───────────────┼──────────────────────────────┤
      │  1.  Work on Mast │ 1. Process Inve │ . Print Customer Sales Reports    │
      │  2.  Work on Bill │ 2. Process Inve │ . Print Inventory Sales Reports   │
      │  3.  Work on Acco │ 3. Print Invent │ . Print Sales Commission Reports  │
      │  4.  Work on Inve │ 4. Print Sales  │ . Print Mailing Labels            │
      │  5.  Work on Prod │ 5. Print Qtrly  │ . Print Comparative Customer Rpt. │
      │  6.  Work on Acct │ 6. Print Appare │ . Print Comparative Item Report   │
      │  7.  Work on Payr │ 7. Work on Seri │ . Print Comparative Salesman Rpt. │
      │  8.  Work on Gene │               │ . Print Cust. by Item Class Report│
      │  9.  Work on Job  │ 9. IQ Reportwri │ . Print Projected Cash Flow Report│
      │  0.  Exit System  │ 0. Return to pr │ . Return to previous menu         │
      └───────────────┴───────────────┴──────────────────────────────┘
                                              Selection
```

Option 1 allows you to print a Customer Sales Report. This report shows the current and year-to-date sales for specified customers.

Option 2 allows you to print an Inventory Sales Report. This report shows the current and year-to-date sales for selected items.

Option 3, Sales Commission Report, prints from the salesman commission figures accumulated by Profits.

Option 4 allows you to print Mailing Labels for various customer types.

Option 5, Comparative Customer Report, compares sales figures for your customers this year vs. last year.

Option 6, Comparative Item Report, compares sales figures for your items this year vs. last year.

Option 7, Comparative Salesman Report, compares sales figures for your salesmen this year vs. last year.

Option 8 is used to print the sales, cost, gross profit, and profit percent totals for each item that each customer has purchased.

Option 9, Projected Cash Flow Report, compares estimated collections to estimated payments for each forecast period.

4.4.1 Print Customer Sales Report

This option is used to print a Customer Sales Report. This report prints from your Customer file and shows the following information for each customer.

```
Date of last sale
Salesman
Current and year-to-date sales
Current and year-to-date gross profit (optional)
Current and year-to-date profit percentage (optional)
Current and year-to-date number of orders
Current quantity sold and sales dollars
Year to date quantity sold, sales dollars, and profit
On hand cost and value
Average usage
Projected months supply
```

When you select this option you will be prompted as follows:

```
Do you want to print?  [All Customers      ]
                       [A Range of Customers]
```

The question allows you to define which customers you would like to print. You will first be prompted for the selection criteria to print. You may print [All Customers] or [A Range of Customers]. If you select [A Range of Customers], you may select by:

```
[Customer Numbers   ]
[Year to Date Profit]
[Year to Date Sales ]
[Salesmen           ]
[Date of Last Sale  ]
[Customer Type      ]
[Customer Class Code]
```

You may combine several selections, if you wish. For example, you may print a Customer Sales report for customers whose salesman is 10 and who have made a purchase since January 1, 1989. When you have finished making your selections, use the *<F9>* End key to advance to the sort criteria. The selection you make will determine the sequence of the report. The sort selector contains the following selections:

```
[By Customer Number   ]
[By Year to Date Profit]
[By Year to Date Sales ]
[By Salesman          ]
[By Date of Last Sale ]
[By Customer Type     ]
```

Advance the selector to the sort criteria of your choice and press *<ENTER>*. You will then be prompted with the last question.

```
Include Gross Profit  [Yes]
                      [No ]
```

The last question is simply asking whether or not you would like the gross profit and percent to print on the report. If you would prefer to exclude this information from the report, advance the selector to [No].

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Customer Sales Reports menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.4.2 Print Inventory Sales Report

This option is used to print an Inventory Sales Report. This report prints from your Inventory file and shows the following information for each item.

```
Item Class
Current, year-to-date, and year-to-date drop shipped quantity sold
Current, year-to-date, and year-to-date drop shipped dollar sales
Current and year-to-date gross profit
Current and year-to-date profit percent
```

When you select this option you will be prompted as follows:

```
Do you want to print? [All Items      ]
                      [A Range of Items]
```

The question allows you to define which items you would like to print. You will first be prompted for the selection criteria to print. You may print [All Items] or [A Range of Items]. If you select [A Range of Items], you may select by:

```
[Item Numbers      ]
[Item Class        ]
[Year to Date Profit]
[Year to Date Sales ]
```

You may combine several selections, if you wish. For example, you may print an Item Sales report for items 1000 through 5000 or items in product class 10. When you have finished making your selections, use the *<F9>* End key to advance to the sort criteria. The selection you make will determine the sequence of the report. The sort selector contains the following selections:

```
[By Item Number       ]
[By Item Class        ]
[By Year to Date Profit]
[By Year to Date Sales ]
```

Advance the selector to the sort criteria of your choice and press *<ENTER>*. You will then be prompted with the last question.

```
Exclude : [Inactive            ]
          [Discontinued        ]
          [Inactive & Discontinued]
          [None                ]
```

Advance the selector to which items you would like to exclude from the report and press *<ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Inventory Sales Reports menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.4.3 Print Sales Commission Report

This option is used to print the Sales Commission Report. This report prints from commission figures accumulated by Profits. It is only available if you have activated the salesman commission option in the System Configuration Flags file. This report includes the following information for each invoice processed during the month:

```
Salesman
Customer Number
Invoice Number
Invoice Date
Net Sales
Cost
Gross Profit
Profit Percent
Commission Available
Commission Due
```

When you select this option you will be prompted as follows:

```
Do you want to print?  [All Salesmen     ]
                       [A Range of Salesmen]
```

The question allows you to define which salesmen you would like to print. You may print [All Salesmen] or [A Range of Salesmen]. If you select [A Range of Salesmen], you will be prompted for the first and last salesman number to print. After you make your selections, you will be prompted with the following question.

```
Do you want to print the cost and profit of each invoice? [No ]
```

You may print the report without the cost and profit columns. If you do want to print the cost and profit columns, advance the selector to [Yes] and press *<ENTER>*. If not, leave the selector set to [No] and press *<ENTER>*. You will be prompted with the following question.

```
Do you want to print each salesman on a separate page? [Yes]
```

The invoices are sequenced and subtitled by salesman. You may print each salesman on a separate page to give each of them a copy of his commission report. If you do not wish to print each salesman on a separate page, advance the selector to [No] and press *<ENTER>*. Otherwise, leave the selector on [Yes] and press *<ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Sales Commission Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.4.4 Print Mailing Labels

This option is used to print Mailing labels for your customers. This report prints the name and addresses from your Customer file. When you select this option you will be prompted as follows:

```
Do you want to print?  [All Customers      ]
                       [A Range of Customers]
```

The question allows you to define which customers you would like to print labels for. You will first be prompted for the selection criteria to print. You may print [All Customers] or [A Range of Customers]. If you select [A Range of Customers], you may select by:

```
[Customer Numbers  ]
[Salesman          ]
[Zip Codes         ]
[New Customers Only]
[Customer Types    ]
[Date of Last Sale ]
```

If you select [New Customers Only], only the customers that have been added since the last time you printed mailing labels for new customers will be printed. When you have finished making your selections, use the *<F9>* End key to advance to the sort criteria. The selection you make will determine the sequence of the report. The sort selector contains the following selections:

```
[By Customer Number]
[By Salesman       ]
[By Zip Code       ]
```

Advance the selector to the sort criteria of your choice and press *<ENTER>*. You will then be prompted with the next question.

```
How many labels do you wish to print across the form? [1 Across]
```

Profits prints on 3 1/2" by 15/16" labels. They can be [1 Across], [2 Across], or [3 Across]. [4 Across] will print the customer addresses on 132 column paper only, four blocks of 33 characters. Advance the selector to your choice and press *<ENTER>*. The following message will be displayed:

```
Do you wish to print a test pattern to align the labels? [Yes]
```

The last question you are asked before the system prints your labels is, 'do you wish to print a test pattern to align the labels?' To print the test pattern, press *<ENTER>*, when the test pattern is complete the message will re-appear. If you are satisfied with the test pattern, advance the selector to [No] and the labels will print.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                          PRINTING MAILING LABELS
```

You may stop the labels at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Mailing Labels screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.4.5 Print Comparative Customer Rpt.

This option is used to print the Comparative Customer Report. This report compares the current month's sales for each customer to the same month of last year and gives the percent of change. Then, the report compares the year to date sales through this month to the year to date sales for the same period last year and gives the percent of change. NOTE: The Extended Customer Sales option in the System Configuration Flags must be activated in order to print this report.

When you select this option you will be prompted with the following questions:

```
       Enter Month to print as the current month:  __

       Do you want to print [All    ]
                            [A Range]

       First to print - _____
       Last  to print - _____
```

The first question is prompting you for the sales month you would like to base the current month comparison on. For example, if your fiscal year is a calendar year and you would like to look at May's sales figures, you would enter 5 as the current month.

The second question lets you define how much of the file you want to print. You can select [All], to print every customer in the system, or you can choose [A Range], to print one or a range of customers. If you choose [A Range], you will be asked to define the first and last customer number you want to have printed. If you want only one customer, make the first and last customer number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                          PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Comparative Customer Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.4.6 Print Comparative Item Report

This option is used to print the Comparative Item Report. This report compares the current month's sales for each item to the same month of last year and gives the percent of change. Then, the report compares the year to date sales through this month to the year to date sales for the same period last year and gives the percent of change. NOTE: The Extended Inventory Sales option in the System Configuration Flags must be activated in order to print this report.

When you select this option you will be prompted with the following questions:

```
Enter Month to print as the current month:  __

Do you want to print [All    ]
                     [A Range]

First to print - _____
Last  to print - _____
```

The first question is prompting you for the sales month you would like to base the current month comparison on. For example, if your fiscal year is a calendar year and you would like to look at May's sales figures, you would enter 5 as the current month.

The second question lets you define how much of the file you want to print. You can select [All], to print every item in the system, or you can choose [A Range], to print one or a range of items. If you choose [A Range], you will be asked to define the first and last item number you want to have printed. If you want only one item, make the first and last item number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Comparative Item Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.4.7 Print Comparative Salesman Rpt.

This option is used to print the Comparative Salesman Report. This report compares the current month's sales for each salesman to the same month of last year and gives the percent of change. Then, the report compares the year to date sales through this month to the year to date sales for the same period last year and gives the percent of change. NOTE: The Extended Salesman Sales option in the System Configuration Flags must be activated in order to print this report.

When you select this option you will be prompted with the following questions:

```
Enter Month to print as the current month:  __


Do you want to print [All    ]
                     [A Range]


First to print - _____
Last  to print - _____
```

The first question is prompting you for the sales month you would like to base the current month comparison on. For example, if your fiscal year is a calendar year and you would like to look at May's sales figures, you would enter 5 as the current month.

The second question lets you define how much of the file you want to print. You can select [All], to print every salesman in the system, or you can choose [A Range], to print one or a range of salesmen. If you choose [A Range], you will be asked to define the first and last salesman number you want to have printed. If you want only one salesman, make the first and last salesman number the same.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Comparative Salesman Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.4.8 Print Cust. by Item Class Report

This option is used to print the Customer by Item Class Report. This report prints the sales, cost, gross profit, and profit percent totals for each item class that each customer has purchased. These amounts are subtitled by customer. The Extended Item Sales History option in the System Configuration Flags must be activated in order to print this report.

When you select this option you will be prompted as follows:

```
Do you want to print?  [All Invoices      ]
                       [A Range of Invoices]
```

The question allows you to define which invoices you would like to print sales information for. You will first be prompted for the selection criteria to print. You may print [All Invoices] or [A Range of Invoices]. If you select [A Range of Invoices], you may select by:

```
[Customer Numbers]
[Item Classes    ]
[Invoice Numbers ]
[Invoice Dates   ]
```

Depending on the amount of sales history that you are saving on your system, and the criteria that you select, this report can be printed for various time periods. When you have finished making your selections, *<CTRL><ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Customer by Item Class menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.4.9 Projected Cash Flow Report

This option is used to print the Projected Cash Flow. This report compares estimated collections to estimated payments for each forecast period, projecting a surplus or shortage of cash. It can be used to estimate your future cash position. The estimated collections are calculated based on the payment history of each customer. The estimated payments are dependent on the number of days given as the Accounts Payable payment goal.

When you select this option you will be prompted as follows:

```
Enter number of days to use as the forecast period:   30

Enter number of days to use as your A/P payment goal: 30
```

The first question prompts you for the number of days to use as the forecast period. The displayed number of days is your A/R aging period from the Control file. The report will show six periods. If you use 30 days as the forecast period, the periods will be 1 - 30 days, 31 - 60 days, 61 - 90 days, 91 - 120 days, 121 - 150 days, 151 - 180 days.

The second question prompts you for the number of days to use as your A/P payment goal. The displayed number of days is your A/P aging period from the Control file. This number of days is used to estimate when you will pay each open invoice.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Projected Cash Flow Report menu or [continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.5 PRINT QTRLY AND OTHER REPORTS

This option provides access to the Vendor Analysis Report. You may print the Vendor Analysis report any time you wish to review your purchases and payments from a particular vendor. The following screen is displayed when you select this option.

```
                              Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

    ┌──────────────────────────────────────────────────────────────────┐
    │         P R O     │   INVENTORY /S   │  QUARTERLY AND OTHER REPORTS │
    │                   │                  │                             │
    │  1.  Work on Mast │1. Process Inve   │1. Print Vendor Analysis Report│
    │  2.  Work on Bill │2. Process Inve   │                             │
    │  3.  Work on Acco │3. Print Invent   │                             │
    │  4.  Work on Inve │4. Print Sales    │                             │
    │  5.  Work on Prod │5. Print Qtrly    │                             │
    │  6.  Work on Acct │6. Print Appare   │                             │
    │  7.  Work on Payr │7. Work on Seri   │                             │
    │  8.  Work on Gene │                  │                             │
    │  9.  Work on Job  │9. IQ Reportwri   │                             │
    │  0.  Exit System  │0. Return to pr   │0. Return to previous menu   │
    │                   │                  │                   Selection  │
    └──────────────────────────────────────────────────────────────────┘
```

Option 1 allows you to print a Vendor Analysis Report. This report shows payments and purchases for each vendor this year and last year.

4.5.1 Print Vendor Analysis Report

This option is used to print a Vendor Analysis Report. This report prints from your Vendor file and shows the following information for each vendor.

```
        Vendor Number
        Vendor Name
        Date of Last Payment
        Purchases This Year vs. Last Year
        Payments This Year vs. Last Year
        Discounts This Year vs. Last Year
        Discounts Lost This Year vs. Last Year
```

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Vendor Analysis Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>.*

4.6 PRINT APPAREL SPECIFIC REPORTS

This option is used to print the various apparel reports available on the system. You may print these reports any time you wish to review your apparel specific inventory. The following screen is displayed when you select this option.

```
                              Sample Company
PROFITS                  S/N DocuCopy   Version 2.4    10:13:06  Sept  1, 89

       ┌──────────────────────────────────────────────────────────────┐
       │        P R O   │  INVENTORY /S  │   APPAREL SPECIFIC REPORTS    │
       │                                                                │
       │  1.  Work on Mast │1. Process Inve │1. Print Stock Status Report    │
       │  2.  Work on Bill │2. Process Inve │2. Print Style Inv. Analysis Rpt │
       │  3.  Work on Acco │3. Print Invent │3. Print Open Order Forecasting Rpt │
       │  4.  Work on Inve │4. Print Sales  │                                │
       │  5.  Work on Prod │5. Print Qtrly  │                                │
       │  6.  Work on Acct │6. Print Appare │                                │
       │  7.  Work on Payr │7. Work on Seri │                                │
       │  8.  Work on Gene │                │                                │
       │  9.  Work on Job  │9. IQ Reportwri │                                │
       │  0.  Exit System  │0. Return to pr │0. Return to previous menu      │
       │                                                   Selection       │
       └──────────────────────────────────────────────────────────────┘
```

Option 1 is used to print the Apparel Stock Status Report. This report shows the quantity of each style per category size.

Option 2 is used to print the Style Inventory Analysis report. This report shows the on hand quantity for a style/cut minus any allocated quantities.

Option 3 is used to print the Open Order Forecasting report. This report shows what styles/items are forecasted to be shipped in a 6 month range.

4.6.1 Print Stock Status Report

This option is used to print the Apparel Stock Status Report. When you select this option you will be prompted with the following selection criteria:

```
              Print:    [All Styles      ]
                        [A Range of Styles]
```

The question above prompts you for the selection criteria to print. You may print [All Styles] or [A range of Styles]. If you select [A Range of Styles], you may select the range by:

```
Select:    [Vendors     ]
           [An Exception]
           [Styles      ]
           [Item Classes]
```

When you have finished making your selections, use the *<F9>* End key to advance to the sort criteria. The sort criteria determines the sequencing of the report. The sort selector contains only one option for this report, [By Style].

The next selector prompts you with the following:

```
Exclude : [Inactive              ]
          [Discontinued          ]
          [Inactive & Discontinued]
          [None                  ]
```

Advance the selector to which items you would like to exclude from the report and press *<ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to Print Apparel Stock Status Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.6.2 Print Style Inv. Analysis Rpt

This option is used to print the Style Inventory Analysis Report. When you select this option you will be prompted with the following selection criteria:

```
Print:    [All Styles       ]
          [A Range of Styles]
```

The question above prompts you for the selection criteria to print. You may print [All Styles] or [A range of Styles]. If you select [A Range of Styles], you may select the range by:

```
Select:    [Vendors     ]
           [An Exception]
           [Styles      ]
           [Item Classes]
```

When you have finished making your selections, use the *<F9>* End key to advance to the sort criteria. The sort criteria determines the sequencing of the report. The sort selector contains only one option for this report, [By Style].

The next selector prompts you with the following:

```
Exclude : [Inactive            ]
          [Discontinued        ]
          [Inactive & Discontinued]
          [None                ]
```

Advance the selector to which items you would like to exclude from the report and press *<ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to Print Style/Color/Size Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.6.3 Print Open Order Forecasting Report

This option used to print the Open Order Forecasting report. When you select this option you will be prompted with the following selection criteria:

```
Print:    [All Orders      ]
          [A Range of Orders]
```

The question above prompts you for the selection criteria to print. You may print [All Orders] or [A range of Orders]. If you select [A Range of Orders], you may select the range by:

```
Select:   [Styles      ]
          [Item Classes]
          [Customers   ]
          [Ship Date   ]
          [Order Date  ]
```

When you have finished making your selections, use the *<F9>* End key.

You then be prompted with the following question:

```
              Enter Starting Month to begin Forecasting: __
```

Enter the starting month you wish to begin your forecasting on. For example, if you wish to print a report for January through June, you will enter '01' for January.

You then be prompted with the following series of questions:

```
        What Summary lines do you want printed:
            Size Detail      Y/N  [No ]
            Color Detail     Y/N  [No ]
            Category Detail  Y/N  [No ]
            Style Detail     Y/N  [No ]
```

When you are finished making your selection, press *<CTRL><ENTER>*. NOTE: you must select at least one summary line in order for the report to print.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to Print Open Order Forecasting Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

4.7 WORK ON SERIALIZED/CASE INVENTORY

This option is used to work on and maintain your serialized inventory and warranty cards. You will also use this option to maintain your case inventory. **NOTE:** Both Serialized and Case Inventory are separate modules and are purchased separately from the standard Inventory module. When you select this option, the following menu will appear.

```
                          Sample Company
PROFITS                S/N DocuCopy   Version 2.4    10:13:06  Sept  1, 89

  ┌──────────────────────────────────────────────────────────────────┐
  │         P R O    │  INVENTORY /S   │   SERIALIZED   INVENTORY      │
  │                  │                 │                               │
  │  1.  Work on Mast│1. Process Inve  │1. Maintain Serialized Inventory│
  │  2.  Work on Bill│2. Process Inve  │2. Receive Purchase Orders     │
  │  3.  Work on Acco│3. Print Invent  │3. Post Received Purchase Orders│
  │  4.  Work on Inve│4. Print Sales   │4. Work on Warranty Card File  │
  │  5.  Work on Prod│5. Print Qtrly   │5. Maintain Case Inventory     │
  │  6.  Work on Acct│6. Print Appare  │6. Adj. Case Warehouse Locations│
  │  7.  Work on Payr│7. Work on Seri  │                               │
  │  8.  Work on Gene│                 │                               │
  │  9.  Work on Job │9. IQ Reportwri  │                               │
  │  0.  Exit System │0. Return to pr  │0. Return to previous menu     │
  └──────────────────────────────────────────────────────────────────┘
                                                   Selection
```

Option 1 is used to add, maintain, or delete serial numbers from inventory.

Option 2 is used to receive purchase orders that contain item numbers with serial numbers.

Option 3 posts the received purchase orders to the inventory master file and miscellaneous information to the serialized inventory file.

Option 4 is used to add, maintain, or delete warranty card information.

Option 5 is used to add, maintain, or delete case inventory information.

Option 6 is used adjust case warehouse locations.

4.7.1 Maintain Serialized Inventory

This menu option is used to add, maintain, or delete serial numbers from inventory. Listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields that are applicable to your company.

Serial Number - 20 character field. You may use any combination of alphabetic and numeric characters to assign serial numbers to your items. Most often you will be entering the manufacturers assigned serial number to your inventory item.

Item Number - 12 character field. This is your item number that this serial number is to be assigned to. The item number must be set up in the Inventory Master File, option 1.2.1.

Description - 28 character field describing the item number used above. If you do not enter a description the item description from the Inventory Master File will be pulled automatically.

Lot # - 10 character field used to store the lot number or batch control number assigned to this item.

Manuf - 15 character field used to store the manufacturer's name or number, if applicable.

Model # - 15 character field used to store the model number associated, if any, with this particular item.

Warranty - 10 character field used to store the warranty number associated, if any, with this particular item's serial number.

Purchasing Info - The following purchasing information fields are automatically updated through the Profits purchase order module when a purchase order is entered and received for this serial number. If you are not using Profits purchase order module, you may enter the following fields manually.

Vendor # - 8 character field identifying the vendor you are purchasing this item from. If you are using Profits purchase order module this field is automatically updated when the purchase order is received with this serial number. If you are not using the purchase order module, you may enter this field manually.

S/O Number - 10 character field used to store a sales order number or invoice number, if applicable.   If you are using Profits purchase order module this field is automatically updated when the invoice number is assigned to an 'invoiced' purchase order.

Date - 6 digit field used to store the date this item was received. If you are using Profits purchase order module this field is automatically updated when the purchase order is received with this serial number. If you are not using the purchase order module, you may enter this field manually.

Cost - 9 digit numeric field with 3 decimal places used to store the cost of this item. If you are using Profits purchase order module this field is automatically updated when the purchase order is invoiced that contained this serial number. If you are not using the purchase order module, you may enter this field manually.

PO# - 6 digit numeric field used to store the purchase order number used to purchase this item. If you are using Profits purchase order module this field is automatically updated when the purchase order is received with this serial number. If you are not using the purchase order module, you may enter this field manually.

R/A Number - 6 character field used to store a return allowed number, if the item had to be returned to the manufacturer.

Open - 6 digit field used to store the date this item was returned to the manufacturer.

Closed - 6 digit field used to store the date this item was returned to you from the manufacturer.

Sold to Info - The following sold to fields are automatically updated through the Profits order processing module when an order is entered and invoiced for this serial number. If you are not using Profits order processing module, you may enter the following fields manually.

Cust # - 8 character field identifying the customer you are selling this item to. If you are using Profits order processing module this field is automatically updated when an order is taken with this serial number. If you are not using the order processing module, you may enter this field manually.

S/O Number - 10 character field used to store a sales order number or your order number, if applicable. If you are using Profits order processing module this field is automatically updated with Profits order number when an order is taken with this serial number.

Date - 6 digit field used to store the date this item was ordered. If you are using Profits order processing module this field is automatically updated when the order is placed. If you are not using the order processing module, you may enter this field manually.

Price - 9 digit numeric field with 3 decimal places used to store the selling price of this item. If you are using Profits order processing module this field is automatically updated when the order containing this serial number is invoiced. If you are not using the order processing module, you may enter this field manually.

Ship To - 4 digit numeric field used to store the ship to number used, if any, on this particular order. If you are using Profits order processing module this field is automatically updated when the order is invoiced with this serial number. If you are not using the order processing module, you may enter this field manually.

Inv Number - 6 digit numeric field used to store the invoice number used when billing the customer for this item. If you are using Profits order processing module this field is automatically updated when the order is invoiced and posted to accounts receivable. If you are not using the order processing module, you may enter this field manually.

Date - 6 digit field used to store the date this item was invoiced. If you are using Profits order processing module this field is automatically updated when the order is invoiced and posted to accounts receivable. If you are not using the order processing module, you may enter this field manually.

R/A Number - 10 character field used to store a return allowed number, if the item had to be returned to you from the customer.

Open - 6 digit field used to store the date this item was returned to you from the customer.

Closed - 6 digit field used to store the date this item was returned to the customer.

Comments - Two 60 character fields used to store any additional information on this particular serial number.

```
Serial Number

   Item Number
   Description                              Lot #
   Manuf              Model #              Warranty

Purchasing Info
   Vendor #         S/O Number      Date      Cost       .00
   PO #             R/A Number      Open      Closed
Sold To
   Cust No.         S/O Number      Date      Price      .00
    Ship To         Inv Number      Date
                    R/A Number      Open      Closed

Comments
```

The first question the system will ask is, what is the serial number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the serial number, you press *<ENTER>* to send the information to the computer. If a record with the serial number is found, the information is displayed on the screen. At this point, you may make any changes, delete the serial number by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found.
Do you wish to add it? [No ]
```

If you want to add the serial number to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer, and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the serial number, the system will display a screen similar to the one above. Fill in the blanks as required. Use the *<ENTER>* or *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

When the first screen looks the way you want it to, press *<CTRL><ENTER>* and the system will verify your input and notify you of any errors. If all information is correct the system will write the record to the disk and return you to the first screen, allowing you to enter the next serial number if applicable.

4.7.2 Receive Purchase Orders

This option is used to receive inventory items that contain serial numbers. This option is used instead of option 6.6.1, Maintain/Receive Purchase Orders to allow for serial numbers to be tracked on items requiring one.

When you select this option, the following screen will be displayed.

```
PO Number                              Order Date  25 May 93
WENTWORTH TOOL & DIE                    Requisition

Item Number    Description          Ordered   Received   Left    UOM

20500          OUTDOOR PAINT         15.00        .00      .00    GAL
20400          LATEX INDOOR PAINT    10.00        .00      .00    GAL




     Qty     1.0  Item            Serial
```

When you select this option you will be prompted for the Purchase Order Number you wish to process.

PO Number - 6 digit numeric field identifying the purchase order you wish to receive items on. If you do not know the purchase order number you may *<F10>* Search. You may search for the purchase order number by Vendor Name or PO #.

After entering the Purchase Order Number the purchase order will be displayed on the screen listing all line items that still need to be received.

As each line is displayed on the screen you may scan or enter each item along with its serial number as it is received into inventory. As each line of the purchase order is received in full, it will disappear from the screen leaving only the items left to be received.

If you have entered an incorrect serial number and need to re-enter your information, simply enter a negative quantity along with the item number and the serial number. It must be entered using the exact same numbers as when you incorrectly received the item. After you have entered your information, *<CTRL><ENTER>* and the line item is back on the screen waiting to be received.

When all items are received in full, or you want to leave the remaining items open, press *<F9>* End, and the system will update the appropriate files with the received information. You will return to the PO Number field where you may receive another purchase order if necessary.

4.7.3 Post Received Purchase Orders

This option is the last step in receiving a purchase order, and is mandatory. You should post your orders on a daily basis.

During the receipt posting option Profits will allow you to print inventory labels for the items you have just received. These labels may include barcodes if using one of the supported barcode printers.

If you do not want to print labels, simply press *<ENTER>* on the [Cancel] feature. If you do opt to print labels, select the printer. After printing the labels you will be prompted to insert stock paper before the system begins printing the posting reports.

1. Profits will post any received quantities to the Inventory file and PO information to the Serialized Inventory file. An Inventory Transaction Register will automatically be printed at this time.

4.7.4 Work on Warranty Card File

This menu option is used to add, change, or delete warranty card information. If warranty cards are issued when you manufacture and sell your product, the end user or purchasers' warranty information may be stored in this file. You may choose to enter all fields or just those fields that are applicable to your company.

User Number - 10 character field identifying the end user or purchaser of this particular item/serial number.

Serial Number - 20 character field identifying the item/serial number for which the warranty applies to.

Name - 30 character field used to store the end user's name or company name.

Address 1 - 30 character field used for the first address line of the end user's address.

Address 2 - 30 character field used for the second address line of the end user's address.

City - 18 character field used for the end user's city.

State - 2 character field used for the end user's state abbreviation. You should use the standard Post Office abbreviations.

Zip - 10 character field used for the end user's zip code.

Home Phone - 10 digit numeric field used to store the home phone number of the end user contact.

Work Phone - 10 digit numeric field used to store the work phone number of the end user contact.

Ext. - 5 character field used to store the end user's extension.

Item Number - 12 character field. This is your item number that this serial number was assigned to. The item number must be set up in the Inventory Master File, option 1.1.2.

Description - 28 character field describing the item number used above.

Manuf - 15 character field used to store the manufacturer's name or number, if applicable.

Model # - 15 character field used to store the model number associated, if any, with this particular item/serial number.

Warranty - 10 character field used to store the warranty number associated, if any, with this particular item's serial number.

Card Information - The following fields should be maintained when a warranty card is received from the end user or purchaser.

Date Received - 6 digit field used to store the date the warranty card was received by your company.

Purchased - 6 digit field used to store the date this particular item was purchased by the end user.

Purchased From - 20 character field used to store the name of the company this item was purchased from. Often the item is sold by you to a vendor who resells the product, if so, store the resellers name in this field.

Comments - Two 60 character fields used to store any additional information on this particular warranty card.

Sales Info - The following sales information fields are automatically updated through the Profits order processing and purchase order modules. If you are not using Profits order processing and purchase order modules, you may enter the following fields manually.

Cust # - 8 character field identifying the customer you sold this item to. If you are using Profits order processing module this field is automatically updated when an order is taken with this serial number. If you are not using the order processing module, you may enter this field manually.

S/O Number - 6 character field used to store a sales order number or your order number, if applicable. If you are using Profits order processing module this field is automatically updated with Profits order number when an order is taken with this serial number.

Date - 6 digit field used to store the date this item was originally purchased. If you are using Profits purchase order module this field is automatically updated when the purchase order is placed. If you are not using the purchase order module, you may enter this field manually.

PO# - 6 digit numeric field used to store the original purchase order number used to purchase this item. If you are using Profits purchase order module this field is automatically updated when the purchase order is received with this serial number. If you are not using the purchase order module, you may enter this field manually.

```
User Number
Serial Number

Name                         Item
Address 1                    Desc
Address 2                    Manuf.
City            St  Zip      Model
Home Phone                   Warranty
Work Phone           Ext

- - - - - - C A R D   I N F O R M A T I O N - - - - - S A L E S   I N F O - - -
Date Received       Purchased        Cust        S/O
Purchased From                       Date        P/O

Comments
```

The first question the system will ask, is what is the user number and serial number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the user number and the serial number, press *<CTRL><ENTER>* to send the information to the computer. If the warranty information already exists, the information is displayed on the screen. At this point, you may make any changes, delete the information by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found
Do you wish to add it?  [No]
```

If you want to add the warranty information to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the warranty information, the system will display a screen similar to the one above. Fill in the blanks as required. Use the *<ENTER>* or *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

When the screen looks the way you want it to, press *<CTRL><ENTER>*. The system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the first screen, allowing you to enter the next warranty card.

4.7.5 Maintain Case Inventory

At the time of this printing, this menu option has not been documented..

4.7.6 Adj. Case Warehouse Locations

At the time of this printing, this menu option has not been documented..

4.8 EXECUTE IQ PROCEDURES

This option is used to execute stored IQ procedures. This option will not allow you to make any changes to your stored procedures, you can only print reports from this option.

4.9 IQ REPORTWRITER

This option provides access to Intelligent Query's Reportwriter application. This is an additional software query package and may be purchased in addition to Profits. If you have purchased this product and select this option, you will automatically be taken the IQ Main Menu.

The Reportwriter has its own set of documentation, refer to this manual for complete instructions on accessing IQ.

5.0 WORK ON PRODUCTION INVENTORY

This sub-menu provides access to the production/inprocess inventory. It is used to enter cuts, print piece work coupons, inprocess reporting, material utilization and maintaining parts and equipment.

When you select this option, a screen similar to the one below will be displayed.

```
                          Sample Company
PROFITS              S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

       ┌──────────────────┬─────────────────────────────────┐
       │      P R O       │       PRODUCTION INVENTORY      │
       ├──────────────────┼─────────────────────────────────┤
       │ 1.  Work on Mast │ 1. Work on Inprocess Inventory  │
       │ 2.  Work on Bill │ 2. Print Piece Work Tickets     │
       │ 3.  Work on Acco │ 3. Print Inprocess Reports      │
       │ 4.  Work on Inve │ 4. Print Costing Reports        │
       │ 5.  Work on Prod │ 5. Work on Spread Sheets    Opt │
       │ 6.  Work on Acct │ 6. P.E.T.S.                     │
       │ 7.  Work on Payr │                                 │
       │ 8.  Work on Gene │                                 │
       │ 9.  Work on Job  │                                 │
       │ 0.  Exit System  │ 0. Return to previous menu      │
       │                  │                                 │
       │                  │            Selection            │
       └──────────────────┴─────────────────────────────────┘
```

Option 1 should be used to enter or change your cuts. It also is used to clear completed cuts from your inprocess inventory.

Option 2 is used to print or reprint your piece work coupons.

Option 3 provides you with your inprocess reports.

Option 4 is used to print your costing reports.

Option 5 is used to enter and maintain spread sheets.

Option 6 is used to enter transactions into the PARTS system.

5.1 WORK ON INPROCESS INVENTORY

This menu option is used to maintain the inprocess inventory. This section is fully documented in Profits Apparel User Guide.

```
                                 Sample Company
PROFITS                S/N DocuCopy   Version 2.4    10:13:06  May   1, 95
┌─────────────────────────────────────────────────────────────────────────┐
│  ┌──────────────┬────────────────┬──────────────────────────────────┐    │
│  │       P R O  │  PRODUCTION    │   INPROCESS MAINTENANCE MENU      │    │
│  │              │                │                                  │    │
│  │ 1. Work on Maste │1. Work on Inpr │1. Enter Cut Sheets              │    │
│  │ 2. Work on Billi │2. Print Piece  │2. Modify Cut Sheets             │    │
│  │ 3. Work on Accou │3. Print Inproc │3. Enter Completed Quantities    │    │
│  │ 4. Work on Inven │4. Print Costin │4. Reorganize Inprocess File     │    │
│  │ 5. Work on Produ │5. Work on Spre │5. Reorganize Completion History │    │
│  │ 6. Work on Accts │6. P.E.T.S.     │6. Enter Cost and Income Figures │    │
│  │ 7. Work on Payro │                │7. Cut Export  For Remote Plant  │    │
│  │ 8. Work on Gener │                │                                  │    │
│  │ 9. Work on Job C │                │                                  │    │
│  │ 0. End System    │0. Return to pr │0. Return to previous menu       │    │
│  └──────────────┴────────────────┴──────────────────────────────────┘    │
│                                                             Selection      │
└─────────────────────────────────────────────────────────────────────────┘
```

Option 1 allows you to enter or change a cut or bundle. This option will also let you print the Cut Sheet Master Listing.

Option 2 is used to make changes to cuts or bundles currently in the inprocess file that have already had tickets printed.

Option 3 is used to enter completion records manually. A completion record tells the system how many of a bundle or cut have been completed.

Option 4 should be run once a week to remove all cuts that are completed.

Option 5 allows you to remove a portion of the completion history. This option should be run at least one a week.

Option 6 lets you enter or modify the costing information on a per bundle or cut basis.

Option 7 allows you to export bundle information from one PROFITS location to another.

NOTE: These options are further documented in the Profits Apparel User's Guide.

5.2 PRINT PIECE WORK TICKETS

This menu option is used to print the coupon tickets for both new and existing cuts. The following screen is displayed when you select this option.

```
                              Sample Company
PROFITS               S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

    ┌─────────────────┬──────────────────┬──────────────────────────────┐
    │      P R O      │   PRODUCTION     │   PIECE WORK TICKETS MENU     │
    ├─────────────────┼──────────────────┼──────────────────────────────┤
    │ 1. Work on Maste│ 1. Work on Inpr  │ 1. Print Tickets for New Cuts │
    │ 2. Work on Billi│ 2. Print Piece   │ 2. Reprint Tickets for old Cuts│
    │ 3. Work on Accou│ 3. Print Inproc  │ 3. Modify Date Tickets Printed │
    │ 4. Work on Inven│ 4. Print Costin  │ 4. Print Care Labels (Opt)    │
    │ 5. Work on Produ│ 5. Work on Spre  │ 5. Rewrite Cutting2 Records   │
    │ 6. Work on Accts│ 6. P.E.T.S.      │                              │
    │ 7. Work on Payro│                  │                              │
    │ 8. Work on Gener│                  │                              │
    │ 9. Work on Job C│                  │                              │
    │ 0. End System   │ 0. Return to pr  │ 0. Return to previous menu   │
    └─────────────────┴──────────────────┴──────────────────────────────┘
                                          Selection
```

Option 1 is used to print coupons for bundles that were just entered. This option will not print coupons for any bundle which has a date in the date printed field.

Option 2 should be used if you need to reprint a bundle or cut. This option will print coupons for any bundle whether is has a date or not in the date tickets printed field.

Option 3 allows you to change or remove a date from the date tickets printed field. This might be used if you will not be printing tickets for a particular cut.

Option 4 is used to print care labels. Care Label Printing is a separate module that may be purchased from Practical Computers.

Option 5, Rewrite Cutting2 Records, allows you to correct the records used by payroll. These records determine which operations are valid and which have been paid. This option requires PCS support staff.

NOTE: These options are further documented in the Profits Apparel User's Guide.

5.3 PRINT INPROCESS REPORTS

This option provides access to the system s inprocess reports. When you select this option, a sub-menu similar to the one below will appear.

```
                              Sample Company
PROFITS              S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

  ┌──────────────────────────────────────────────────────────────────┐
  │                                                                    │
  │ ┌──────────────┬──────────────┬──────────────────────────────┐   │
  │ │       P R O  │  PRODUCTION  │    INPROCESS REPORTING MENU   │   │
  │ │              │              │                              │   │
  │ │ 1. Work on Maste│1. Work on Inpr│1. Print Inprocess Report    │   │
  │ │ 2. Work on Billi│2. Print Piece │2. Print Scheduling Report   │   │
  │ │ 3. Work on Accou│3. Print Inproc│3. Print Production Status Report│ │
  │ │ 4. Work on Inven│4. Print Costin│4. Print Completion Status Report│ │
  │ │ 5. Work on Produ│5. Work on Spre│5. Print Plant Loading Report│   │
  │ │ 6. Work on Accts│6. P.E.T.S.   │6. Print Completion History Report│ │
  │ │ 7. Work on Payro│              │                              │   │
  │ │ 8. Work on Gener│              │                              │   │
  │ │ 9. Work on Job C│              │                              │   │
  │ │ 0. End System   │0. Return to pr│0. Return to previous menu   │   │
  │ │              │              │                              │   │
  │ └──────────────┴──────────────┴──────────────────────────────┘   │
  │                                        Selection                  │
  └──────────────────────────────────────────────────────────────────┘
```

Option 1, Print Inprocess Report, is used to print a listing by cut number, of the cuts that are currently in your inprocess inventory. You may specify a range of cuts, a detailed or summary and with or without dollar values. This report also shows the number of days left to complete this bundle.

Option 2, Print Scheduling Report, is a report that compares your completion history with your current inprocess inventory. You must have answered [Yes] to the control file question regarding Save Completion History.

Option 3, Print Production Status Report, is very similar to the inprocess report as far as the actual data printed. The difference comes in your ability to select and sort the report into different orders.

Option 4, Print Completion Status Report. This report prints out by style number. Each cut within that style is listed along with each operation for that style. The system then computes a percentage complete for each cut / operation combination. This report can take awhile to run.

Option 5, Print Plant Loading Report, prints a listing of every operation that you currently have coupons for on the floor. It will show you both the quantity and dollar value for each operation. NOTE: This report should only be used if you are using the MASTER rate sheet. Refer to 1.9.2 for more information.

Option 6, Print Completion History Report, allows you to print a listing of what was shipped over a range of dates. This option is only valid if you answered [Yes] to the Save Completion History question in Control File Maintenance.

NOTE: These options are further documented in the Profits Apparel User's Guide.

5.4 PRINT COSTING REPORTS

This option provides access to the systems costing reports. When you select this option, a sub-menu similar to the one below will appear.

```
                             Sample Company
PROFITS                 S/N DocuCopy   Version 2.4   10:13:06  May   1, 95
 ┌─────────────────────────────────────────────────────────────────────────┐
 │ ┌──────────────────┬──────────────────┬──────────────────────────────┐   │
 │ │         P R O    │    PRODUCTION    │      COSTING REPORTS         │   │
 │ ├──────────────────┼──────────────────┼──────────────────────────────┤   │
 │ │ 1. Work on Maste │ 1. Work on Inpr  │ 1. Print Cost Analysis Report│   │
 │ │ 2. Work on Billi │ 2. Print Piece   │ 2. Print Work In Process Report │ │
 │ │ 3. Work on Accou │ 3. Print Inproc  │                              │   │
 │ │ 4. Work on Inven │ 4. Print Costin  │                              │   │
 │ │ 5. Work on Produ │ 5. Work on Spre  │                              │   │
 │ │ 6. Work on Accts │ 6. P.E.T.S.      │                              │   │
 │ │ 7. Work on Payro │                  │                              │   │
 │ │ 8. Work on Gener │                  │                              │   │
 │ │ 9. Work on Job C │                  │                              │   │
 │ │ 0. End System    │ 0. Return to pr  │ 0. Return to previous menu   │   │
 │ └──────────────────┴──────────────────┴──────────────────────────────┘   │
 │                                                             Selection     │
 └─────────────────────────────────────────────────────────────────────────┘
```

Option 1, Print Cost Analysis Report, is used to compare the estimated costs with the actual costs of your in process inventory.

Option 2, Print Work In Process Report, is a report that prints the style, color, and size of your in process inventory.

NOTE: These options are further documented in the Profits Apparel User's Guide.

5.5 WORK ON SPREAD/CUT SHEETS

This option allows you when you want to enter a cut sheet or a "spread sheet" and print the 'spread sheet' listing. When you select this option the following screen will appear. This menu option is only available if you have purchased Material Utilization.

```
                            Sample Company
PROFITS              S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

        ┌─────────────────┬──────────────────┬──────────────────────────────┐
        │      P R O      │   PRODUCTION     │    SPREAD/CUT SHEET MENU      │
        ├─────────────────┼──────────────────┼──────────────────────────────┤
        │ 1. Work on Maste │1. Work on Inpr  │1. Enter Spread/Cut Sheets     │
        │ 2. Work on Billi │2. Print Piece   │2. Print Spread/Cut Sheet Listing│
        │ 3. Work on Accou │3. Print Inproc  │3. Transfer Cut to PROFITS     │
        │ 4. Work on Inven │4. Print Costin  │4. Purge Spread/Cut File        │
        │ 5. Work on Produ │5. Work on Spre  │                               │
        │ 6. Work on Accts │6. P.E.T.S.      │                               │
        │ 7. Work on Payro │                 │                               │
        │ 8. Work on Gener │                 │                               │
        │ 9. Work on Job C │                 │                               │
        │ 0. End System    │0. Return to pr  │0. Return to previous menu     │
        │                  │                 │                    Selection  │
        └─────────────────┴──────────────────┴──────────────────────────────┘
```

Option 1 - Enter Spread/Cut Sheets, is where you enter the actual information for the spread sheet.

Option 2 - Print Spread/Cut Sheet Listing allows you to print a listing of your spread/cut sheets.

Option 3 - Transfer Cut to PROFITS is only available if you have purchased Material Utilization. This option allows to transfer a cut sheet from the Material Utilization System to the PROFITS System.

Option 4 - Purge Spread/Cut File allows you to periodically purge a range of spread/cut sheets.

NOTE: These options are further documented in the Profits Apparel User's Guide.

5.6 P.E.T.S.

This menu option is used to enter transactions into the PETS system, print its various reports, and perform month end processing. NOTE: P.E.T.S. is an optional module that may be purchased through P.C.S. in addition to PROFITS.

```
                               Sample Company
PROFITS                S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

    ┌─────────────────┬──────────────┬──────────────────────────────────┐
    │      P R O      │  PRODUCTION  │            P.E.T.S               │
    ├─────────────────┼──────────────┼──────────────────────────────────┤
    │ 1. Work on Maste│1. Work on Inpr│1. Enter Maintenance Transactions │
    │ 2. Work on Billi│2. Print Piece │2. Enter PO/Receipt Transactions  │
    │ 3. Work on Accou│3. Print Inproc│3. Print Parts Master Listing     │
    │ 4. Work on Inven│4. Print Costin│4. Print Below Minimum Report     │
    │ 5. Work on Produ│5. Work on Spre│5. Print Equipment Master Listing │
    │ 6. Work on Accts│6. P.E.T.S.    │6. Print Maintenance Listings     │
    │ 7. Work on Payro│               │7. Print PO/Receipt Listings      │
    │ 8. Work on Gener│               │8. Month End Processing           │
    │ 9. Work on Job C│               │9. Remove Maintenance Transactions│
    │ 0. End System   │0. Return to pr│0. Return to previous menu        │
    │                 │               │                    Selection     │
    └─────────────────┴──────────────┴──────────────────────────────────┘
```

Option 1 is used to enter your daily maintenance transactions into the system.

Option 2 is used to enter your purchase orders and receipt transactions for your PETS files.

Option 3 is the same listing you can print from with in the parts maintenance screen using the F2 key. It is located here for convenience.

Option 4 is used to print a listing of all parts on file that are below their re-order points.

Option 5 is the same listing you can print from the equipment maintenance screen using the F2 key. It is located here for convenience.

Option 6 is used to print a listing of the maintenance transactions that have been entered into the system.

Option 7 allows you to print a PO/Receipt Listing of any parts you have made PO/Receipt adjustments to.

Option 8 is used at the end of each month to reset the fields for the upcoming months transactions.

Option 9 is used to clear out unwanted maintenance history. This option may be taken at anytime.

5.6.1 Enter Maintenance Transactions

This menu option allows you to enter maintenance transaction into the system. These transactions will update the parts and equipment files. From this screen the following function keys are available.

When you select this option a screen similar to the one below will be displayed.

```
  Equipment Number                    (Equipment Name shows here)
  Transaction Date
  Down Time                 0.00
  Part Number                         (Part Name shows here)
  Part Qty                      0
  Part Cost                 0.00
  Labor Hours               7.50
  Labor Cost                0.00
  Comment

   Is Above Data Correct? [No ]
```

Each screen represents a maintenance transaction. These transactions must contain either a part number, equipment number or both. After entering the screen the system will verify the part number and equipment number. If they are valid numbers, the descriptions will be displayed to the right of the numbers. If they are invalid, the system will request new ones. When all information is correct the system will calculate the labor and part costs and display them on the screen.

At this point you may process the transaction by answering [Yes] to the "Is above Data Correct?" question. If you answer [No] the system will allow you to change any of the fields or exit to the menu using *<F4>*.

Equipment Number - A 12 character field that identifies the piece of equipment that was worked on. This number may be left blank if you specify a part number.

Transaction Date - The date the transaction was performed. This date determines which fields in the part and equipment files are updated so make sure you enter the correct dates. The format is DD, MMDD or MMDDYY. If you leave this field blank the system assumes today's date.

Down Time - A 4 digit numeric field with 2 decimal places used to store the number of hours that the machine was down. This field will be added to the down time field in the equipment master file. This field may be left blank if no equipment number is specified.

Part Number - A 20 character field that identifies the part number that was used. If more than one part number was used you must enter a transaction for each. This field may be left blank if a valid equipment number was specified.

Part Qty - A 3 digit numeric field that identifies the quantity of this part that was used. This quantity is subtracted from the onhand quantity in the parts inventory record. It is also used with the Last Cost field to calculate the cost of parts for this transaction.

Part Cost - A 6 digit numeric field with 2 decimal places used to store the dollar value of the parts used. The system will calculate this figure for you using Last Cost and Part Qty.

Labor Hours - A 4 digit numeric field with 2 decimal places used to store the number of hours that you worked on this machine. These hours are multiplied times the labor rate in the control file to determine Labor Cost.

Labor Cost - A 5 digit numeric field with 2 decimal places. This field is a calculated field. The system takes the labor hours entered above times the labor rate in the control file to get the Labor Cost. This Cost is added to the equipment Cost to Date and one of the monthly cost fields.

Comment - A 20 character field that you may use to identify the problem or other important information.

5.6.2 Enter PO/Receipt Transactions

This menu option allows you to enter PO/Receipt transactions into the system. These transactions will update the parts inventory files.

When you select this option a screen similar to the one below will be displayed.

```
     Part Number
     Quantity
     Cost
     Date
     Transaction type              [Receipt       ]
     Comment
```

Part Number - A 12 character field that identifies the part number that is being received or ordered. If more than one part number was received or ordered you must enter a transaction for each.

Quantity - A 5 digit numeric field used to store the quantity ordered of this particular part. The field will adjust the onhand quantity for that part number in the inventory file.

Cost - A 6 digit numeric field with 2 decimal places used to store the dollar value of the parts being received. The system will calculate this figure for you using Last Cost and Part Qty.

Date - The date that this maintenance transaction was performed. The system will automatically assume the current date. If you want a different date to appear, then you can enter the new date here in the format MM, MMDD, or MMDDYY.

Transaction Type - An option wheel that allows you to set the type of transaction you are making. [Receipt] will receive the parts into inventory, [PO] will move the quantity to last quantity ordered. To make your selection press the *<SPACEBAR>* and then *<ENTER>*.

Comment - A 20 character field used as a miscellaneous field. You may use this field to add any information that you may want to print on the Maintenance Listing.

5.6.3 Print Parts Master Listing

This option allows you to print a master listing of your parts inventory. You may also access this listing by pressing *<F2>* from the parts maintenance screen.   When you select this option you will be asked the following questions.

```
Do you want to print? [All Part #  ]
                      [All Desc    ]
                      [All Location]
                      [Range Part# ]
                      [Range Desc  ]
                      [Range Loc   ]
```

This prompt allows you to print the report either by part number, alphabetical by description or location. It also lets you select the entire file or just a selected range. Press the *<SPACEBAR>* until you desired choice appears, then press *<CTRL><ENTER>*.

The next prompt only appears if you selected one of the range options. It will be asking you for the lowest and highest part numbers, descriptions or locations you wish to print. When you have entered them press *<CTRL><ENTER>*. You may return to the previous prompt using the *<F3>* key.

Next you must decide if you would like the monthly usage figures and miscellaneous lines to be printed. Each prompt has a yes/no option wheel. Press the *<SPACEBAR>* until your choice is displayed for each and then press *<CTRL><ENTER>*.

5.6.4 Print Below Minimum Report

This option allows you to print a listing of your parts that are below the minimum onhand quantity.

When you select this option you will be asked the following questions.

```
Do you want to print? [All Part #     ]
                      [All Desc       ]
                      [Range Part#    ]
                      [Range Desc     ]
                      [Range Location #]
```

This prompt allows you to print the report either by part number or alphabetical by description. It also lets you select the entire file or just a selected range. Press the *<SPACEBAR>* until you desired choice appears, then press *<CTRL><ENTER>*.

The next prompt only appears if you selected one of the range options. It will be asking you for the lowest and highest part numbers or descriptions you wish to print. When you have entered them press *<CTRL><ENTER>*. You may return to the previous prompt using the *<F3>* key.

5.6.5 Print Equipment Master Listing

This option allows you to print a master listing of your equipment inventory. You may also access this listing by pressing *<F2>* from the equipment maintenance screen.

When you select this option you will be asked the following questions.

```
Do you want to print? [Short Listing]
                      [All Equip #  ]
                      [All Asset #  ]
                      [Range Equip #]
                      [Range Asset #]
```

This prompt allows you to print a Short Listing or a Long Listing of the report either by equipment number or asset number. It also lets you select the entire file or just a selected range. Press the *<SPACEBAR>* until you desired choice appears, then press *<CTRL><ENTER>*.

If you select Short Listing the screen will flash and give you a second screen similar to the first screen shown above. At this point you will select either All or A Range by equipment # or Asset #. The Short Listing will be a simple summary report.

To print a Long Listing you will Select All or A Range by equipment number or asset number from the First Screen. This will print a detailed Report of each record.

The next prompt only appears if you selected one of the range options. It will be asking you for the lowest and highest equipment or asset numbers you wish to print. When you have entered them press *<CTRL><ENTER>*. You may return to the previous prompt using the *<F3>* key.

Next you must decide if you would like the monthly cost figures and miscellaneous lines to be printed. Each prompt has a yes/no option wheel. Press the *<SPACEBAR>* until your choice is displayed for each and then press *<CTRL><ENTER>*.

5.6.6 Print Maintenance Listing

This option allows you to print a maintenance log of your equipment.

When you select this option you will be asked the following questions.

```
Do you want to print? [All    ]
                      [A Range]
```

This prompt allows you to print the entire file or just a selected range. Press the *<SPACEBAR>* until you desired choice appears, then press *<CTRL><ENTER>*.

The next prompt only appears if you selected [A Range]. It will asking you for the lowest and highest part number you have made PO/Receipt adjustments to. When you have entered them press *<CTRL><ENTER>*. You may return to the previous prompt using the *<F3>* key.

Next it allows you to select a date range that you want to print. This allows you to pull the listing for a certain period of time. Enter the lowest and highest date and press *<CTRL><ENTER>*. The format may be entered as DD, MMDD or MMDDYY. The parts of the date that are not specified will be supplied by the system from the current system date.

5.6.7 Print PO/Receipt Listing

This option allows you to print a PO/Receipt listing of the parts you have made PO/Receipt adjustments to.

When you select this option you will be asked the following questions.

```
            Do you want to print? [All    ]
                                  [A Range]
```

This prompt allows you to print the entire file or just a selected range. Press the *<SPACEBAR>* until you desired choice appears, then press *<CTRL><ENTER>*.

The next prompt only appears if you selected [A Range]. It will asking you for the lowest and highest equipment numbers you wish to print. When you have entered them press *<CTRL><ENTER>*. You may return to the previous prompt using the *<F3>* key.

Next it allows you to select a date range that you want to print. This allows you to pull the maintenance log for a certain period of time. Enter the lowest and highest date and press *<CTRL><ENTER>*. The format may be entered as DD, MMDD or MMDDYY. The parts of the date that are not specified will be supplied by the system from the current system date.

5.6.8 Month End Processing

This menu option allows you to perform your month end functions. This menu should be run at the end of each month and before entering any transactions for the following month.

The first option is used to reset the cost and usage fields of the parts and equipment inventories to zero for the upcoming month. It will also up the month counter in the control file by one.

When you select this option the system will begin resetting the fields and return to the menu when completed.

5.6.9 Remove Maintenance Transactions

This option may be run whenever you desire, but should be run on a regular basis. Its function is to remove your old maintenance transactions.

When you select this option the system will ask you for a date range of the transactions you wish to delete. The system will then remove any transaction that has a date within the range specified.

Once removed the records are gone and can no longer be accessed by the system.

6.0 WORK ON ACCTS PAYABLE/PURCHASE ORDERS

This sub-menu provides access to the accounts payable functions. It is used to enter new invoices, maintain and print open payables, pay open invoices, and perform check reconciliation. This sub-menu also provides access to the purchase order process. It is used to enter new purchase orders, maintain/receive open purchase orders, print various expected shipment reports, and inquire into purchase order history. When you select this option, the following menu will appear.

```
                          Sample Company
PROFITS              S/N DocuCopy   Version 2.4   10:13:06  May  1, 95

     ┌──────────────────────────────────────────────────┐
     │        P R O      │   ACCTS PAY/PURCH ORDERS       │
     │───────────────────┼────────────────────────────────│
     │ 1.  Work on Mast  │ 1. Enter New Invoices          │
     │ 2.  Work on Bill  │ 2. Maintain/Print Open Invoices │
     │ 3.  Work on Acco  │ 3. Pay Open Invoices           │
     │ 4.  Work on Inve  │ 4. Enter New Purchase Orders   │
     │ 5.  Work on Prod  │ 5. Print Open Purchase Orders  │
     │ 6.  Work on Acct  │ 6. Receive Purchase Orders     │
     │ 7.  Work on Payr  │ 7. Work on History Files       │
     │ 8.  Work on Gene  │ 8. Work on Monthend/Yearend    │
     │ 9.  Work on Job   │                                │
     │ 0.  Exit System   │ 0. Return to previous menu     │
     │                   │                                │
     │                         Selection                  │
     └──────────────────────────────────────────────────┘
```

Option 1 should be selected if you would like to enter new vendor invoices, edit the invoices, and post the new invoices to open payables.

Option 2 should be selected if you would like to maintain an open payable and print open payable listings.

Option 3 should be selected when you are ready to pay your open invoices.

Option 4 should be selected if you would like to enter new purchase orders, edit the orders, print purchase orders, and post the new purchase orders to the open purchase order file.

Option 5 should be selected if you would like to print a report to see what purchase orders are open. You may print an Expected Shipments Report or an Items Due Report.

Option 6 should be selected when you are ready to receive your goods into inventory and send an invoice for payment to Accounts Payable.

Option 7 should be selected if you would like to view past accounts payable or purchase order history. You may also purge this history when necessary.

Option 8 should be selected if you wish to print the Vendor Analysis report, perform a Vendor Year End, or Calculate a new re-order point for your inventory items, reconcile your accounts payable checks, and print 1099's.

6.1 ENTER NEW INVOICES

This option is used to enter new invoices. When you receive a vendor invoice, you will want to enter it into Profits in order to keep track of your payments due. You must enter and edit the invoice, and then you are ready to post the new invoices to Open Payables. When you select this option the following screen will be displayed.

```
                             Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May  1, 95

        ┌─────────────────┬─────────────────┬─────────────────────────────┐
        │        P R O    │ ACCOUNTS PAYA   │      ENTER NEW INVOICES      │
        ├─────────────────┼─────────────────┼─────────────────────────────┤
        │ 1.  Work on Mast│ 1. Enter New In │ 1. Work on Invoice Entry     │
        │ 2.  Work on Bill│ 2. Maintain / P │ 2. Post New Invoices         │
        │ 3.  Work on Acco│ 3. Pay Open Inv │                              │
        │ 4.  Work on Inve│ 4. Enter New Pu │                              │
        │ 5.  Work on Prod│ 5. Print Open P │                              │
        │ 6.  Work on Acct│ 6. Receive Purc │                              │
        │ 7.  Work on Payr│ 7. Work on Hist │                              │
        │ 8.  Work on Gene│ 8. Work on Mont │                              │
        │ 9.  Work on Job │                 │                              │
        │ 0.  Exit System │ 0. Return to pr │ 0. Return to previous menu   │
        └─────────────────┴─────────────────┴─────────────────────────────┘
                                                       Selection
```

Option 1 allows you to enter, change, or delete new invoices. This option will also let you print an Accounts Payable Edit List to check your work before you post the invoices to Open Payables.

Option 2 is used to post the vendor invoices to Open Payables. This option is mandatory.

6.1.1 Work on Invoice Entry

This option is used to enter, change or delete invoices. If you are not using Purchase Orders, all of your vendor invoices must be entered into Open Payables using this procedure. If you are using Purchase Orders, you only need to enter invoices that were not set up as purchase orders.

When you select this option, the following screen will be displayed.

```
Vendor          Invoice Number        Post to [No Interface]


V
E HIGGINS TOOL & DIE
D 234 MAIN STREET
O ST. JOSEPH        MI    49103
R
                              Invoice Type [Normal Invoice]
Description                   Payment Type [Normal Payment]
Invoice Date            90189 Check Number            0
Due Date                    0 Check Date              0
Terms                         Halt Status  [OK TO PAY   ]
Disc Pct      .000  Disc Days 0  A/P Account          2010
                    Due Days  0  Cash Account         1020
```

You will first be prompted for the Vendor Number, Invoice Number, and whether or not you are interfacing this invoice into the Job Cost module. These fields are described as follows:

Vendor Number - 8 digit numeric field identifying the vendor whose invoice you are entering. If you do not know the vendor number, you may use the *<F10>* Search key. If you want to use a new vendor, you may add it at entry. If you do not want to set up the vendor, you may use the on-time vendor (vendor # 00000000).

Adding a Vendor

If you are entering an invoice for a new vendor, key the vendor number you want to assign this vendor and the invoice number and *<CTRL><ENTER>*. The following message will be displayed.

> Vendor does not exist, do you wish to add it? [No]

To add the vendor, advance the selector to [Yes] and press *<ENTER>*. The first Invoice Entry screen will be displayed with some of the vendor information fields highlighted. You must fill in each of the highlighted fields in order to add the vendor. The rest of the vendor information comes from the default vendor (vendor number 00000000).

Using The One-Time Vendor

Key the vendor number 00000000. When you key the invoice number and press *<CTRL><ENTER>*, vendor 00000000's information will be displayed. You need to key the vendor name and address. Each invoice for the one-time vendor is treated as though it was for a different vendor.

Invoice Number - 10 character field used to identify this invoice. This number will be printed on the check stub when the invoice is paid, so if possible, use the number assigned by your vendor.

After keying the vendor number and invoice number, *<CTRL><ENTER>*. The system will then prompt you to 'Post To' the following two selections. If you have not purchased PROFITS Job Cost module, leave the selector set to [No Interface]. If you are utilizing Job Cost and would like this invoice to interface to this module, advance the selector to [Job Costing].

After keying the vendor number, invoice number, and entering the post to selection, *<CTRL><ENTER>*. If the vendor number exists, the vendor's information from the Vendor file will be displayed as well as other information pertinent to this order. The displayed fields are as follows:

Vendor Address - The vendor's name and address information comes from the Vendor file. If the accounts payable check should be sent to another address, you need to override this information.

Description - A 20 character field used to describe the invoice on the Open Payables list and on the check stub.

Invoice Date - The displayed date is your system date. If your vendor processed your order on another day, you need to key the date in the format, MMDDYY. This date is used as the basis for calculating the Due Date.

Due Date - Profits displays a zero for the due date. You may key a due date or Profits will use the due days and due date method from the Vendor file to calculate the due date. If you want Profits to re-calculate the due date after you change the invoice date, key a zero.

Terms - The displayed terms description is determined by the discount percentage, discount days, and due days from the Vendor file. If you change the terms for this invoice, you need to change the description accordingly.

Discount Percent - The displayed discount percent is from the Vendor file. This percentage will be applied to each line of the invoice as available discount if the invoice is paid before the due date. You may override the discount percentage or amount by line. If a different discount percentage should be applied to this entire invoice, you may key it in.

Discount Days - The displayed number of days comes from the Vendor file. Profits uses the discount days to determine the discount date. If a different number of days should be used to determine the discount date for this invoice, you may key it in.

Due Days - The displayed number of days comes from the Vendor file. Profits uses the due days to determine the due date for the invoice. If a different number of days should be used to determine the due date for this invoice, you may key it in.

Invoice Type - If you use [Normal Invoice], the invoice will be posted to Open Payables. If you use [Credit Memo], the invoice amounts will be reversed and posted to Open Payables. Any entries made to General ledger will be reversed also. You will need to use a different invoice number for the credit memo than the original invoice number. You may want to add "CM" to the end of the original invoice number.

Payment Type - If you use [Normal Payment], the invoice or credit memo will be posted to Open Payables. If your Accounting Method is set to Accrual, the appropriate General Ledger entries will be made on the Purchase Journal -- the expense accounts debited, the Accounts Payable account credited.

If you use [Prepaid], the invoice or credit memo will not be posted to Open Payables. The General Ledger entries are made as though the invoice has already been paid (for example, you wrote a manual check). The Cash Disbursements Journal will debit the expense accounts and credit the Cash account.

Check Number - If the invoice or credit memo is prepaid, you must enter the check number for posting to the Check Reconciliation file.

Check Date - If the invoice or credit memo is prepaid, you must enter the date of the check for posting to the Check Reconciliation file.

Halt Status - The choices in the halt status selector are determined by the Control file. The first choice will be "OK TO PAY". If this invoice should be paid when due, set the selector to "OK TO PAY". If you want to hold payment on this invoice, set the selector to the status representing your reason why.

A/P Account - The displayed account number comes from the Control file. If this invoice should be posted to a different Accounts Payable account, you may key it in.

Cash Account - The displayed account number comes from the Control file. If this invoice should be credited to a different cash account when paid, you may key the account number.

When you are satisfied with the information on the first Invoice Entry screen, press *<CTRL><ENTER>*. The second Invoice Entry screen will be displayed as follows:

The cursor will then drop down to Line Amount. If you had previously entered any line amounts on this invoice these entries will also be displayed.

```
Vendor  1000      Invoice Number 3869              Amount Distributed
ABC Company                                                50.00

  Line Amount   Account   Description      Disc Amount  Disc %  Account

     50.00       5010    ABC COMPANY          1.00     2.000    5020




  Job No.        Stage No.     Activity Code    Activity Type  [L]
```

This screen is used to enter each line of the invoice and distribute the expenses to the appropriate accounts and jobs if utilizing Job Cost. For each line, you must enter the following fields:

Line Amount - You should key the total dollar amount to be distributed to one expense account.

Account - The displayed account number comes from the Vendor file. If you do not know the account number you want to distribute this expense to, you may use the *<F10>* Search key.

Description - The description is a 20 character field that will be posted to the General Ledger detail when the expense account is debited.

Discount Amount - If you do not key a discount amount, Profits will calculate the amount based on the displayed discount percentage.

Discount Percent - the displayed discount percent comes from the first Invoice Entry screen. If you do not key a discount amount Profits will use the percentage to calculate it. You may override the discount amount by changing the discount percent.

Account - The displayed discount account comes from the Control file. If the discount for this distribution of the invoice should be credited to a different account, you need to override the account.

When you are satisfied with the above line information, press *<CTRL><ENTER>*. If you are utilizing PROFITS Job Cost module you will be prompted for the Job Number, Stage Number, Activity Code and Activity Type associated with this invoice line item.

When you are satisfied with all line information, press *<CTRL><ENTER>*. The total amount distributed for this invoice will be displayed at the top of the screen.

When you have finished entering the lines of the invoice, you should review them on the screen. If you are satisfied with them and want to begin the next invoice, press the *<F9>* End key.

Print The Edit Listing

After you have entered each vendor invoice, you should print an Edit Listing. From the first Invoice Entry screen, press the *<F2>* key. You will be given a selection to print [All Invoices], [A Range of Invoices], [Selective Invoices], or [Totals Only]. Advance the selector to your choice and press *<ENTER>*. If you choose [A Range of Invoices], you will be prompted for the first and last invoice to print. If you choose [Selective Invoices], you will be prompted for each invoice number to print. If you choose [Totals Only], the totals from the bottom of the Edit Listing will be printed.

Once the Edit Listing has printed, you need to balance the printed invoices to your vendor invoices. You may run an adding machine tape on the total dollar amount of the invoices. Compare this total to the total at the bottom of the Edit Listing. If there is any discrepancy in the totals, you need to check each invoice to find your mistake. Any discrepancy should be corrected before posting the invoices to Open Payables.

Making Corrections to Existing Invoices

From the first Invoice Entry screen, key the Vendor Number and Invoice Number of the invoice you need to change. When you press *<ENTER>*, that invoice's information will be displayed. Make the necessary changes the same way you would if you were entering the invoices.

If you need to delete the new invoice, press the *<F8>* Delete key. The following message will be displayed.

```
            Are you sure you want to delete this invoice? [No ]
```

To delete the invoice, advance the selector to [Yes] and press *<ENTER>*.

On the second Invoice Entry screen, you may use the *<F5>* Up key or the *<F6>* Down key to move the cursor to the line amount that needs to be changed. If you have multiple pages of line amounts, you may use the *<F5>* and *<SHIFT>* or *<F6>* and *<SHIFT>* keys to page through the line items.

To delete a line item, move the cursor to that line and use the *<F8>* Delete key. The following message will be displayed.

```
            Are you sure you want to delete this line? [No ]
```

To delete the line, advance the selector to [Yes] and press *<ENTER>*. The line will be deleted and the remaining lines will be moved up. To insert a line, move the cursor to the position where you want the new line to be and use the *<F7>* Insert key. A line will be inserted in this position for you to key the line amount information.

You should reprint the Edit Listing for any invoices that you change and review them carefully. Or you may choose to print a Totals Only Edit List to be sure that you are in balance after making the changes.

6.1.2 Post New Invoices

This option is the last step in entering a new vendor invoice, and is mandatory. You should post your invoices on a daily basis. As Profits processes the new invoices, the following steps are taken:

1. If the update General Ledger with A/P option is activated, you will be prompted for the General Ledger period to post these entries to. Key the period you want these entries posted to.

2. If your Accounting Method option is set to Accrual, the entries printed on the Purchase Journal will be posted to General ledger. Each expense account will be debited, and the Accounts Payable account will be credited with the total of the invoices. If your Accounting Method is set to Cash, no entries will be posted to General Ledger for normal payment invoices.

3. If there are any prepaid invoices, a Cash Disbursements Journal will be printed and the appropriate entries will be posted to General Ledger. These entries are made regardless of your Accounting Method. Each expense account will be debited and the Cash account will be credited with the total of the prepaid invoices.

4. If interfacing with Job Cost, a Job Costing Post Transaction Listing will be printed. This Listing prints the cost amount for each line item invoiced. It also lists the old actual cost and the new actual cost for each line item.

5. All normal invoices will be posted to the Open Payables file to be paid at a later date.

6. Finally, after posting to the Open Payables file, Profits will empty the new invoice batch file so you may begin entering a new batch of invoices when necessary. **You should keep all reports printed to complete your audit trail.**

6.2 MAINTAIN / PRINT OPEN INVOICES

This option is used to maintain your open invoices, and print the Open Payable reports. When you select this option the following screen will be displayed.

```
                              Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

        ┌──────────────────────────────────────────────────────────────┐
        │         P R O   │ ACCOUNTS PAYA │ MAINTAIN / PRINT OPEN INVOICES │
        │                 │               │                              │
        │  1.  Work on Mast│1. Enter New In│1. Maintain Open Payables     │
        │  2.  Work on Bill│2. Maintain / P│2. Print Open Payables Report  │
        │  3.  Work on Acco│3. Pay Open Inv│3. Print Aged Open Payables Report │
        │  4.  Work on Inve│4. Enter New Pu│                              │
        │  5.  Work on Prod│5. Print Open P│                              │
        │  6.  Work on Acct│6. Receive Purc│                              │
        │  7.  Work on Payr│7. Work on Hist│                              │
        │  8.  Work on Gene│8. Work on Mont│                              │
        │  9.  Work on Job │               │                              │
        │  0.  Exit System │0. Return to pr│0. Return to previous menu    │
        │                  │               │                              │
        │                              Selection                          │
        └──────────────────────────────────────────────────────────────┘
```

Option 1 allows you to maintain and change certain fields on an open invoice.

Option 2 is used to print the Open Payables Report. You may print the report for all open invoices or selective invoices.

Option 3 is used to print the Aged Open Payables Report. This report prints the open invoices in aging columns.

6.2.1 Maintain Open Payables

This option is used to maintain and/or change certain fields on an open invoice. You may change any of the displayed information on the invoice except the invoice type, Accounts Payable account and Cash Account.

When you select this option, the following screen will be displayed.

```
Vendor          Invoice Number


V
E HIGGINS TOOL & DIE
D 234 MAIN STREET
O ST. JOSEPH        MI    49103
R
                              Invoice Type [Normal Invoice]
  Description                 Payment Type [Normal Payment]
  Invoice Date        90189   Check Number             0
  Due Date                0   Check Date               0
  Terms                       Halt Status   [OK TO PAY   ]
  Disc Pct      .000  Disc Days   0  A/P Account         2010
                      Due Days    0  Cash Account        1020
```

You will first be prompted for the Vendor Number and Invoice Number you wish to maintain:

Vendor Number - 8 digit numeric field identifying the vendor whose invoice you are maintaining.

Invoice Number - 10 character field used to identify this invoice. If you do not know the invoice number, you may use the *<F10>* Search key.

After keying the vendor number and invoice number, *<CTRL><ENTER>*. The first Open Payables Maintenance screen will be displayed complete with the invoice information. You may change any of the displayed information except the invoice type, Accounts Payable account and the Cash account.

The most common maintenance routine is changing an open invoice to prepaid. For Example, if you have written a manual check for one of the invoices in Open Payables, you will need to change the payment type selector to [Prepaid]. Then, you must key a check number and check date. To remove the invoice from the Open Payables file, you must select prepaids to be paid the next time you make vendor payments. Profits will not print checks for invoices that have been changed to pre-paid, but the appropriate entries will be made to General Ledger.

When you are satisfied with the displayed information, press *<CTRL><ENTER>*. The second Open Payables Maintenance screen will be displayed as follows:

```
Vendor  1000      Invoice Number 3869                    Amount Distributed
ABC Company                                                      50.00

  Line Amount    Account   Description        Disc Amount  Disc %  Account

      50.00       5010    ABC COMPANY             1.00    2.000    5020




  Expense Account  - Purchases
  Discount Account - Purchase Discount
```

The cursor will drop to the description field. You will notice that the line amount and expense account fields are not highlighted. You cannot change the line amount or the expense account because the expense entries have already been made to General Ledger. However, you may alter the description, discount amount, discount percent, or the discount expense account.

When you are satisfied with the lines as they appear on the screen, use the *<F9>* End key to return to the vendor number prompt.

6.2.2 Print Open Payables Report

This option is used to print an Open Payables Report. This report prints from the Open Payables file and shows the following information for each open invoice.

```
Purchase Order Number
Invoice Date
Discount Date
Due Date
Due Days
Gross Amount
Discount Amount
Paid to Date
Net Due
```

When you select this option you will be prompted as follows:

```
Do you want to print?  [All Invoices      ]
                       [Selective Invoices]
```

The question allows you to define which open invoices you would like to print. To print the report for all invoices, press *<ENTER>*. If you choose to print [Selective Invoices], you may select by:

```
[Vendor Numbers]
[Due Dates     ]
[Discount Dates]
```

You may combine selections. For example, you may print an Open Payables report for invoices with due dates between 80189 and 83089, and discount dates between 80189 and 81589. When you have finished making your selections, use the *<F9>* End key to advance to the sort criteria. The selection you make will determine the sequence of the report. The sort selector contains the following selections:

```
[By Vendor Number]
[By Due Date     ]
[By Discount     ]
```

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Open Payables menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

6.2.3 Print Aged Open Payables Report

This option is used to print an Aged Open Payables Report. This report prints the net amount due in aging columns -- current, over 30, over 60, or over 90 and shows the following information for each open invoice.

```
Purchase Order Number
Due Date
Gross Amount
Discount Amount
```

When you select this option you will be prompted as follows:

```
Do you want to print? [All Invoices      ]
                      [Selective Invoices]
```

The question allows you to define which open invoices you would like to print. To print the report for all invoices, press *<ENTER>*. If you choose to print [Selective Invoices], you may select by:

```
[Vendor Numbers]
[Due Dates     ]
```

You may combine selections. For example, you may print an Aged Open Payables report for vendor 1000's invoices with due dates between 90189 and 93089. When you have finished making your selections, use the *<F9>* End key to advance to the sort criteria. The selection you make will determine the sequence of the report. The sort selector contains the following selections:
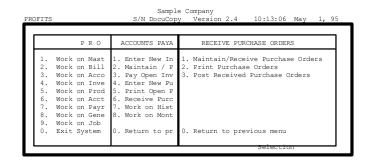
```
[By Vendor Number]
[By Due Date    ]
```

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Aged Open Payables Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

6.3 PAY OPEN INVOICES

This option is used to make invoice payment selections, print a Cash Requirements Report, print the Accounts Payable checks, and remove paid invoices from the Open Payables file. When you select this option the following screen will be displayed.

```
                              Sample Company
PROFITS                  S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

    ┌──────────────────────────────────────────────────────────────────┐
    │       P R O    │    ACCOUNTS    │       PAY OPEN INVOICES          │
    ├────────────────┼────────────────┼──────────────────────────────────┤
    │ 1.  Work on Mast│1. Enter New In │1. Select Invoices to Pay        │
    │ 2.  Work on Bill│2. Maintain / P │2. Print Cash Requirements Report│
    │ 3.  Work on Acco│3. Pay Open Inv │3. Print A/P Checks              │
    │ 4.  Work on Inve│4. Enter New Pu │4. Post Paid Invoices            │
    │ 5.  Work on Prod│5. Print Open P │                                 │
    │ 6.  Work on Acct│6. Receive Purc │                                 │
    │ 7.  Work on Payr│7. Work on Hist │                                 │
    │ 8.  Work on Gene│8. Work on Mont │                                 │
    │ 9.  Work on Job │                │                                 │
    │ 0.  Exit System │0. Return to pr │0. Return to previous menu       │
    │                 │                │                      Selection  │
    └──────────────────────────────────────────────────────────────────┘
```

Option 1 is used to make selections as to which open invoices you would like to pay.

Option 2 is used to print the Cash Requirements Report. After making invoice selections, this report totals the invoices for your review.

Option 3 is used to print the Accounts Payable Checks.

Option 4 is used to post the paid invoices to the various Master files.

6.3.1 Select Invoices to Pay

This option is used to select open invoices for payment. When you select this option, the following screen will be displayed.

```
Select Invoices by: [Due Date     ]              Force Discounts [Yes]
```

You will first be prompted for the invoices you wish to select. You have the following options on the selector: (Each option will be explained in detail below)

```
[Due Date               ]
[Discount Date          ]
[Vendor                 ]
[Partial Pay an Invoice ]
['Deselect' an Invoice  ]
[Select 'Pre-Paid' Invoices]
[Restart Selection      ]
```

As you select invoices, you also indicate whether or not you want to force discounts. If you select an invoice to be paid before its discount date, the discount will automatically be taken. If you want to take the discount on an invoice even though you are past its discount date, you must answer [Yes] to force the discount on it.

[Due Date] or [Discount Date] - If you choose to select by [Due Date] or [Discount Date], you will be prompted for the beginning and ending date. Then, you may select to [Pay All] the invoices within the dates or you may [Scroll] through them and select individual invoices to pay. If you select [Pay All], Profits will process for a few moments. Then, a message will be displayed telling you how many invoices were selected and the total payment amount. Press the *<F3>* GoBack key to return to the Select Invoices by prompt.

If you [Scroll], the invoices will be displayed on the screen. To select an invoice to pay, use the *<F5>* Up key or the *<F6>* Down key to move the invoice. Then, advance the "Pay It?" selector to [Yes]. You may also 'de-select' and invoice by advancing the selector to [No]. When you have completed this selection, use the *<F9>* End key to return to the Select Invoice by prompt.

[By Vendor] - If you choose to select by [By Vendor], you will be prompted for the vendor number. Then, you may select to [Pay All] of the vendor's invoices or you may [Scroll] through them and select individual invoices to pay. If you select [Pay All], Profits will process for a few moments. Then, a message will be displayed telling you how many invoices were selected and the total payment amount.

If you [Scroll], the invoices will be displayed on the screen. To select an invoice to pay, use the *<F5>* Up key or the *<F6>* Down key to move the invoice. Then, advance the "Pay It?" selector to [Yes]. You may also 'de-select' and invoice by advancing the selector to [No]. When you have completed this selection, use the *<F9>* End key to return to the Select Invoice by prompt.

[Specific Invoice] - If you choose to select [Specific Invoice], you will be prompted for the vendor number and invoice number. The invoice will be displayed on the screen. To select if for payment, advance the "Pay It?" selector to [Yes] and press *<ENTER>*. Profits will return to the Vendor Number prompt.

[Partial Pay An Invoice] - If you choose to [Partial Pay an Invoice], you will be prompted for the vendor number and invoice number. The description, remaining amount to pay, and discount amount for each line of the invoice will be displayed. Key the amount to pay and discount amount to take for each line. When you are satisfied with the payment amounts, press *<CTRL><ENTER>*. Press the *<F9>* End key to return to the Select Invoice by prompt.

NOTE: You MUST choose partial pay invoices **AFTER** all other pay type selections have been made.

[Deselect An Invoice] - If you have selected an invoice to pay, you may choose to ['Deselect' an invoice]. You will be prompted for the vendor number and invoice number. The invoice will be displayed with the "Pay It?" selector set to [No]. If you do not want to pay this invoice, press *<ENTER>*. This will remove the invoice from the list to be paid. Otherwise, advance the selector to [Yes] and press *<ENTER>*. Press the *<F9>* End key to return to the Select Invoice by prompt.

[Select Prepaid Invoices] - If you have changed any open invoices to prepaid invoices using the Maintain Open Payables option, you need to [Select 'Prepaid' Invoices]. Profits will process for a few moments. Then, a message will be displayed telling you how many invoice were selected and the total payment amount. The prepaid invoices will print on the Cash Requirements report with a zero payment amount. No check will be printed, but the General Ledger will be updated.

[Re-Start Selection] - If you have selected invoices to pay and you want to start over again, you may choose [Re-Start Selection]. The following message will be displayed:

```
Warning - This will erase any selections you have made.
Are you sure you want to do this?  [No ]
```

If you do not want to erase all of our previous selections, press *<ENTER>*. Otherwise, advance the selector to [Yes] and press *<ENTER>*. Profits will set all "Pay It?" selectors to [No] , and zero all partial payments.

6.3.2 Print Cash Requirements Report

This option is used to print the Cash Requirements Report. (You may also use the *<F2>* Print key during the Select Invoices to Pay option to print this report). This report prints from your invoice selections and shows the following information for each invoice.

```
Vendor Number
Vendor Name
Invoice Number
Invoice Description
Purchase Order Number
Gross Amount
Paid to Date
Discount Amount
Payment Amount
Vendor Totals
Final Totals
```

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Cash Requirements Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

6.3.3 Print A/P Checks

This option is mandatory. When you are satisfied with your selection, you are ready to print the vendor checks. You need to load the pre-printed forms into the printer before selecting this option.

When you select this option the following questions will be asked:

```
Enter date to print on checks:     90189
```

```
Enter beginning check number:   1000


Do you want to print a test pattern to align the checks? [Yes]
```

The first question allows you to date your checks accordingly. The displayed date is the date you entered when you powered on your PC. If this is the date you want to print on the check, press *<ENTER>*. If you would like to change the date, key the correct date in the format, MMDDYY.

The second question is asking you which check number to begin printing on. The displayed check number comes from the Control file. Verify the number on the next check to be printed in the printer. Key this number to print on the checks.

The last question you are asked before the system prints your forms is, 'do you wish to print a test pattern to align the checks?' To print the test pattern, press *<ENTER>*. After each line of the test pattern is printed, you should make any necessary adjustments to the forms. You will be prompted to press *<ENTER>* to print the next line. You may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next form and print your checks.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING A/P CHECKS
```

You may stop the forms at any time by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print A/P Checks screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

6.3.4 Post Paid Invoices

This option is the last step in paying an open invoice, and is mandatory. You should post your paid invoices on a daily basis. As Profits processes the paid invoices, the following steps are taken:

1. If the update General Ledger with A/P option is activated, you will be prompted for the General Ledger period to post these entries to. Key the period you are currently working in.

2. If your Accounting Method option is set to Accrual, the Accounts Payable account will be debited and the Cash account will be credited. if your Accounting Method is Cash, the expense accounts will be debited and the Cash account will be credited.

3. The Cash Disbursements Journal will be printed. It will list all invoices that were paid along with the check number and amount. **You should keep this report to complete your audit trail.**

4. The checks will be posted to the Check Reconciliation file and the paid invoices will be removed from the Open Payables file.

6.4 PURCHASE ORDER ENTRY

This option is used to enter new purchase orders. When you place orders with your vendors, you must enter them into Profits in order to keep track of the items due and the cost of the goods. If you want these files to be up-to-date on a daily basis, you must enter the purchase orders on a daily basis. When you select this option the following screen will be displayed.

```
                              Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May  1, 95

    ┌─────────────────────────────────────────────────────────────────┐
    │        P R O    │  ACCOUNTS PAYA  │   ENTER NEW PURCHASE ORDERS   │
    ├─────────────────┼─────────────────┼──────────────────────────────┤
    │ 1.  Work on Mast│ 1. Enter New In │ 1. Purchase Order Entry       │
    │ 2.  Work on Bill│ 2. Maintain / P │ 2. Print Purchase Orders      │
    │ 3.  Work on Acco│ 3. Pay Open Inv │ 3. Post New Purchase Orders   │
    │ 4.  Work on Inve│ 4. Enter New Pu │                               │
    │ 5.  Work on Prod│ 5. Print Open P │                               │
    │ 6.  Work on Acct│ 6. Receive Purc │                               │
    │ 7.  Work on Payr│ 7. Work on Hist │                               │
    │ 8.  Work on Gene│ 8. Work on Mont │ 8. Select Orders to Generate  │
    │ 9.  Work on Job │                 │ 9. Generate PO's from Order's │
    │ 0.  Exit System │ 0. Return to pr │ 0. Return to previous menu    │
    └─────────────────┴─────────────────┴──────────────────────────────┘
                                                         Selection
```

Option 1 allows you to enter, change, or delete a purchase order. This option will also let you print a Purchase Order Edit List to check your work before you print your Purchase Orders.

Option 2 is used to print the new Purchase Orders. This option is optional.

Option 3 is used to post your new purchase orders to the Open Purchase Order file. This step is mandatory and should be done on a daily basis.

Option 8 is used to select orders you want the system to generate a PO for.

Option 9 is used to create the PO's from orders you have selected.

6.4.1 Purchase Order Entry

This option is used to enter, change or delete purchase orders. When you place vendor orders, you must enter them into Profits in order to keep track of items due and the cost of the goods ordered. If you want these files to be up-to-date on a daily basis, you must enter the purchase orders on a daily basis.

When you select this option, the following screen will be displayed.

```
Purchase Order           Vendor


V
E HIGGINS TOOL & DIE                 S  ABC COMPANY
N 456 MAIN STREET                    H  123 FIRST AVENUE
D SUITE 234                          I  SUITE 150
O ST. JOSEPH        MI    49103      P  ATLANTA           GA    30350
R

Contact                              Shipping Instructions
Buyer    [Ann Petzke        ]
Terms                                FOB Point       [Destination   ]
Disc Pct.       .000   Disc Days  0  Order Date                   90189
                       Due Days   0  Delivery Date                90189
Retain Backorders    [Yes]           Requisition
```

The first prompts you must answer are as follows:

Purchase Order Number - 8 digit numeric field identifying your Purchase Order Number. It is not necessary to enter the Purchase Order Number, the system will assign the next available Purchase Order Number from the Control file. If you would like the system to assign the Purchase Order Number for you, just press *<ENTER>* to advance to the Vendor Number, otherwise type in the Purchase Order Number of your choice.

Vendor Number - 8 digit numeric field identifying the vendor whose purchase order you are entering. If you do not know the vendor number, you may use the *<F10>* Search key. If you want to use a new vendor, you may add it at entry.

Adding a Vendor

If you are entering a purchase order for a new vendor, key the vendor number you want to assign this vendor. When you press *<ENTER>*, the following message will be displayed.

> Vendor does not exist, do you wish to add it? [No]

To add the vendor, advance the selector to [Yes] and press *<ENTER>*. The first Purchase Order Entry screen will be displayed with some of the vendor information fields highlighted. You must fill in each of the highlighted fields in order to add the vendor. The rest of the vendor information comes for the default vendor (vendor number 00000000).

If the vendor number exists, the vendor's information from the Vendor file will be displayed as well as other information pertinent to this purchase order. The displayed fields are as follows:

Vendor Address - The vendor's name and address information comes from the Vendor file. If the purchase order should be sent to another address, you need to override this information.

Ship-To Address - The displayed name and address is your company name and address from the Control file. If the purchase order should be shipped to a different address, you need to override this information.

Contact - This displayed contact name comes from the Vendor file. If you talked to another person, you need to override this name.

Buyer - The displayed buyer comes from the Vendor file. If a different buyer from your company requisitioned this purchase order, you need to override the buyer.

Terms - The displayed terms description is determined by the discount method, discount days, discount percent, due days method and due days set up in the Vendor file. For example, if the discount method is [Discount Days], the discount days are 10, the discount percent is 2.00, the due days method is [Due Days], and the due days are 30, the terms would be "2.00 % 10 / Net 30".

Discount Percent - The displayed discount percent is set up in the Vendor file. It can be taken on the order if the invoice is paid within the discount period. If you override the percent, you need to change the terms to reflect the new discount percent.

Discount Days - The displayed number of days comes from the Vendor file. When the purchase order is invoiced, the terms discount will be calculated. The discount method from the Vendor file along with the discount days determines the actual date through which the discount is valid. If you override the discount days, you need to change the terms to reflect the new discount days.

Due Days - The displayed number of days comes from the Vendor file. This number along with the due days method from the Vendor file is used to calculate the date after which the invoice will be considered past due. If you override the due days, you need to change the terms to reflect the new due days.

Retain Backorders - The displayed answer comes from the Vendor file. If your vendor changes his normal backorder policy for this purchase order, you need to override the answer.

Shipping Instructions - The displayed message comes from the Vendor file. If you want to print another message on this purchase order, key it over the displayed message.

FOB Point - The displayed location comes from the Vendor file. If the FOB point should be different for this purchase order, you need to override it.

Order Date - The displayed date is the system date. If you requisitioned the purchase order on another day, you need to key that date over the displayed date.

Delivery Date - The displayed date is the system date. You should key the date you expect to receive this purchase order.

Requisition - If you are using requisition numbers, you may key up to 10 characters for this number. This number will be displayed when you perform Purchase Order Search, and may be used to find the order you need.

When you are satisfied with the information on the first Purchase Order Entry screen, press *<CTRL><ENTER>*. The second Purchase Order Entry screen will be displayed as follows. If you did not enter an order number, Profits will assign one at this time.

The cursor will then drop down to Item Number. If you had previously entered any items on this purchase order these entries will also be displayed.

```
 Purchase Order 001000    Vendor 1000        Ext Qty   On Hand    On Order
 ABC Company                                     10        70          10

  Item No.                  Order  Description             Extension

  10100                     10.00  CARPENTRY NAILS            67.70




  Price      6.770  Current Inv   UOM  Ea   G/L Acct       Total    67.70
  Vendor's Item No. 45132    Conv Factor    Del Date
  Cust No      Order No       D/S? [ No] Received
  Job No     Stage No   Activity Cd   Activity Type [L]
```

To add a line item, key the Item Number and the Order Quantity. If you do not know the item number, you may search for it. If you want to use a non-inventoried item or add a new item, key a item number that is not currently maintained in the Inventory file.

<u>Adding an Item</u>

Key a Item Number. The item number may be any combination of letters and numbers that does not match one of your existing item numbers. Profits will display the following message.

```
Item not found, select appropriate action: [Retry Item No.]
```

Advance the selector to [Add to Item file]. Profits will display the item fields and the cursor will be positioned at the description. Key the description, price, commission percentage, cost and unit of measure. NOTE: If Profits does not find the item number, you may re-try the item number by advancing the selector to [Re-try].

<u>Using A Non-Inventoried Item</u>

Key an item number and order quantity. The item number may be any combination of letters and numbers that do not match one of your existing item numbers. Profits will display the following message:

```
Item not found, continue with non-inventoried item? [No ]
```

To enter the non-inventoried item, advance the selector to [Yes] and press *<ENTER>*. Profits will display the item fields and the cursor will be positioned at the description. Key the description, price, general ledger account, unit of measure, and conversion factor.

This line item will be treated like any other line item except when posting the invoices to the Inventory file. The on order and on hand quantities for this item will not be updated.

The conversion factor, extended order quantity, on hand quantity, and on order quantity will be displayed at the top of the screen. The following field is displayed beside the item number.

Order Quantity - The displayed order quantity is the normal order quantity from the purchasing information in the Inventory file. If you are ordering a different quantity on this order, you need to override it.

The minimum and maximum quantities for the item are displayed at the bottom of the screen along with the following fields:

Description - The displayed description comes from the Inventory file.

Price - The displayed price is the last cost from the Inventory file. If you were quoted a different price, you need to override the displayed price.

Vendor's Unit of Measure - The displayed unit of measure comes from the purchasing information in the Inventory file. If your vendor ships this item in a different unit of measure than you stock and it is not set up in the Inventory file, you should key it. This unit of measure will print on the purchase order.

G/L Account - The displayed account number is the expense or asset account from this item's product class. It will be debited for this item when the purchase order is invoiced.

Vendor's Item Number - The displayed 14 character item number comes from the purchasing information in the Inventory file. If your vendor's item number is different than yours and it is not set up in the Inventory file, you should key this item number. The vendor's item number will print on the purchase order.

Conversion Factor - The displayed factor comes from the purchasing information screen in the Inventory file. If you are buying this item in a different unit of measure, you may choose to use a conversion factor.

Delivery Date - The displayed date is the date you keyed on the first Purchase Order Entry screen for the delivery date. If you expect delivery of this item on a different date, override the displayed date.

Customer Number - 8 character field identifying your customer for whom you are placing this order. This field is optional, but if a customer number is entered it will be stored in the purchase order history file.

Order Number - 8 character field identifying your sales order number for the customer who is to receive the goods you are purchasing at this time. This field is optional, but if a sales order number is entered it will be stored in the purchase order history file.

Drop Ship Selector - You may use this selector to indicate whether or not this line item is being shipped directly to a customer from this vendor. A drop shipped line item is processed just like a regular line item, except that the on hand quantity in the Inventory file is not affected when the purchase order is received. NOTE: A drop shipped line item does not need to be received. Once it is invoiced, it will be dropped from the purchase order.

Job No - 6 character field identifying the job number this line item is associated with. NOTE: This field is utilized only if you have purchased the Job Cost module.

Stage No - 4 character field identifying the stage of the job entered above. NOTE: This field is utilized only if you have purchased the Job Cost module.

Activity Code - 4 character field identifying the stage activity of the job entered above. NOTE: This field is utilized only if you have purchased the Job Cost module.

When you are satisfied with the line item information you have keyed, press *<CTRL><ENTER>*. The cursor will move to the next line, ready for you to key the next line item.

After you have finished entering all line items you may need to enter some additional information about the purchase order. Profits provides four special types of line items -- comment lines, freight charges, special charges, and taxes. Listed below are explanations of these special items and how to use them.

Comment Line - When your cursor is positioned on Item Number key a "**C**" in this field. The cursor will advance to the description field. Key in your comments and press *<ENTER>*. You may have as many comment lines as needed on a purchase order.

Freight Charge - When your cursor is positioned on Item Number key a "**F**" in this field. "**FREIGHT**" will be displayed as the description and the cursor will advance to the amount field. Key the total dollar amount of the freight charge.

Special Charge - When your cursor is positioned on Item Number key a "**S**" in this field. The cursor will advance to the description field. Key in your description of this special charge. The cursor will advance to the amount field. Key the total dollar amount of this special charge.

Taxes - When your cursor is positioned on Item Number, type the letter "**T**" in this field. Press *<ENTER>* and the cursor will advance to the amount field. "SALES TAX" will automatically be displayed as the description. Key the total dollar amount of the sales tax.

After you have entered all the line items for this purchase order you may use the *<F9>* End key to begin a new purchase order.

<u>Print The Edit Listing</u>

When you have finished entering the purchase orders, you are ready to print the Edit Listing. On the first Purchase Order Entry screen, press the *<F2>* key. An option for 'Listing Spacing' will be displayed above the print selection. You may choose to print the listing with [Single] spacing or [Double] spacing. If you want to change this selection press the *<F3>* key to move the cursor to this field. You will then be given a selection to print [All Orders], [A Range of Orders], [Selected Orders], or [Totals Only]. Advance the selector to your choice and press *<ENTER>*. If you choose [A Range of Orders], you will be prompted for the first and last purchase order number to print. If you choose [Selective Orders], you will be prompted for each purchase order number to print. If you choose [Totals Only], the totals from the bottom of the Edit Listing will be printed.

Once the Edit Listing has printed, you need to balance the printed purchase orders to your "pen and ink" orders. One way to do this is to run an adding machine tape on the total number of inventory items ordered from your manual orders. Compare this total to the total at the bottom of the Edit List. You may want to run a total on the extended price of each order, if you have already calculated this total. This total should also balance to the totals at the bottom of the Edit List. Any discrepancy should be corrected before the purchase orders are printed.

<u>Making Corrections to Existing Purchase Orders</u>

From the first Purchase Order Entry screen you may use the *<F10>* Search key to inquire into the batch of purchase orders and find the order to correct.

If you know the order number, key it. When you press *<ENTER>*, that purchase order's information will be displayed. Make the necessary changes the same way you would if you were entering the purchase order.

If you need to delete the purchase order, press the *<F8>* Delete key. The following message will be displayed.

```
            Are you sure you want to delete this order? [No ]
```

To delete the purchase order, advance the selector to [Yes] and press *<ENTER>*.

On the second Purchase Order Entry screen, you may use the *<F5>* Up key or the *<F6>* Down key to move the cursor to the line item that needs to be changed. If you have multiple pages of line items, you may use the *<F5>* and *<SHIFT>* or *<F6>* and *<SHIFT>* keys to page through the line items.

To delete a line item, move the cursor to that line and use the *<F8>* Delete key. The following message will be displayed.

```
                    Are you sure you want to delete this line? [No ]
```

To delete the line, advance the selector to [Yes] and press *<ENTER>*. The line will be deleted and the remaining lines will be moved up. To insert a line, move the cursor to the position where you want the new line to be and use the *<F7>* Insert key. A line will be inserted in this position for you to key the line item information.

You should reprint the Edit Listing for any purchase orders that you change and review them carefully. Or you may choose to print a Totals Only Edit List to be sure that you are in balance after making the changes.

6.4.2 Print New Purchase Orders

This option is optional. This form will be mailed or given to your vendor. You need to load the pre-printed forms into the printer before selecting this option.

When you select this option the following questions will be asked:

```
            Enter date to print on purchase orders:   90189

            Do you want to print ?   [All Orders      ]
                                     [A Range of Orders]
                                     [Selective Orders ]


            First to print - _____
            Last  to print - _____

            Do you want to print a test pattern to align the orders? [Yes]
```

The first question allows you to date your purchase orders accordingly. The displayed date is the date you entered when you powered on your PC. If this is the date you want to print on the purchase orders, press *<ENTER>*. If you would like to change the date, key the correct date in the format, MMDDYY.

The second question lets you define which orders you want to print Purchase Orders for. You may select [All Orders], to print every purchase order entered, or you can choose [A Range of Orders], to print one or a range of purchase orders. If you choose [A Range], you will be asked to define the first and last order number you want to have printed. If you choose to print [Selective Orders], you will be prompted for each purchase order number to print.

The last question you are asked before the system prints your purchase orders is, 'do you wish to print a test pattern to align the purchase orders?'. To print the test pattern, press *<ENTER>*. After each line of the test pattern is printed, you should make any necessary adjustments to the forms. You will be prompted to press *<ENTER>* to print the next line. You may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next purchase order and print your selection of orders.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                         PRINTING PURCHASE ORDERS
```

You may stop the forms at any time by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print New Purchase Orders screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

6.4.3 Post New Purchase Orders

This option is the last step in entering a new purchase order, and is mandatory. You should post your orders on a daily basis. As Profits processes the purchase orders, the following steps are taken:

1. The purchase order will be added to the Open Purchase Orders file. The purchase order will remain in the file until it is received and invoiced in full.

2. The order quantities will be updated to the 'on order' field in the Inventory file, and the Purchase Orders Posted Report will print.

3. Finally, after posting to the Open Purchase Order file, Profits will empty the purchase order batch file so you may begin entering a new batch of purchase orders. NOTE: If you need to re-print a purchase order for any reason, you can print it after it has been posted from menu option 6-6-2.

6.4.8 Select Orders to Generate

This option is used to select orders that you will want the system to generate a purchase order for. When you take this option you will see a screen similar to the one below:

```
Select files to use:   [Billing File    ]
                       [Open Orders File]

Select Orders by:  [Specific Order    ]
                   [A Range of Orders  ]
                   [Requested Ship Date ]
                   ['De-Select' an Order]
                   [Restart Selection   ]
```

The first question asked is 'Select files to use'. If you would like to generate purchase orders from invoices in the billing file (option 2.1.1.), set this flag to [Billing File]. If you would like to generate purchase orders from orders sitting in open order (option 2.2.4.), set this flag to [Open Orders File].

The second question you will be asked is 'Select orders by'.   If you are going to generate one purchase order, set the flag to [Specific Order].   If you are generating a range of purchase orders, set this flag to [a Range of Orders].   If you want to generate purchase orders by a specific date, set this flag to [Requested Ship Date]. If you would like to start your selection process over, set this flag to [Re-Start Select] for all purchase orders, or ['De-Select an Invoice] for just one.

Once you are satisfied with your selection press *<CNTL> <ENTER>* and you will see the number of orders selected.

6.4.9 Generate PO's from Orders

This option is used to create purchase orders from the orders you just selected in the menu option prior. When you take this option, you will see a screen similar to the one below:

```
Consolidate Orders:   [Yes]
                      [No ]
```

The first question this option asks is 'Consolidate Orders'. If you have multiple orders that will be using the same vendor and you would like to combine all detail lines onto one purchase order set this flag to [Yes]. If you want to create separate purchase orders for each order set this flag to [No].

Once you are satisfied with your selection, press *<ENTER>* and the system automatically creates purchase orders and moves the information to the 'Purchase Order Entry' menu.

6.5 PRINT OPEN PURCHASE ORDERS

This option is used to print the Open Purchase Order reports. You may print an Expected Shipments Report or an Items Due Report. When you select this option the following screen will be displayed.

```
                          Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

     ┌──────────────────────────────────────────────────────────────────┐
     │        P R O    │  ACCOUNTS PAYA  │   PRINT OPEN PURCHASE ORDERS   │
     │                 │                 │                               │
     │ 1.  Work on Mast│1. Enter New In  │1. Print Expected Shipments Report │
     │ 2.  Work on Bill│2. Maintain / P  │2. Print Items Due Report      │
     │ 3.  Work on Acco│3. Pay Open Inv  │                               │
     │ 4.  Work on Inve│4. Enter New Pu  │                               │
     │ 5.  Work on Prod│5. Print Open P  │                               │
     │ 6.  Work on Acct│6. Receive Purc  │                               │
     │ 7.  Work on Payr│7. Work on Hist  │                               │
     │ 8.  Work on Gene│8. Work on Mont  │                               │
     │ 9.  Work on Job │                 │                               │
     │ 0.  Exit System │0. Return to pr  │0. Return to previous menu     │
     └──────────────────────────────────────────────────────────────────┘
                                                Selection
```

Option 1 allows you to print the Expected Shipments Report. This report prints in delivery date sequence.

Option 2 allows you to print the Items Due Report. This report prints in item number sequence.

6.5.1 Print Expected Shipments Report

This option is used to print an Expected Shipments Report. This report lists each purchase order that is open, along with the purchase order number, vendor number, vendor name, order date, shipping instructions, amount previously received and the buyer.

When you select this option you will be prompted with the following selection criteria:

```
        Print:     [All Orders    ]
                   [Selected Orders]
```

The question above prompts you for the selection criteria to print. You may print [All Orders] or [Selected Orders]. If you choose [Selected Orders], you may select by:

```
Select:     [Delivery Dates        ]
            [Purchase Order Numbers]
            [Vendor Numbers        ]
            [Requisition Numbers   ]
```

You may make any combinations of selections you wish. For example, you may print the Expected Shipments Report for a particular vendor with a range of delivery dates. When you have finished making your selections, use the *<F9>* End key.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
              PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to Print Expected Shipments Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

6.5.2 Print Items Due Report

This option is used to print an Items Due Report. This report lists each item that is open, along with the item description, purchase order number, vendor number, quantity ordered, quantity received, unit price, unit of measure, extension, your unit of measure, extended quantity, conversion factor, and delivery date.

When you select this option you will be prompted with the following selection criteria.

```
Print:      [All Items     ]
            [Selected Items]
```

The question above prompts you for the selection criteria to print. You may print [All Items] or [Selected Items]. If you choose [Selected Items], you may select by:

```
Select:     [Items Numbers         ]
            [Purchase Order Numbers]
            [Delivery Date         ]
            [Requisition Numbers   ]
```

You may make any combinations of selections you wish. For example, you may print the Items Due Report for one particular item within a range or order numbers. When you have finished making your selections, use the *<F9>* End key.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to Print Items Due Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

6.6 RECEIVE PURCHASE ORDERS

This option is used to maintain, receive, and invoice your open purchase orders. When you select this option, the following menu will appear.

```
                          Sample Company
PROFITS               S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

       ┌─────────────────┬─────────────────┬──────────────────────────────────┐
       │      P R O      │  ACCOUNTS PAYA  │     RECEIVE PURCHASE ORDERS      │
       │                 │                 │                                  │
       │ 1.  Work on Mast│ 1. Enter New In │ 1. Maintain/Receive Purchase Orders │
       │ 2.  Work on Bill│ 2. Maintain / P │ 2. Print Purchase Orders         │
       │ 3.  Work on Acco│ 3. Pay Open Inv │ 3. Post Received Purchase Orders │
       │ 4.  Work on Inve│ 4. Enter New Pu │                                  │
       │ 5.  Work on Prod│ 5. Print Open P │                                  │
       │ 6.  Work on Acct│ 6. Receive Purc │                                  │
       │ 7.  Work on Payr│ 7. Work on Hist │                                  │
       │ 8.  Work on Gene│ 8. Work on Mont │                                  │
       │ 9.  Work on Job │                 │                                  │
       │ 0.  Exit System │ 0. Return to pr │ 0. Return to previous menu       │
       └─────────────────┴─────────────────┴──────────────────────────────────┘
                                              Selection
```

Option 1 is used to simply maintain an Open Purchase Order. The order may also be received, invoiced, and interfaced with Job Cost.

Option 2 is used to print the Purchase Orders. This option is optional and may be used if you have made any change to the Purchase Order while it was open.

Option 3 is used to post your received/invoiced purchase orders to the Master Files. This step is mandatory and should be done on a daily basis after receiving or invoicing the open purchase orders.

6.6.1 Maintain/Receive Purchase Orders

This option is used to maintain, delete or receive and/or invoice an open purchase order. When you receive a purchase order into your warehouse, you must receive the purchase order in Profits as well. Profits knows to update the Inventory file with the quantities received. When you receive the corresponding invoice for a purchase order, you must invoice the purchase order. Profits will update the inventory cost information and post the invoice to Accounts Payable. If you are using the Job Cost module at the time you invoice the order to Accounts Payable, you may also send the invoice to Job Cost history.

When you select this option, you will be prompted for the purchase order number you wish to maintain or receive and/or invoice.

Purchase Order Number - 8 digit numeric field identifying the Open Purchase Order. If you do not know the purchase order number you may always use the *<F10>* Search key.

Key the Purchase Order number you wish to maintain or receive/invoice and press *<ENTER>*. The following screen will be displayed.

```
 Purchase Order          Vendor          Status [Open Purchase Order]


┌─────────────────────────────┐ ┌─────────────────────────────┐
│ V                           │ │                             │
│ E HIGGINS TOOL & DIE        │ │ $ ABC COMPANY               │
│ N 456 MAIN STREET           │ │ H 123 FIRST AVENUE          │
│ D SUITE 234                 │ │ I SUITE 150                 │
│ O ST. JOSEPH      MI  49103 │ │ P ATLANTA          GA  30350│
│ R                           │ │                             │
└─────────────────────────────┘ └─────────────────────────────┘

 Contact                         Shipping Instructions
 Buyer   [Ann Petzke     ]
 Terms                           FOB Point        [Destination  ]
 Disc Pct.     .000  Disc Days  0 Order Date            90189
                     Due Days   0 Delivery Date         90189
 Retain Backorders  [Yes]         Requisition
```

The purchase order will be displayed as it was first entered. The only field that is different on this first Maintain/Receive Purchase Order screen is the status selector. You now have four status selections to choose from. Each selection on the status selector is explained below:

[Open Purchase Order] - If you are just maintaining the purchase order and changing or adding information on it, the status selector should remain on [Open Purchase Order].

[Received and Invoiced] - If you are receiving and invoicing the purchase order at the same time, the status selector should be advanced to [Received and Invoiced].

[Receive Only] - If you are just receiving the purchase order, the status selector should be advanced to [Receive Only].

[Invoice Only] - If you are just invoicing the purchase order, the status selector should be advanced to [Invoice Only].

If you are deleting this purchase order, press F8 delete. If you are just maintaining the purchase order, make any changes to the displayed information and press *<CTRL><ENTER>*. You will then advance to the second Maintain/Receive Purchase Order screen. At this point you may also make changes to the item information ordered. When you are finished maintaining this purchase order, press *<F9>* to End the order and you will return to the Purchase Order Number prompt. You may key in your next purchase order number to be maintained or received/invoiced.

To receive or invoice the purchase order, advance the status selector to one of the three choices mentioned above. If you need to make any changes to the displayed information, do so and press *<CTRL><ENTER>*.

If the Status selector is [Invoice Only] or [Received and Invoiced], the following Invoice information screen will be displayed.

```
 Purchase Order          Vendor            Status [Open Purchase Order]

 ┌──────────────────────────────────┐  ┌──────────────────────────────────┐
 │ V                                │  │                                  │
 │ E HIGGINS TOOL & DIE             │  │ S  ABC COMPANY                   │
 │ N 456 MAIN STREET                │  │ H  123 FIRST AVENUE              │
 │ D SUITE 234                      │  │ I  SUITE 150                     │
 │ O ST. JOSEPH        MI    49103  │  │ P  ATLANTA          GA    30350  │
 └──────────────────────────────────┘  └──────────────────────────────────┘
 R

 Interface to [No Interface     ]
 Invoice Number                    Payment Type      [Normal Payment]
 Invoice Desc.                     Check Number
 Invoice Date                      Halt Status       [OK to Pay    ]
 Due Date
```

The invoice information fields are explained as follows:

Interface To - If you have purchased Profits Job Cost module and would like this invoice to interface with Job Cost, select [Job Costing]. If you do not utilize Job Cost, leave the selector at [No Interface].

Invoice Number - You should enter the 10 character number that identifies this invoice from your vendor. The invoice number will print on the check stub when you pay this invoice.

Invoice Description - You should enter a 20 character description for the invoice to be printed on the Open Payables report and the check stub.

Invoice Date - The displayed date is the system date. If your vendor dated the invoice differently, you need to override this date. It is used as a basis for calculating the due date of the invoice.

Due Date - Profits calculates the due date based on the due days and due date method from the Vendor file. If the terms for this invoice are different, you need to override the calculated date. If you change the invoice date and you want Profits to re-calculate the due date, key a zero.

Payment Type - If you select [Normal Payment], the invoice will be posted to Open Payables to be selected for payment at a later date. The General Ledger will be updated as determined by your accounting method in the Control file.

If you select [Prepaid], the invoice is treated as though you have written a manual check for it. The invoice will not be posted to Open Payables, but will be posted to General Ledger by debiting the expense accounts and crediting the cash account.

Check Number - If the invoice is prepaid, you must enter the check number for posting to the Check Reconciliation file.

Halt Status - The choices in the Halt Status selector are determined by the Control file. This first choice is "OK TO PAY". If this invoice should be paid when due, set the selector to "OK TO PAY". If you want to hold payment on this invoice, set the selector to the status representing your reason.

When you are satisfied with the invoice information, press *<CTRL><ENTER>*. If the Status selector has been changed to [Received Only] or [Received and Invoiced], the following message will be displayed:

```
Receive the order in full? [No ]
```

If you are only receiving part of the order or if some of the items are backordered, press *<ENTER>*. If you are receiving every item on the purchase order in full, advance the selector to [Yes] and press *<ENTER>*. Profits will receive the purchase order with all items received in full and return to the Purchase Order Number prompt.

If you did not receive the purchase order in full, the second Maintain/Receive Purchase Orders screen will be displayed as follows:

```
Purchase Order 001000    Vendor 1000        Ext Qty  On Hand   On Order
ABC Company                                    10       70         10

   Item No.                Order Description         Cur Rcpt Extension

    10100                 10   CARPENTRY NAILS        10     67.70



 Price      6.770  Current Inv    UOM Ea G/L Acct    Total    67.70
 Vendor's Item No. 45132   Conv Factor   Del Date
 Cust No      Order No     D/S? [ No] Received
 Customer#        Date Received 91589  Sales Order#
 Job No.      Stage No.   Activity Cd   Activity Type [L]
```

This screen is just like the second Purchase Order Entry screen, with the exception of two new fields. Notice, you now have current receipt field next to the item description, and a current invoice field next to the item price field. These fields are used to enter the current received and/or invoiced quantity for each line item.

The cursor will drop to the first line item on the order. The system will assume you want to receive and/or invoice the original order quantity and place this quantity in the current receipt and invoice fields automatically. If you wish to partially receive and/or invoice the purchase order you may override the displayed order quantity at this time.

Next you may make pricing changes or add line items, i.e.. inventory items, non-inventoried items, new items, freight charges, special charges, comment lines, or taxes. If you are interfacing with the Job Cost module you must enter the Job Number, Stage Number, Activity Code and Activity Type associated with this invoice.

If you key a received and/or invoiced quantity on a line item, be sure to check the order quantity. Any difference between the order quantity and the received quantity will be treated as a backorder. Profits will keep the order until the received quantity, invoiced quantity, and order quantity equal each other. If you received and invoiced a quantity less than you ordered but the backorder was canceled, you should change the order quantity to reflect the quantity received and invoiced.

If you key a received and/or invoiced quantity for a line item that has been partially received and/or invoiced previously, the previously received quantity and previously invoiced quantity will be displayed at the bottom of the screen. The total received quantity or total invoiced quantity cannot exceed the order quantity, so you need to change the order quantity if the item was overshipped.

When you are satisfied with the information you have entered, press *<F9>*. You will return to the Order Number prompt, where you may continue receiving and/or invoicing purchase orders if necessary.

<u>Print The Edit Listing</u>

When you have finished entering the received and/or invoice purchase orders, you are ready to print the Edit Listing. When the cursor is positioned on the Purchase Order Number screen, press the *<F2>* key. You will be given a selection to print [All Orders], [A Range of Orders], [Selective Orders], ['Open' Orders], or [Non 'Open' Orders]. Advance the selector to your choice and press *<ENTER>*. If you choose [A Range of Orders], you will be prompted for the first and last order number to print. If you choose [Selective Orders], you will be prompted for each purchase order number to print. If you choose ['Open' Orders], all orders with the Status selector set to [Open Purchase Order] will print. If you choose [Non 'Open' Orders], all purchase orders that have been changed to [Received Only], [Invoice Only] or [Received and Invoiced] will print.

Once the Edit Listing has printed, you need to balance the printed purchase orders to your packing lists and invoices. You may choose to run an adding machine tape on the total number of items shipped and compare this total to the total at the bottom of the Edit Listing.

<u>Making Corrections to Purchase Orders</u>

From the first Maintain/Receive Purchase Order screen you may use the *<F10>* Search key to inquire into the batch of purchase orders and find the order to correct.

If you know the purchase order number, key it. When you press *<ENTER>*, that purchase order's information will be displayed. Make the necessary changes the same way you would if you were entering the purchase order.

If you need to delete the purchase order, press the *<F8>* Delete key. The following message will be displayed.

```
        Are you sure you want to delete this order? [No ]
```

To delete the purchase order, advance the selector to [Yes] and press *<ENTER>*.

On the second screen, you may use the *<F5>* Up key or the *<F6>* Down key to move the cursor to the line item that needs to be changed. If you have multiple pages of line items, you may use the *<F5>* and *<SHIFT>* or *<F6>* and *<SHIFT>* keys to page through the line items.

To delete a line item, move the cursor to that line and use the *<F8>* Delete key. The following message will be displayed.

```
              Are you sure you want to delete this line? [No ]
```

To delete the line, advance the selector to [Yes] and press *<ENTER>*. The line will be deleted and the remaining lines will be moved up. To insert a line, move the cursor to the position where you want the new line to be and use the *<F7>* Insert key. A line will be inserted in this position for you to key the line item information.

You should reprint the Edit Listing for any purchase orders that you change and review them carefully.

6.6.2 Print Purchase Orders

If you need to re-print purchase orders for the backordered items or for a changed order quantity, you may choose to do so.

When you select this option the following questions will be asked:

```
              Enter date to print on purchase orders:   90189

              Do you want to print ?   [All Orders       ]
                                       [A Range of Orders]
                                       [Selective Orders ]

              First to print - _____
              Last  to print - _____

              Do you want to print a test pattern to align the orders? [Yes]
```

The first question allows you to date your purchase orders accordingly. The displayed date is the date you entered when you powered on your PC. If this is the date you want to print on the purchase, press *<ENTER>*. If you would like to change the date, key the correct date in the format, MMDDYY.

The second question lets you define which orders you want to print Purchase Orders for. You may select [All Orders], to print every purchase order entered, or you can choose [A Range of Orders], to print one or a range of purchase orders. If you choose [A Range], you will be asked to define the first and last order number you want to have printed. If you choose to print [Selective Orders], you will be prompted for each purchase order number to print.

The last question you are asked before the systems prints your purchase orders is, do you wish to print a test pattern to align the purchase orders. To print the test pattern, press *<ENTER>*. After each line of the test pattern is printed, you should make any necessary adjustments to the forms. You will be prompted to press *<ENTER>* to print the next line. You may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next purchase order and print your selection of orders.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING PURCHASE ORDERS
```

You may stop the forms at any time by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Purchase Orders screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

6.6.3 Post Received Purchase Orders

This option is the last step in receiving/invoicing a purchase order, and is mandatory. You should post your orders on a daily basis.

During the receipt posting option Profits will allow you to print inventory labels for the items you have just received. These labels may include barcodes if using one of the supported barcode printers.

If you do not want to print labels, simply press *<ENTER>* on the [Cancel] feature. If you do opt to print labels, select the printer. After printing the labels you will be prompted to insert stock paper before the system begins printing the posting reports.

1. Profits will post any received quantities to the Inventory file and print the Inventory Transaction Register. If the purchase order is invoiced, Profits will update the average cost and last cost in the Inventory file. If any invoiced items were previously received, these updates will be printed on the Inventory Transaction Register as Cost Adjustments.

2. The invoiced purchase orders will be posted to Open Payables. The Purchase Journal will print. If the Accounting Method is [Accrual], General Ledger will be affected as follows: The expense accounts will be debited and the Accounts Payable account will be credited. Any prepaids will appear on the Cash Disbursements Journal and will credit the Cash account instead of the Accounts Payable account. You should keep all reports to complete your audit trail.

3. If interfacing with Job Cost, a Job Costing Post Transaction Listing will be printed. This Listing prints the cost amount for each line item invoiced. It also lists the old actual cost and the new actual cost for each line item.

4. Finally, any purchase order that has been received and invoiced in full will be removed from the Open Purchase Order file.

6.7 WORK ON HISTORY FILES

This option is used to inquiry into past accounts payable or purchase order history. You may also purge this history when necessary. When you select this option, the following menu will appear.

```
                            Sample Company
PROFITS               S/N DocuCopy   Version 2.4      0:13:06  May   1, 95

    ┌─────────────────┬─────────────────┬────────────────────────────────┐
    │      P R O      │ ACCOUNTS PAYA   │    ACCOUNTS PAYABLE HISTORY     │
    ├─────────────────┼─────────────────┼────────────────────────────────┤
    │ 1.  Work on Mast│1. Enter New In  │1. View Accounts Payable History │
    │ 2.  Work on Bill│2. Maintain / P  │2. Accounts Payable History Purge│
    │ 3.  Work on Acco│3. Pay Open Inv  │3. View Purchase Order History   │
    │ 4.  Work on Inve│4. Enter New Pu  │4. Purchase Order History Purge  │
    │ 5.  Work on Prod│5. Print Open P  │                                 │
    │ 6.  Work on Acct│6. Receive Purc  │                                 │
    │ 7.  Work on Payr│7. Work on Hist  │                                 │
    │ 8.  Work on Gene│8. Work on Mont  │                                 │
    │ 9.  Work on Job │                 │                                 │
    │ 0.  Exit System │0. Return to pr  │0. Return to previous menu       │
    └─────────────────┴─────────────────┴────────────────────────────────┘
                                            selection
```

Option 1 is used to inquire or view accounts payable history information.

Option 2 is used to periodically purge accounts payable history.

Option 3 is used to inquire or view purchase order history information.

Option 4 is used to periodically purge purchase order history.

6.7.1 Accounts Payable History Inquiry

This option is used to view the history of each accounts payable invoice processed by your company for a particular vendor.

When you select this option, you will be prompted for the accounts payable vendor and invoice number you wish to view.

Vendor Number - 8 digit numeric field identifying the vendor you wish to view history on.

Invoice Number - 8 character field identifying a particular invoice number paid to this vendor.

Key the Vendor Number and Invoice Number you wish to view and press *<ENTER>*. The following screen will be displayed.

```
Vendor          Invoice Number        Post to [No Interface]


V
E HIGGINS TOOL & DIE
D 234 MAIN STREET
O ST. JOSEPH        MI    49103
R
                              Invoice Type [Normal Invoice]
 Description                  Payment Type [Normal Payment]
 Invoice Date          90189  Check Number              0
 Due Date                  0  Check Date                0
 Terms                        Halt Status  [OK TO PAY   ]
 Disc Pct     .000  Disc Days  0  A/P Account         2010
                    Due Days   0  Cash Account        1020
```

The original accounts payable invoice will be displayed as it was first entered and paid. You may only view this screen, no changes are allowed.

To view the line item information on this order, *<CTRL><ENTER>* to the second screen. Again you may only view the line item information, the amount and the general ledger account debited. When you are finished viewing this invoice, press *<F9>* to End the invoice and you will return to the Vendor Number/Invoice Number prompt. You may key in your next invoice to be viewed.

6.7.2 Accounts Payable History Purge

This option is used to purge accounts payable history when necessary. This option gives you a range of selections for ease in purging more than one accounts payable invoice at a time.

NOTE: At the time of this printing this option has not been completed yet.

When you select this option you will be prompted with the following questions and selection criteria.

```
Do you want to purge ?   [All Invoices       ]
                         [A Range of Invoices ]
                         [Selective Invoices  ]


Select:  [Vendor Numbers   ]
         [Invoice Number   ]
```

```
First Inv#         _____
Last  Inv#         _____
        OR
First Vendor#      _____
Last  Vendor#      _____
```

The first question 'Do you want to Purge?' is an option wheel that allows you to purge purchase order history for [All Invoices], [A Range of Invoices] or [Selective Invoices]. If you choose [Selective Invoices], you will be prompted with the invoice to purge. If you choose [A Range of Invoices], you will be prompted with the following question.

The question 'Select:' is an option wheel that allows you to select the invoice to purge by [Inv Number], or [Vendor Number]. This way you may choose to purge all invoices with a particular number or a range of invoices by vendor number. When you have made your Purge selection, *<CTRL><ENTER>* and you will be prompted with the following question.

You will be prompted to enter in the first to purge and the last to purge, depending on which selection you made above. For example, if you chose to select by Vendor Number, you would enter the First Vendor# and Last Vendor# you would like to purge from the accounts payable history file. After entering the vendor numbers, *<CTRL><ENTER>* and the system will display a message similar to the one below;

```
                    PURGING ACCOUNTS PAYABLE HISTORY
```

The system will process for a few moments and you will return to the Accounts Payable History Purge sub-menu.

6.7.2 Accounts Payable History Purge

This option is used to purge accounts payable history when necessary. This option gives you a range of selections for ease in purging more than one accounts payable invoice at a time.

When you select this option you will be prompted with the following questions and selection criteria.

```
Do you want to purge ?   [All Invoices      ]
                         [A Range of Invoices ]
                         [Selective Invoices  ]


Select:  [PO Numbers       ]
         [Order Dates      ]
         [PO Number to Purge]
```

```
First PO #      _____
Last  PO #      _____
        OR
First Date      _____
Last  Date      _____
```

The first question 'Do you want to Purge?' is an option wheel that allows you to purge purchase order history for [All PO's], [A Range of PO's] or [Selective PO's]. If you choose [Selective PO's], you will be prompted with the purchase order number to purge. If you choose [A Range of PO's], you will be prompted with the following question.

The question 'Select:' is an option wheel that allows you to select the purchase orders to purge by [PO Number], or [Order Date]. This way you may choose to purge all purchase orders with a particular order date or a range of purchase orders by purchase order number. When you have made your Purge selection, *<CTRL><ENTER>* and you will be prompted with the following question.

You will be prompted to enter in the first to purge and the last to purge, depending on which selection you made above. For example, if you chose to select by PO Number, you would enter the First PO# and Last PO# you would like to purge from the purchase order history file. After entering the purchase order numbers, *<CTRL><ENTER>* and the system will display a message similar to the one below;

```
PURGING ACCOUNTS PAYABLE HISTORY
```

The system will process for a few moments and you will return to the Purchase Order History Purge sub-menu.

6.7.3 Purchase Order History Inquiry

This option is used to view the history of each purchase order received by your company.

When you select this option, you will be prompted for the purchase order number you wish to view.

Purchase Order Number - 8 digit numeric field identifying the Purchase Order you wish to view history on. If you do not know the purchase order number you may always use the *<F10>* Search key.

Key the Purchase Order number you wish to view and press *<ENTER>*. The following screen will be displayed.

```
Purchase Order          Vendor          Status [Open Purchase Order]


  V
  E HIGGINS TOOL & DIE          S  ABC COMPANY
  N 456 MAIN STREET             H  123 FIRST AVENUE
  D SUITE 234                   I  SUITE 150
  O ST. JOSEPH     MI   49103   P  ATLANTA          GA   30350
  R

  Contact                       Shipping Instructions
  Buyer   [Ann Petzke     ]
  Terms                         FOB Point       [Destination   ]
  Disc Pct.     .000  Disc Days  0  Order Date            90189
                      Due Days   0  Delivery Date         90189
  Retain Backorders  [Yes]         Requisition
```

The purchase order will be displayed as it was first entered and received. You may only view this screen, no changes are allowed.

To view the item information on this order, *<CTRL><ENTER>* to the second screen. Again you may only view the item information and the quantity and prices ordered. When you are finished viewing this purchase order, press *<F9>* to End the order and you will return to the Purchase Order Number prompt. You may key in your next purchase order number to be viewed.

6.7.4 Purchase Order History Purge

This option is used to purge purchase order history when necessary. This option gives you a range of selections for ease in purging more than one purchase order at a time.

When you select this option you will be prompted with the following questions and selection criteria.

```
Do you want to purge ?  [All PO's         ]
                        [A Range of PO's  ]
                        [Selective PO's   ]


Select:  [PO Numbers        ]
         [Order Dates       ]
         [PO Number to Purge]


First PO #      _____
Last  PO #      _____
      OR
First Date      _____
Last  Date      _____
```

The first question 'Do you want to Purge?' is an option wheel that allows you to purge purchase order history for [All PO's], [A Range of PO's] or [Selective PO's]. If you choose [Selective PO's], you will be prompted with the purchase order number to purge. If you choose [A Range of PO's], you will be prompted with the following question.

The question 'Select:' is an option wheel that allows you to select the purchase orders to purge by [PO Number], or [Order Date]. This way you may choose to purge all purchase orders with a particular order date or a range of purchase orders by purchase order number. When you have made your Purge selection, *<CTRL><ENTER>* and you will be prompted with the following question.

You will be prompted to enter in the first to purge and the last to purge, depending on which selection you made above. For example, if you chose to select by PO Number, you would enter the First PO# and Last PO# you would like to purge from the purchase order history file. After entering the purchase order numbers, *<CTRL><ENTER>* and the system will display a message similar to the one below;

```
PURGING PURCHASE ORDER HISTORY
```

The system will process for a few moments and you will return to the Purchase Order History Purge sub-menu.

6.8 WORK ON MONTHEND/YEAREND

This option provides access to the Vendor Analysis Report and the Vendor Year End procedure. You may print the Vendor Analysis report any time you wish to review your purchases and payments from a particular vendor. The Vendor Year End should be performed at the end of your fiscal year. This menu option also allows you to calculate new re-order points for your inventory items and print paper 1099 forms, and reconcile accounts payable checks. The following screen is displayed when you select this option.

```
                          Sample Company
PROFITS                S/N DocuCopy  Version 2.4   10:13:06  May  1, 95

  ┌──────────────────────────────────────────────────────────────────┐
  │          P R O │ ACCOUNTS PAYA │  PURCHASING MONTHEND/YEAREND      │
  │                │               │                                  │
  │ 1.  Work on Mast│1. Enter New In│1. Print Vendor Analysis Report  │
  │ 2.  Work on Bill│2. Maintain / P│2. Vendor YearEnd Update         │
  │ 3.  Work on Acco│3. Pay Open Inv│3. Calculate New ReOrder Point   │
  │ 4.  Work on Inve│4. Enter New Pu│4. Reconcile Outstanding Checks  │
  │ 5.  Work on Prod│5. Print Open P│5. Remove Reconciled Checks      │
  │ 6.  Work on Acct│6. Receive Purc│6. Enter Manual Checks           │
  │ 7.  Work on Payr│7. Work on Hist│7. Import Reconciled Checks      │
  │ 8.  Work on Gene│8. Work on Mont│8. Print 1099's                  │
  │ 9.  Work on Job │               │                                  │
  │ 0.  Exit System │0. Return to pr│0. Return to previous menu       │
  │                 │               │             Selection            │
  └──────────────────────────────────────────────────────────────────┘
```

Option 1 allows you to print a Vendor Analysis Report. This report shows payments and purchases for each vendor this year and last year.

Option 2 is used to zero out last year's vendor purchases and payments and moves this year's purchases and payments to last year. This step should be run at the end of your fiscal year.

Option 3 allows you to calculate new 're-order' points for all your inventory items.

Option 4 allows you to reconcile or void the outstanding Accounts Payable Checks.

Option 5 is used to remove the reconciled checks. A Check Reconciliation report will print for your review.

Option 6 allows you to enter manual checks into the Check Reconciliation file, if necessary.

Option 7 allows you to import reconciled checks from a particular banks magnetic media into the Check Reconciliation file.

Option 8 allows you to print paper 1099 forms to be submitted to the governm ent and your vendor.

6.8.1 Print Vendor Analysis Report

This option is used to print a Vendor Analysis Report. This report prints from your Vendor file and shows the following information for each vendor.

```
Vendor Number
Vendor Name
Date of Last Payment
Purchases This Year vs. Last Year
Payments This Year vs. Last Year
Discounts This Year vs. Last Year
Discounts Lost This Year vs. Last Year
```

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Vendor Analysis Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

6.8.2 Vendor Year-End Update

This option is used to perform a vendor year-end. When you select this option last year's vendor purchases and payments will be cleared and this year's purchases and payments will be transferred to last year. NOTE: This step should be run at the end of your fiscal year.

When you select this option the Vendor Analysis Report will automatically print, showing you that last year's totals have been removed. After the system prints the Vendor Analysis Report, you will return to the Vendor Year-End Update menu.

6.8.3 Calculate New Re-Order Point

This option is used calculate new 're-order' points for all inventory items.

If an item has the maximum field set to zero, the # of months usage field will be used to compute the average monthly usage. If the item has a lead time, the lead time divided by 30 days will be multiplied by the average usage. This number will have safety stock added to it based on the item safety stock percentage field. This calculated number will up updated to the Inventory Master file in the field labeled Item minimum/order point.

You will be prompted to backup before proceeding. After the backup is completed the system will display a message similar to the one below:

```
                           SETTING ORDER POINT
```

The system will process for a few moments and you will return to the Calculate New Re-Order Point sub-menu.

6.8.4 Reconcile Outstanding Checks

This option is used to select the Accounts Payable checks to be reconciled. When you receive your bank statement, you will want to reconcile the checks that Profits has generated with the checks on the statement. When you select this option, the following screen will be displayed.

```
 Reconcile: [Accounts Payable Checks ]      By  [Check Number    ]
                                                [Transaction Date]

                                      Current Balance     10,325.00

    Status        Type  Chk No    Date      Amount   Vendor   Name

    [Open     ]  [Chk] 3045  15 Oct 89     345.20     1000    ABC COMPANY
    [Open     ]  [Chk] 3046  15 Oct 89    1456.98     4000    SOUTHERN BELL
    [Open     ]  [Chk] 3047  15 Oct 89      45.90     2000    CALICO CORNERS
    [Void     ]  [Chk] 3048  15 Oct 89         0     3500     FREDS STORAGE
    [Open     ]  [Dep] 2001  16 Oct 89     400.00     A/R     Cash Received-CR002001
```

You will first be prompted for either the starting [Check Number] or [Transaction Date]. The starting check number tells Profits the first check number you want displayed. The transaction date tells Profits the beginning date of transactions you want displayed. You should begin with the first check or date that should be reconciled for this bank statement.

To reconcile a check, advance the Status selector to [Reconciled]. To void a check, advance the Status selector to [Void]. You may use the *<F5>* Up key or the *<F6>* Down key to move the checks or deposits that you wish to reconcile or void. When you have finished reconciling or voiding all the checks associated with your bank statement, use the *<F9>* End key to return to the Reconcile prompt.

Print the Check Reconciliation Listing

You should print a Check Reconciliation Listing to balance to your bank statement withdrawals. From the Reconcile Outstanding Checks menu, press the *<F2>* Print key. The following message will be displayed:

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                          PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Reconcile Outstanding Checks menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

6.8.5 Remove Reconciled Checks

This option allows you to remove the reconciled checks from the Check Reconciliation file

When you select this option all checks that were selected as [Reconciled] or [Void] will be removed. The system will automatically print a Check Reconciliation Register and return to the Remove Reconciled Checks menu.

6.8.6 Enter Manual Checks

This option allows you enter a manual check that was never processed through Accounts Payable. When you select this option, the following screen will be displayed.

```
    Enter:   [Accounts Payable Checks ]      Starting Check Number      0


    Status         Chk No   Date        Amount   Vendor   Name

    [Open     ]    3045   15 Oct 89      345.20    1000    ABC COMPANY
    [Open     ]    3046   15 Oct 89     1456.98    4000    SOUTHERN BELL
    [Open     ]    3047   15 Oct 89       45.90    2000    CALICO CORNERS
    [Void     ]    3048   15 Oct 89          0    3500    FREDS STORAGE
```

You will first be prompted for the starting check number. The starting check number tells Profits the first check number you want displayed. You should try to use the last check number in the check reconciliation file, because you are only allowed to enter a manual check at the end of the file.

You may use the *<F6>* Down key to move to the end of the displayed checks. When you have finished entering manual checks, use the *<F9>* End key to save the changes and return to the 'Enter' prompt. Press the *<F4>* Menu key to return to the Enter Manual Checks menu.

6.8.7 Import Reconciled Checks

This option allows you to import reconciled check information from a magnetic diskette supplied by your bank. At the time of this printing, SouthTrust Bank, is the only format we support. If you would like to use your bank's format, please contact our support staff. When you select this option, the following screen will be displayed.

```
                    Floppy Drive        A
                    Account Number      0



                 Insert Diskette in Drive A:



                 Press [ENTER] to Continue !
```

You will first be prompted for the floppy drive you are importing from, then your account number assigned by your bank. Second, you will be prompted to insert the diskette and press *<ENTER>* when ready.

The system will check each check number against the check reconciliation file. If a check is found, the amounts are then verified. If the amounts agree, the record is set to Reconciled. If the amounts are different, the record is set to Exception and the reason is placed in the Name field. If a record exists on the diskette that is not found in the check reconciliation file, the record is added to the file as an Exception and the Name field is updated with a 'Not Found - Bank Paid' message.

After the system has finished processing the diskette, you may view or print your check reconciliation register under option 6.8.4, to see the results.

6.8.8 Print paper 1099's

This option is used to print your 1099 forms to be submitted to the government and a vendor. 1099 forms will only print for vendors who have been set to 'Print 1099's? [Yes] in the Vendor Master file. Before you take this option, you will need to load your pre-printed 1099 forms into the printer. Per government regulations you must begin printing your 1099's at the top of a page, (i.e.. where the page folds).

When you select this option the following message will be displayed:

```
Enter employer's identification number:_____
Minimum Payment to Print       600.00
```

Key your federal identification number. It can be up to 15 characters in length. Press *<ENTER>*, and you will be prompted for the minimum payment amount to print 1099's for. At the time of this printing and payment over $600.00 is the amount at which the government requires a 1099 form to be submitted.

```
Do you want to print a test pattern to align the 1099's? [Yes]
```

The next question you are asked before the system prints your 1099's is, 'do you wish to print a test pattern to align the 1099's?' To print the test pattern, press *<ENTER>*. An **entire** 1099 test pattern will be printed. **NOTE:** It may be necessary to print another test pattern to assure that the your 'live' 1099's begin at the top of a new page or you may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next form and begin to print the 1099's.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING 1099'S
```

You may stop the forms at any time by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print 1099's screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.0 WORK ON PAYROLL

This sub-menu provides access to the payroll functions. It is used to enter payroll transactions, print quarterly reports, process payroll year-end, perform check reconciliation, access time and attendance options, and enter incentive payroll records When you select this option, the following menu will appear.

```
                          Sample Company
PROFITS                   S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

        ┌──────────────────┬────────────────────────────────────┐
        │        P R O     │          PAYROLL                   │
        │                  │                                    │
        │ 1.  Work on Mast │ 1. Work on Payroll                 │
        │ 2.  Work on Bill │ 2. Payroll Reports and Inquiry     │
        │ 3.  Work on Acco │ 3. Process Payroll Year End        │
        │ 4.  Work on Inve │ 4. Check Reconciliation            │
        │ 5.  Work on Prod │ 5. 401K Administration             │
        │ 6.  Work on Acct │ 6. S125 Administration             │
        │ 7.  Work on Payr │ 7. Time & Attendance System        │
        │ 8.  Work on Gene │ 8. Work on Incentive Payroll       │
        │ 9.  Work on Job  │                                    │
        │ 0.  Exit System  │ 0. Return to previous menu         │
        │                  │                                    │
        └──────────────────┴────────────────────────────────────┘
                             Selection
```

Option 1 should be selected if you would like to enter payroll transactions, calculate taxes, print payroll checks, and post the payroll to the employee files.

Option 2 allows you to print the quarterly payroll reports.

Option 3 should be selected when you are ready to print your W-2's and perform a payroll year-end.

Option 4 should be selected when you are ready to reconcile your payroll checks with your bank statement.

Option 5 allows access to the administrative functions of 401K deductions. 401K Administration is a separate module and may be purchased in addition to the Profits accounting software. THIS MODULE IS NOT CURRENTLY DOCUMENTED AT THE TIME OF THIS PRINTING.

Option 6 allows access to the administrative functions of S125 deductions. S125 Administration is a separate module and may be purchased in addition to the Profits accounting software. THIS MODULE IS NOT CURRENTLY DOCUMENTED AT THE TIME OF THIS PRINTING.

Option 7 allows access to the operational functions of the time and attendance module. Time and Attendance is a separate module and may be purchased in addition to the Profits accounting software.

Option 8 is usually used on a daily basis to enter your gum sheets and print your production reports. You may also take this option daily to enter the time records for hourly employees.

7.1 WORK ON PAYROLL

This option is used to enter payroll transactions. On a regular basis, you need to enter and print payroll checks for your employees. You will enter the gross earnings for your hourly employees and Profits will generate the gross earnings for your salary employees based on their annual salary. Then, Profits will calculate the withholding taxes, print the checks, print the Payroll Register and other payroll reports. Lastly, you will post the payroll to the Employee file and General Ledger. When you select this option the following screen will be displayed.

```
                           Sample Company
 PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

       ┌──────────────────┬─────────────────┬──────────────────────────────────┐
       │      P R O       │      PAY        │        WORK ON PAYROLL           │
       │                  │                 │                                  │
       │ 1.  Work on Mast │ 1. Work on Payr │ 1. Enter Payroll Transactions    │
       │ 2.  Work on Bill │ 2. Payroll Repo │ 2. Calculate Withholding Taxes   │
       │ 3.  Work on Acco │ 3. Process Payr │ 3. Print Payroll Checks/Register │
       │ 4.  Work on Inve │ 4. Check Reconc │ 4. Print Deduction Register      │
       │ 5.  Work on Prod │ 5. 401K Adminis │ 5. Print Labor Distribution Reg. │
       │ 6.  Work on Acct │ 6. S125 Adminis │ 6. Print Vac/Sick Register       │
       │ 7.  Work on Payr │ 7. Time and Att │ 7. Post the Payroll              │
       │ 8.  Work on Gene │ 8. Work on Ince │ 8. Import Plant Payroll          │
       │ 9.  Work on Job  │                 │                                  │
       │ 0.  Exit System  │ 0. Return to pr │ 0. Return to previous menu       │
       │                  │                 │                                  │
       │                  │                 │                       Selection  │
       └──────────────────┴─────────────────┴──────────────────────────────────┘
```

Option 1 allows you to enter, change, or delete payroll transactions. This option will also let you print a Payroll Edit List to check your work before you print the payroll checks.

Option 2 is used to calculate deductions and withholding taxes.

Option 3 is used to print the payroll checks and the Payroll Register.

Option 4 allows you to print a Deduction Register, listing the employee deductions taken on the checks.

Option 5 allows you to print a Labor Distribution Register, listing the department breakdown of your payroll.

Option 6 is used to print a Vacation/Sick Register, listing the vacation and sick hours taken on this payroll per employee.

Option 7 is used to post the Payroll transactions to the Employee file and General Ledger This option is mandatory.

Option 8 allows you to import payroll information from another plant to be processed as normal.

7.1.1 Enter Payroll Transactions

This option is used to enter, change, or delete payroll transactions. You may enter regular, bonus, vacation, or manual checks.

When you select this option, the following message will be displayed:

```
Do you want to generate entries for ? [Skip Generation   ]
                                      [Salaried / Hourly ]
                                      [Bonus Checks      ]
```

If you do not want Profits to generate the gross earnings transactions for your salaried/hourly employees or bonus checks for employees, simply press *<ENTER>* with the selector set to [Skip Generation] and the payroll entry screen will be displayed.

If you would like to generate salaried or hourly employees gross earnings, advance the selector to [Salaried / Hourly] and press *<ENTER>*. The Generate Payroll Entries for Salaried/Hourly Employees screen will be displayed. NOTE: If you generate earnings more than once it will create an additional pay record each time you generate. The record can be deleted like a pay record transaction.

```
                     Generate Entries For:
  Salaried Employee                        Hourly Employees


  Select pay frequencies                   Select pay frequencies

   Weekly       [No ]                       Weekly       [No ]
   Monthly      [No ]                       Monthly      [No ]
   Semi-Monthly [No ]                       Semi-Monthly [No ]
   Bi-Weekly    [No ]                       Bi-Weekly    [No ]
```

If you want Profits to generate the gross earnings transactions for weekly salaried employees, advance the weekly selector to [Yes]. If you want Profits to generate the gross earnings transactions for any of the other pay frequencies, advance the corresponding selection to [Yes]. When you are satisfied with your pay frequency selections, press *<CTRL><ENTER>* and the payroll entry screen will be displayed.

If you would like to generate bonus checks for certain employees, advance the selector to [Bonus Checks] and press *<ENTER>*. The Generate Payroll Bonus Checks screen will be displayed.

```
                    Generate Payroll Bonus Checks
                    ---------------------------------------------

                         Select Employee Types:

                          Hourly         [No ]
                          Salaried       [No ]
                          P.W.           [No ]
                  Base Hire Date on      030193
         1st Year Service Amount            .00
    Additional Years Service Amount         .00
```

A bonus type check will be generated for any employee who meets the criteria entered above. You may select employees by Salaried, Hourly, and/or Piece Work. A record will be generated for each employee that has been employed for at least one year from the date entered above. The amount can be X number of dollars for the first year and X number of dollars for each additional year. When you are satisfied with your selections, press *<CTRL><ENTER>* and the generate question will be displayed again. To access the payroll entry screen select [Skip Generation] and it will be displayed as follows. NOTE: If you generate a bonus check twice, it will overwrite the first one generated.

```
Employee Number
Check Type  [Regular]


 Hours  Hr. Rate  Amount   Pay Type    GL Acct    JobNum  Stage  Activ

  .00     .0000     .00  [Regular ]     6020
```

You will first be prompted for the Employee Number and Check Type as follows:

Employee Number - 8 digit numeric field identifying the employee whose transaction you are entering. If you do not know the employee number, you may use the *<F10>* Search key.

Check Type - The check type may be [Regular], [Vacation], [Manual], or [Bonus]. Each employee may have more than one type. A separate check will be printed for each type except manual. If this check includes vacation pay, sick pay, or an adjustment that makes it cover more than one pay period, use [Vacation] or [Bonus]. Use [Manual] for checks that you have already written.

After you key the employee number and choose the check type, *<CTRL><ENTER>*. For each transaction that should be paid on this check, key the following fields:

Hours - Key the number of hours for this transaction.

Hourly Rate - If you do not key a rate, Profits will use the appropriate rate from the Employee file. (The amount will be calculated after you *<CTRL><ENTER>*).

Amount - If you do not key an amount, Profits will calculate the amount based on the hours and hourly rate.

Pay Type - If you use [Regular], [Overtime], or [Premium], Profits will use the corresponding hourly rate from the Employee file. If you use [Sick] or [Vacation], Profits will use the regular rate. The sick and vacation hours will be accumulated in the Employee file. If you use [Taxable Adj.], [Non-Taxable Adj.], or [Other], you may specify hours and hourly rate or you may key the actual amount.

Account - The displayed General Ledger account number comes from the Employee file. You may override the account number if necessary.

Job Num - 6 character field identifying the job number this employees' payroll transaction is associated with. NOTE: This field is only available if you have purchased Profits Job Cost module.

Stage - 4 character field identifying the stage of the job entered above for which this employees' payroll transaction is associated with. NOTE: This field is only available if you have purchased Profits Job Cost module.

Activity - 4 character field identifying the stage activity of the job entered above for which this employees' payroll transaction is associated with. NOTE: This field is only available if you have purchased Profits Job Cost module.

When you are satisfied with this transaction, press *<CTRL><ENTER>*. The total hours and amount will be displayed at the bottom of the screen. You are ready to key the next transaction.

When you have finished entering the transactions for this employee's check, you should review the transactions on the screen. When you are ready to begin the next employee's transactions, use the *<F9>* End key.

If your check type was [Vacation] or [Bonus], the following message will be displayed:

```
            How many pay periods is this check for? ___
```

Key the number of periods this check should cover. Profits will use this number to annualize this employee's pay for withholding tax calculations. For example, if this is a [Vacation] check, it might cover two payroll periods -- one of regular pay and one of vacation pay. If you specify that this check covers two payroll periods, Profits will calculate the withholding taxes and deductions accordingly.

If your check type is [Manual], the following screen will be displayed:

```
Employee Number 1000      Ronald Britt
Check Type     [Manual]              Check Amount        .00
                                     Check Number          0
                                     Check Date            0
Type         Hours    Earnings       Taxes               Deductions
-------------------------------     --------------------- -------------------
Regular      40.00     260.00   Federal          .00   Insurance      .00
Overtime                        FICA             .00   Pension Plan   .00
Premium                         State            .00
Sick                            Local            .00
Vacation                        DIS/UEM          .00
Taxable Adj.
Non-Tax Adj.
Other

Totals:      40.00     260.00      Taxes:        .00   Deductions:    .00
```

Key the check amount, check number, check date, withholding tax amounts, and deduction amounts. The gross earnings minus the withholding taxes and deductions must equal the check amount. When you are satisfied with the amounts you have keyed, press *<CTRL><ENTER>*. If you need to change the employee's earnings, you need to go back to the first Enter Payroll Transactions screen.

<u>Print The Gross Earnings Register</u>

After you have entered each employee's gross earnings transactions, you should print a Gross Earnings Register in order to review the transactions. On the Enter Payroll Transactions screen, press the *<F2>* key. You will be given a selection to print [All Employees] or [A Range of Employees]. If you choose [A Range of Employees], you will be prompted for the first and last employee number to print. Advance the selector to your choice and press *<CTRL><ENTER>*.

Once the Gross Earnings Register has printed, you should balance it to your manual records for this payroll. Compare the total hours and total dollars for each employee from your manual records to the employee totals on the Gross Earnings Register. Any discrepancy should be corrected before printing the payroll checks.

<u>Making Corrections to Transactions</u>

From the employee number prompt, key the Employee Number and Check Type. When you press *<CTRL><ENTER>*, the employee's transactions will be displayed. Make the necessary changes the same way you would if you were entering the transaction.

If you need to delete the payroll transaction, press the *<F8>* Delete key. The following message will be displayed.

```
        Are you sure you want to delete this transaction? [No ]
```

To delete the transaction, advance the selector to [Yes] and press *<ENTER>*.

On the second Transaction Entry screen, you may use the *<F5>* Up key or the *<F6>* Down key to move the cursor to the transaction amount that needs to be changed. If you have multiple pages of transaction amounts, you may use the *<F5>* and *<SHIFT>* or *<F6>* and *<SHIFT>* keys to page through the transactions.

To delete a transaction, move the cursor to that line and use the *<F8>* Delete key. The following message will be displayed.

```
        Are you sure you want to delete this line? [No ]
```

To delete the transaction line, advance the selector to [Yes] and press *<ENTER>*. The transaction line will be deleted and the remaining lines will be moved up. To insert a line, move the cursor to the position where you want the new line to be and use the *<F7>* Insert key. A line will be inserted in this position for you to key the transaction amount information.

You should reprint the Gross Earnings Register for any employees that you change and review them carefully to be sure that you balance after making the changes.

7.1.2 Calculate Withholding Taxes

This option is used to calculate your withholding taxes and deductions. NOTE: This step is required, even if you are only entering manual checks.

If you have payroll deductions set up in the Control file, the Payroll Deduction Selection screen will be displayed as follows:

```
                    Payroll Deduction Selection
                    ---------------------------

             Specify which Deductions are to be Taken:

   Regular Checks         Vacation Checks        Bonus Checks:

   Insurance      [Yes]   Insurance      [Yes]   Insurance      [Yes]
   Pension Plan   [Yes]   Pension Plan   [Yes]   Pension Plan   [Yes]

```

For each check type, specify the deductions you would like to be taken for this payroll. When you are satisfied with the displayed selections, press *<CTRL><ENTER>* and the remaining ten deductions will be displayed, specify the deductions on this screen you would like taken for this payroll.

When you are satisfied with the displayed selections, press *<CTRL><ENTER>* and the following similar screen will be displayed with tax exempt selections displayed.

```
                    Payroll Deduction Selection
                    ---------------------------

              Specify which Deductions are to be Taken:

   Regular Checks          Vacation Checks          Bonus Checks:

   FIT Taxes      [Yes]    FIT Taxes      [Yes]    FIT Taxes      [Yes]
   FICA/Med       [Yes]    FICA/Med       [Yes]    FICA/Med       [Yes]
   State Taxes    [Yes]    State Taxes    [Yes]    State Taxes    [Yes]
```

For each check type, specify which type of payroll tax is to be calculated. When you are satisfied with the displayed selections, press *<CTRL><ENTER>* and the following message will be displayed:

```
        Do you wish to print a Pre-Check Edit Listing?  [Yes]
```

The Edit Listing is similar to the Payroll Register, except that the check numbers are not printed. Instead of check numbers the employee average will print. If the employee is a piece-work employee the average is determined by the setting in your piecework control file, 'Print ? Avg on Check Stub'. If an hourly employee it will print gross wages divided by the total hours worked.

You should use the Listing to review the withholding taxes and deductions before printing the checks. After answering the above question, the following message will be displayed:

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Calculate Withholding Taxes menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.1.3 Print Payroll Checks/Register

This option is used to print your payroll checks and the Payroll Register. Be sure you have calculated taxes before proceeding. You will need to load the pre-printed forms into the printer before selecting this option.

When you select this option the following questions will be asked:

```
Enter date to print on checks:  90189


Press F9 to skip checks and Print Payroll Register


Enter period ending date:      90189


Enter beginning check number:  1000


Do you want to print? [All Checks       ]
                      [A Range of Checks]
                      [Selective Checks ]


Do you want to print a test pattern to align the checks? [Yes]
```

The first question allows you to date your checks accordingly. The displayed date is the date you entered when you powered on your PC. If this is the date you want to print on the check, press *<ENTER>*. If you would like to change the date, key the correct date in the format, MMDDYY.

Below this first question the system will display the message, Press F9 to skip checks and Print Payroll Register. The payroll register always prints immediately after checks have been printed. If you would like to just print the register and by pass the printing of the checks, simply press *<F9>* now.

The second question is asking what period ending date to print on the checks. The displayed date is the system date. If your payroll period ends on a different date, you may key that date in the format, MMDDYY.

The third question is asking you which check number to begin printing on. The displayed check number comes from the Control file. Verify the number on the next check to be printed in the printer. Key this number to print on the checks.

The following question allows you to print [All Checks], [A Range of Checks], or [Selective Checks]. If you need to re-print a certain group of employees checks or just one in particular, this feature comes in very handy.

The last question you are asked before the system prints your forms is, 'do you wish to print a test pattern to align the checks?' To print the test pattern, press *<ENTER>*. After each line of the test pattern is printed, you should make any necessary adjustments to the forms. You will be prompted to press *<ENTER>* to print the next line. You may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next form and begin to print the checks.

Af ter you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

You may stop the forms at any time by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Payroll Checks screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

When the checks are finished printing, you will be prompted to replace the checks with stock paper in order to print the Payroll Register. Replace the forms with paper and press *<ENTER>*. After the Payroll Register prints you will return to the menu.

7.1.4 Print Deduction Register

This option is used to print the Deduction Register. This report prints for any deduction specified. For each employee that has a deduction taken, the report shows the following:

```
Employee Number
Employee Name
Social Security Number
Check Number
Deduction Descriptions
Deduction Amounts
Deduction Limits
Year-to-Date Amounts
```

When you select this option you will be prompted as follows:

After answering the print questions you will be prompted with the following.

```
Specify which Deductions are to be Printed:

    Loan Repayment       [Yes]
    Uniforms             [Yes]
    Health Insurance     [Yes]

    St. Garnishment      [Yes]


Print Missed Deduction Register  [Yes]
```

The displayed deductions are the deductions you have set up in your Control file. Choose which deductions you would like a register of by changing the yes/no selector. You may also opt to print a Missed Deduction Register showing which employees did not earn enough pay to take a particular deduction.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Deduction Register menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.1.5 Print Labor Distribution Reg.

This option is used to print the Labor Distribution Register. This report prints in department sequence and sub-totals by department. For each employee, the report shows the following:

```
Employee Number
Employee Name
Hours per pay type
Earnings per pay type
Total Earnings
```

When you select this option you will be prompted as follows:

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

PRINTING REPORT

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Labor Distribution Register menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.1.6 Print Vac/Sick Register.

This option is used to print the Vacation/Sick Register. This report prints in department sequence and sub-totals by department. For each employee, the report shows the following:

```
Employee Number
Employee Name
Vacation Pay
Sick Pay
Prior Vacation Hours
Prior Sick Hours
Current Vacation Hours
Current Sick Hours
Current Vacation Amount
Current Sick Amount
Total Earnings
```

When you select this option you will be prompted as follows:

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] printing and return to the Print Vacation/Sick Register menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.1.7 Post the Payroll

This option is the last step in Work on Payroll, and is mandatory. You should post your payroll transactions after every payroll. As Profits processes the payroll transactions, the following steps are taken:

1. If the Update General Ledger with Payroll option is activated, you will be prompted for the General Ledger period to post these entries to. Key the period you are currently working in.

2. The Payroll Journal will be printed showing the entries made to General Ledger. The expense accounts are debited for the gross payroll. The Cash account is credited for the net payroll. The FIT and FICA withholding accounts are credited for their respective withholding amounts. The state withholding accounts from the State file are credited for their respective withholding amounts. The deduction accounts are credited for their respective deduction Amounts. Also, an entry for the employer's FICA is made -- the FICA Expense account is debited and the Employer FICA account is credited. **You should keep this report to complete your audit trail.**

3. Then, you will be prompted for the quarter to post the payroll to. Key the quarter based on the calendar year. Profits used the quarterly totals to print your quarterly reports.

4. Finally, the Employee file will be updated with the appropriate payroll totals and the payroll batch file will be cleared.

7.1.8 Import Plant Payroll

This option is used to automatically import another's plants payroll information directly into the payroll batch. When you select this option you will be prompted with the following:

```
Read from [Drive A:]
          [Drive B:]
```

Simply choose the drive that the diskette is being loaded into and press *<CTRL><ENTER>*, the following messages will be displayed.

After you have answered the above questions, the system will display a message similar to the one below.

```
Please insert diskette into drive

Press [ENTER] to Continue!
```

Insert the diskette with the other plant's payroll information on it and press *<ENTER>*, the system will process for a few moments and you will return to the menu.

7.2 PAYROLL REPORTS AND INQUIRY

This option is used to print the Earnings Register, perform Payroll Check Inquiry, print the FICA/Unemployment Report, SUTA and Quarterly Deduction reports, and Create Magnetic Quarterly Disks for particular states. When you select this option the following screen will be displayed.

```
                              Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

     ┌──────────────────────────────────────────────────────────────────┐
     │        P R O       │        PAY      │  PAYROLL REPORTS AND INQUIRY │
     │                    │                 │                             │
     │ 1.  Work on Mast   │1. Work on Payr  │1. Print Earnings Register   │
     │ 2.  Work on Bill   │2. Payroll Repo  │2. Payroll Check Inquiry     │
     │ 3.  Work on Acco   │3. Process Payr  │3. Print FICA/Unemployment Report│
     │ 4.  Work on Inve   │4. Check Reconc  │4. Print SUTA Report         │
     │ 5.  Work on Prod   │5. 401K Adminis  │5. Create Magnetic Qtrly Disk│
     │ 6.  Work on Acct   │6. S125 Adminis  │6. Print Quarterly Deduction Report│
     │ 7.  Work on Payr   │7. Time and Att  │7. Weekly Piecework Recap    │
     │ 8.  Work on Gene   │8. Work on Ince  │                             │
     │ 9.  Work on Job    │                 │                             │
     │ 0.  Exit System    │0. Return to pr  │0. Return to previous menu   │
     │                                                                    │
     │                                                   Selection        │
     └──────────────────────────────────────────────────────────────────┘
```

Option 1 allows you to print the employee's Earnings Register. This report will print each employees quarterly earnings and taxes.

Option 2 allows you to view, print, or purge an employee's payroll check history.

Option 3 is used to print the FICA/Unemployment Report. You may print this report for any quarter.

Option 4 is used to print the SUTA Report. You may print this report for any quarter.

Option 5 allows you to create magnetic quarterly reporting disks for states that require this type of reporting.

Option 6 is used to print the Quarterly Deduction Report. You may print this report for any one of your deductions and employees.

Option 7 is used to print the Piecework Recap Report. *Note: This option is fully documented in the Profits Apparel User's Guide*.

7.2.1 Print Earnings Register

This option is used to print the employee's Earnings Register. This report prints from the Employee file and shows the following for each employee.

```
Employee Number
Employee Name
Quarter to Date Gross Earnings
Year to Date Gross Earnings
Taxable Gross
Federal Tax
FICA Tax
State Tax
Local Tax
DIS/UEM Tax
```

When you select this option you will be prompted with the following question:

```
Enter Quarter to print report for [1st]
```

The first question is asking which quarter you would like to print the above information for. Advance the selector to the quarter of your choice and press *<ENTER>*.

NOTE: If you select quarter 4 you will be prompted with the following question, 'Have you Run Year End: [No]?' If payroll yearend procedures have been run and you answer [Yes] to this question, the W2 Work Files created in payroll year end will be used instead of the employee files to print the report.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Earnings Register menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.2.2 Payroll Check Inquiry

This option is used to view, print or purge a particular employee's payroll check history. When you select this option, a screen similar to the one below will be displayed.

```
Employee Number 1000      Employee Name  CELETA MCNABB     S125 Ded.      .00
                   Gross   2,496.70   State Taxes  131.46   401K Ded.     .00
YEAR TO DATE >> Federal    402.45   Local Taxes     .00   Deductions     .00
                   FICA    107.50   DISUE Taxes     .00   Net Pay  1,775.20
                   Medicare  80.00

Check#   Date       Gross Pay    Federal    FICA     Other   Deduct   Net Pay
-------------------------------------------------------------------------------
005112  1 Sept 89    1,313.69     321.19    98.66    69.65     .00    914.19
005128 15 Sept 89    1,183.01     171.26    88.84    61.81     .00    861.10
```

You will first be prompted for the Employee Number you wish to display. If you do not know the employee number, you may use the Search option.

Type the Employee Number and press *<ENTER>*, the employee's payroll check history will be displayed. To page through the check information, use the *<F5>* Up key or the *<F6>* Down key.

When you find what you need to know about this employee and you are ready to look at another employee, use the *<F9>* End key to return to the employee number prompt.

You may also print an employee's information and purge this information when necessary. When your cursor is at the employee number prompt, simply press *<F2>* and you will be prompted with the following questions:

```
              Report by Department? [Yes]

              From Department: ___      Thru:    ___

              From Employee:    _____ Thru:_____

              From Check Date: _____  Thru:_____

              Purge Selected History [No ]?

                         Include [Non-Tax Adj.]
                         Print   [Taxes/Ded. (Std Rpt)]
```

The first question allows you print the report by department, if applicable.

The next set of questions simply give you the ability to print the report in as many variations as are possible. For example, you may choose to print the report for only one employee during one specific pay period date range.

The next question 'Purge Selected History?' should be answered with caution. If you select [Yes] to this, all history for the selection criteria entered above will be removed after it is printed. NOTE: You will want to purge periodically, so the file does not become too large.

The next selection allows you to print the history in two different formats. If you choose [Non-Tax Adj.], the report will include any non-taxable adjustments the employee has taken. If you select [Reg. Hours], the report will include the regular hours the employee has worked instead of non-taxable adjustments.

The last selection also allows you to print the report in two different formats. If you choose [Taxes/Ded. (Std Rpt)], the report will include any all taxes and deductions the employee has had taken. If you select [Earnings/Hours], the report will include the employee's earnings, regular and over-time hours. NOTE: This report is helpful when filling out Workman's Compensation forms.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Payroll Check Inquiry menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.2.3 Print FICA/Unemployment Report

This option is used to print the FICA/Unemployment Report. On a quarterly basis you will need to print this report to report your FICA withholdings and Unemployment taxes due to the government. This report prints from the Employee file and shows the following for each employee.

```
Employee Number
Employee Name
Social Security Number
Year to Date Earnings
Quarter to Date Earnings
Earnings Taxable to FUTA limit
Earnings Taxable to FICA limit
```

When you select this option you will be prompted with the following question:

```
Enter Quarter to print report for [1st]
```

The first question is asking which quarter you would like to print the above information for. Advance the selector to the quarter of your choice and press *<ENTER>*.

NOTE: If you select quarter 4 you will be prompted with the following question, 'Have you Run Year End: [No]?' If payroll yearend procedures have been run and you answer [Yes] to this question, the W2 Work Files created in payroll year end will be used instead of the employee files to print the report.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print FICA/Unemployment Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.2.4 Print SUTA Report

This option is used to print the SUTA Report. At the end of each quarter, you need to report the amount of State Unemployment tax withheld from each employee. This report prints in state sequence and sub-totals by state. For each employee, the report shows the following:

```
Employee Number
Employee Name
Social Security Number
State Code
Year to Date Earnings
Quarter to Date Earnings
Taxable SUTA Earnings
SUTA Tax Withheld
```

When you select this option you will be prompted with the following question:

```
Enter Quarter to print report for [1st]
```

The first question is asking which quarter you would like to print the above information for. Advance the selector to the quarter of your choice and press *<ENTER>*.

NOTE: If you select quarter 4 you will be prompted with the following question, 'Have you Run Year End: [No]?' If payroll yearend procedures have been run and you answer [Yes] to this question, the W2 Work Files created in payroll year end will be used instead of the employee files to print the report.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                              PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print SUTA Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.2.5 Create Magnetic Qtrly Disk

This option is used to create magnetic quarterly returns for states that require this type of reporting quarterly. The states listed are the only states at this time that we are aware have this type of stipulation. If you know of an requirements for your particular state, do not hesitate to contact P.C.S. with that information. This option is also used to create a magnetic copy of 401k information each quarter.

When you select this option you will be prompted with the following:

```
        Select [Yes for the ONE state that you wish to create a Quarterly
        Earnings Diskette for:
                AL  [No ]   NC [No ]  NY [No ]  OH [No ]  PA [No ]
                TN  [No ]   401K[No ]
```

Select the state you are creating the diskette for and *<CTRL><ENTER>*, the following screen will be displayed as follows:

```
                              Company Name:
                                   Address:

                                      City:              State:
                                       Zip:

                                Federal ID:
                                  State ID:
                            Empl Name Order: [First/Last]
                            Report For Year: 93
                                    Quarter:
```

Company Name - The name is displayed from the Control File. You may override if necessary.

Address - The address is displayed from Address 1 and Address 2 in the Control File. You may override if necessary.

City - The city is displayed from the Control File. You may override if necessary.

State - The state is displayed from the Control File. You may override if necessary.

Federal ID - 9 digit numeric field identifying your Federal Tax ID number. This ID is being displayed from the state tax file. NOTE: No hyphen is to be entered, per government regulations.

State ID - 9 digit numeric field identifying your State Tax ID number. This ID is being displayed from the state tax file.

Empl Name Order - The state government needs to know in which order you have your employee names stored. If you set up your employee file with employee's first name first, then last name, select [First/Last]. If you entered Last name first, then first name, select [Last/First].

Report For Year - The system will default with the current year. You may override this field if necessary.

Quarter - The system will default to the current quarter. You may override this field if necessary. The first question is asking which quarter you would like to chose.

NOTE: If you select quarter 4 you will be prompted with the following question, 'Have you Run Year End: [No]?' If payroll yearend procedures have been run and you answer [Yes] to this question, the W2 Work Files created in payroll year end will be used instead of the employee files to create the disk.

After you have entered and verified the above fields, *<CNTL><ENTER>* and the system will then prompt you to insert a diskette into Drive A: and press [ENTER] to continue.

The system will then copy the information to the diskette to be processed by your state government. Is a good idea to make several different diskettes for safe keeping. **NOTE:** The following guidelines will help you determine which size diskette to use for the above process.

DS/DD (360kb)	1300 Employees
HC/DS (1.2mb)	4500 Employees
DS/DS (720kb)	2700 Employees
HC/DS (1.4mb)	5413 Employees

7.2.6 Print Quarterly Deduction Report

This option is used to print a quarterly deduction report for any one deduction. It can be printed for one or all employees and a date range can be specified. This report prints from the Employee deduction file and shows the following for each employee.

```
Employee's Gross
Employee's Hours
Amount of the (1) Deduction Chosen to Print
```

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
Deduction to print   [GROUP INSURANCE]
                     [MERRILL LYNCH  ]


   From Employee:_____  Thru:_____
 From Check Date:_____  Thru:_____
```

The 'deduction to print' selector coincides with the deductions that are set up in the Control file. Advance the selector to the deduction you would like to print. You may then select the report for one, a range, or all employees, within any specified check date range. After making your selections, the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Quarterly Deduction Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.3 PROCESS PAYROLL YEAR END

This option is used to generate a W2 work file, perform payroll year end, maintain W2 work file if necessary, print the W2 Register, and lastly print the W2's to paper and disk. At the end of the calendar year, you must report each of your employee's earnings and withholdings to the Federal and state governments. You must also reset the employee's earnings and withholding to begin the new year. When you select this option the following screen will be displayed.

```
                              Sample Company
PROFITS                  S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

        ┌──────────────┬───────────────┬─────────────────────────────┐
        │      P R O   │          PAY  │   PROCESS PAYROLL YEAR END   │
        │              │               │                             │
        │ 1.  Work on Mast│1. Work on Payr│1. Create W2 Work Files     │
        │ 2.  Work on Bill│2. Payroll Repo│2. Perform Payroll Year End │
        │ 3.  Work on Acct│3. Process Payr│3. Maintain W2 Work Files   │
        │ 4.  Work on Inve│4. Check Reconc│4. Print W2 Register        │
        │ 5.  Work on Prod│5. 401K Adminis│5. Print W2's (Paper)       │
        │ 6.  Work on Acco│6. S125 Adminis│6. Create Magnetic W2 Diskette│
        │ 7.  Work on Payr│7. Time and Att│                           │
        │ 8.  Work on Gene│8. Work on Ince│                           │
        │ 9.  Work on Job │               │                           │
        │ 0.  Exit System │0. Return to pr│0. Return to previous menu │
        └──────────────┴───────────────┴─────────────────────────────┘
                                                 Selection
```

Option 1 allows you to create duplicate copies of your employee and state tax files so you may continue with your payroll year end and access these files later when you are ready to print W2's.

Option 2 is used to perform a Payroll Year-End. The option clears the employees earnings and deductions for next year and removes any inactive employees.

Option 3 allow you to maintain or make corrections to the employee and state tax files created under option 1.

Option 4 allows you to print the employee's W2 Register. This report should be reviewed carefully before printing the W2's.

Option 5 is used to print the W2's to be submitted to the government and to the employee.

Option 6 is used create a diskette which may be filed with the federal government in place of W2 forms.

7.3.1 Create W2 Work Files

This option automatically creates duplicate copies of your employee and state tax files. This option is provided so you do not have to print your W2's before running the first payroll of the new year. After you create the duplicate files, you may continue with your payroll year end and access these files later when you are ready to print W2's.

When you select this option the system will be prompted with the following question:

```
Are you ready to create Y/E Workfiles for W2's?  [Yes]
```

If you select [YES] the system will begin copying the employee file to a new file named emplw2wk and then copy the statetax file to statw2wk. When the process is complete you will return to the menu.

NOTE: These files will be used for ALL year end reports and W2's. This option may be run as many times as needed BEFORE you take Option 2 Perform Year End listed below. During payroll year end the employees' earnings are zeroed and if this option was taken again the system would create blank W2 work files.

7.3.2 Perform Payroll Year-End

This option is used to perform a payroll year-end. **After** you have created your W2 work files you are ready to take this option.

NOTE: This option must be taken before the first payroll of the new year is processed. When you select this option, the Deduction Selection screen will be displayed.

```
                        Payroll Year End

            Specify which Deductions are to be Zeroed:

    Insurance        [Yes]
    Pension Plan     [Yes]




                            St. Garnishment   [Yes]
```

Use the appropriate selector to indicate which of the deductions you want zeroed for the new year. Profits will reset the indicated deductions for each employee. Then, the following message will be displayed:

```
        Do you want to purge employees set to [Purge]? [No ]
```

To purge employees from the employee file, payroll check history file, and the time history file, advance the selector to [Yes] and press *<ENTER>*. NOTE: Only those employee's who have been set to [Purge] in the employee master file will be removed.

You will then be prompted with the final question:

```
        Are you sure? [No ]
```

If you are sure you want to purge the employees set to [Purge] and zero all deductions, advance the selector to [Yes]. Then, Profits will reset each employee's earnings and withholding taxes to zero.

7.3.3 Maintain W2 Work Files

This option is used to maintain the W2 work files created under option one above. In the event that something needs to be changed on an employees' record before W2's are printed this option provides access to all employees records.

When you select this option the system will prompt you for the employee number you wish to maintain. The screens that will then be displayed are exactly the same screens used under Work on Employee File, (option 1.3.2). The system is not actually accessing the Employee Master File, but the W2 work files created when you selected Option 1 above. Remember when you selected option 1, the system created copies of your employee file and state tax file as they were at the time you took the option. Therefore, you may make any changes necessary and your current employee and state tax files will not be effected.

7.3.4 Print W2 Register

This option is used to print the employee's W2 Register. You should review this report carefully before printing the actual W2's. If you need to make changes to an employee's record, you may do so as explained above under option 3. This report prints from the W2 Work files and shows the following for each employee.

```
Employee Number
Employee Name
Social Security Number
Earnings
Withholdings
Deductions
```

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print W2 Register menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.3.5 Print W2's (Paper)

This option is used to print your W2 forms. **NOTE:** If you have more than 250 employees it is required that you submit your W2's to the federal government using magnetic media instead of paper forms. See option 7-3-6 for more information. Before you take this option, you will need to load your pre-printed W2 forms into the printer. Per government regulations you must begin printing your W2's at the top of a page, (i.e.. where the page folds).

When you select this option the following message will be displayed:

```
Enter employer's identification number:_____
```

Your federal ID# will be automatically pulled from the Control file. If no ID# has been entered, simply key your federal identification number. It can be up to 15 characters in length. Press *<ENTER>*, and you will be prompted with the following questions:

```
Do you want to print a test pattern to align the W2's? [Yes]
```

The next question you are asked before the system prints your W2's is, 'do you wish to print a test pattern to align the W2's?' To print the test pattern, press *<ENTER>*. An **entire** W2 test pattern will be printed. **NOTE:** It may be necessary to print another test pattern to assure that the your 'live' W2's begin at the top of a new page or you may stop the test pattern at anytime by pressing the *<F3>* key. If you press this key, the system will advance to the top of the next form and begin to print the W2's.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING W2'S
```

You may stop the forms at any time by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print W2's screen or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

When the W2's are finished printing, the following message will be displayed:

```
This is the second pass in which all W-2's will be printed.
Do you wish to print a test pattern to align the W-2's? [No ]
```

If the W2's are still in alignment, press *<ENTER>*. Any employees that had earnings in multiple states or other tax jurisdictions will have multiple W2's printed.

When the second pass of W2's are finished printing, the following message will be displayed:

```
Replace the W-2s with standard forms.
Press ENTER when ready.
```

7.3.6 Create Magnetic W2 Diskette

This option will create a diskette which may be filed with the federal government in place of W2 forms. This option is REQUIRED if you have more than 250 employees that require W2's. For more information on this requirement, please contact the Social Security Administration and request SSA Publication Number 42-007. **NOTE:** You must also fill out IRS Form 6559 (Transmitter Report and Summary of Magnetic Media) and submit it with your diskette.

When you select this option the following screen will be displayed:

```
                            Company Name:  YOUR COMPANY NAME
                                 Address:  1234 Main Street
                                           Suite 1
                                    City:  Anywhere   State: GA
                                     Zip:  30349

                              Federal ID:
                              State   ID:
                         Empl Name Order:  [First/Last]
                         Report For Year:  1995
                                 Quarter:  4
        Last Month of Quarter being Reported:    12  Normally 3, 6, 9, of 12
```

The following fields must be entered or reviewed before proceeding.

Company Name - The name is displayed from the Control File. You may override if necessary.

Address - The address is displayed from Address 1 and Address 2 in the Control File. You may override if necessary.

City - The city is displayed from the Control File. You may override if necessary.

State - The state is displayed from the Control File. You may override if necessary.

Federal ID - 9 digit numeric field identifying your Federal Tax ID number. NOTE: No hyphen is to be entered, per government regulations.

State ID - 10 digit numeric field identifying your State ID number. This is used for state supplemental records only.

Empl Name Order - The government needs to know in which order you have your employee names stored. If you set up your employee file with employee's first name first, then last name, select [First/Last]. If you entered Last name first, then first name, select [Last/First].

Report For Year - The system will default with the current year. You may override this field if necessary.

Quarter - 1 digit numeric field identifying the quarter the disk if for. The quarter is only used for state supplemental records.

Last Month of Quarter being reported - 2 digit numeric field identifying the month the disk if for. The month is only used for state supplemental records. Normally you would enter months 3, 6, 9, or 12.

After you have entered and verified the above fields, *<CNTL><ENTER>* and the system will then prompt you to insert a diskette into Drive A: and press [ENTER] to continue.

The system will then copy the W2 information to the diskette to be processed by the federal government. Is a good idea to make several different diskettes for safe keeping. **NOTE:** The following guidelines will help you determine which size diskette to use for the above process.

DS/DD (360kb)	1300 Employees
HC/DS (1.2mb)	4500 Employees
DS/DS (720kb)	2700 Employees
HC/DS (1.4mb)	5413 Employees

7.4 CHECK RECONCILIATION

This option is used to reconcile your outstanding Payroll checks, remove the reconciled checks, and enter manual checks if necessary. If the Check Reconciliation option is activated, the checks printed are maintained through this option. When you select this option the following screen will be displayed.

```
                              Sample Company
PROFITS                S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

 ┌─────────────────────┬─────────────────┬──────────────────────────────┐
 │        P R O        │           PAY   │    CHECK RECONCILIATION       │
 │                     │                 │                              │
 │ 1.  Work on Mast    │1. Work on Payr  │1. Reconcile Outstanding Checks│
 │ 2.  Work on Bill    │2. Payroll Repo  │2. Remove Reconciled Checks    │
 │ 3.  Work on Acco    │3. Process Payr  │3. Enter Manual Checks         │
 │ 4.  Work on Inve    │4. Check Reconc  │4. Import Reconciled Checks    │
 │ 5.  Work on Prod    │5. 401K Adminis  │                              │
 │ 6.  Work on Acct    │6. S125 Adminis  │                              │
 │ 7.  Work on Payr    │7. Time and Att  │                              │
 │ 8.  Work on Gene    │8. Work on Ince  │                              │
 │ 9.  Work on Job     │                 │                              │
 │ 0.  Exit System     │0. Return to pr  │0. Return to previous menu     │
 └─────────────────────┴─────────────────┴──────────────────────────────┘
                                                     Selection
```

Option 1 allows you to reconcile or void the outstanding Payroll Checks.

Option 2 is used to remove the reconciled checks. A Check Reconciliation report will print for your review.

Option 3 allows you to enter manual checks into the Check Reconciliation file, if necessary.

Option 4 allows you to import reconciled checks from a particular banks magnetic media into the Check Reconciliation file.

7.4.1 Reconcile Outstanding Checks

This option is used to select the Payroll checks to be reconciled. When you receive your bank statement, you will want to reconcile the checks that Profits has generated with the checks on the statement. When you select this option, the following screen will be displayed.

```
Reconcile: [Accounts Payable Checks ]      By  [Check Number    ]
                                               [Transaction Date]

                                 Current Balance     10,325.00

      Status        Chk No   Date      Amount   Vendor   Name

      [Open    ]    3045  15 Oct 89    345.20    1000    ABC COMPANY
      [Open    ]    3046  15 Oct 89   1456.98    4000    SOUTHERN BELL
      [Open    ]    3047  15 Oct 89     45.90    2000    CALICO CORNERS
      [Void    ]    3048  15 Oct 89        0     3500    FREDS STORAGE
```

You will first be prompted for the starting check number or transaction date. The starting check number tells Profits the first check number you want displayed. The transaction date tells Profits the beginning transaction dates you want displayed. You should begin with the first check that should be reconciled for this bank statement.

To reconcile a check, advance the Status selector to [Reconciled]. To void a check, advance the Status selector to [Void]. You may use the *<F5>* Up key or the *<F6>* Down key to move the checks that you wish to reconcile or void. When you have finished reconciling or voiding all the checks associated with your bank statement, use the *<F9>* End key to return to the Reconcile prompt.

Print the Check Reconciliation Listing

You should print a Check Reconciliation Listing to balance to your bank statement withdrawals. From the Reconcile Outstanding Checks menu, press the *<F2>* Print key.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

                              PRINTING REPORT

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Reconcile Outstanding Checks menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>.*

7.4.2 Remove Reconciled Checks

This option allows you to remove the reconciled checks from the Check Reconciliation file.

When you select this option all checks that were selected as [Reconciled] or [Void] will be removed. The system will automatically print a Check Reconciliation Register and return to the Remove Reconciled Checks menu.

7.4.3 Enter Manual Checks

This option allows you enter a manual check that was never processed through Payroll. When you select this option, the following screen will be displayed.

```
   Enter:   [Payroll Checks ]             Starting Check Number      0
  ┌─────────────────────────────────────────────────────────────────┐
  │                                                                   │
  │  Status        Chk No   Date      Amount  Employee  Name          │
  │                                                                   │
  │  [Open     ]   3045   1 Oct 89    345.20    1000    ANN PETZKE     │
  │  [Open     ]   3046   1 Oct 89    856.98    2000    CELETA MCNABB  │
  │  [Open     ]   3047   1 Oct 89    445.90    3000    MICHELLE MCGOWAN│
  │  [Void     ]   3048   1 Oct 89         0    3500    SAM SLOANE     │
  │                                                                   │
  └─────────────────────────────────────────────────────────────────┘
```

You will first be prompted for the starting check number. The starting check number tells Profits the first check number you want displayed. You should try to use the last check number in the check reconciliation file, because you are only allowed to enter a manual check at the end of the file.

You may use the *<F6>* Down key to move to the end of the displayed checks. When you have finished entering manual checks, use the *<F9>* End key to save the changes and return to the 'Enter' prompt. Press the *<F4>* Menu key to return to the Enter Manual Checks menu.

7.4.4 Import Reconciled Checks

This option allows you to import reconciled check information from a magnetic diskette supplied by your bank. At the time of this printing, SouthTrust Bank, is the only format we support. If you would like to use your bank's format, please contact our support staff. When you select this option, the following screen will be displayed.

```
                    Floppy Drive        A
                    Account Number      0



              Insert Diskette in Drive A:



              Press [ENTER] to Continue !
```

You will first be prompted for the floppy drive you are importing from, then your account number assigned by your bank. Second, you will be prompted to insert the diskette and press *<ENTER>* when ready.

The system will check each check number against the check reconciliation file. If a check is found, the amounts are then verified. If the amounts agree, the record is set to Reconciled. If the amounts are different, the record is set to Exception and the reason is placed in the Name field. If a record exists on the diskette that is not found in the check reconciliation file, the record is added to the file as an Exception and the Name field is updated with a 'Not Found - Bank Paid' message.

After the system has finished processing the diskette, you may view or print your check reconciliation register under option 7.4.1, to see the results.

TO BE DOCUMENTED AT A LATER DATE

7.5 401K ADMINISTRATION

This option allows you to work on many of the administrative functions of a 401K benefit plan. NOTE: 401K Administration is an additional module that may be purchased in addition to the Profits accounting package. When you select this option the following screen will be displayed.

```
                              Sample Company
PROFITS                S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

     ┌────────────────┬────────────────┬──────────────────────────────┐
     │      P R O     │         PAY    │   401K ADMINISTRATION MENU    │
     ├────────────────┼────────────────┼──────────────────────────────┤
     │ 1.  Work on Mast│1. Work on Payr │1. Generate Pay Period Contribution│
     │ 2.  Work on Bill│2. Payroll Repo │2. Disburse Fund Earngs/Gains/Share│
     │ 3.  Work on Acco│3. Process Payr │3. Work on Manual Transactions │
     │ 4.  Work on Inve│4. Check Reconc │4. Post Manual Transactions    │
     │ 5.  Work on Prod│5. 401K Adminis │5. Print Retirement Statements │
     │ 6.  Work on Acct│6. S125 Adminis │6. Print Discrimination Test   │
     │ 7.  Work on Payr│7. Time and Att │7. Redistribute nonvested Funds│
     │ 8.  Work on Gene│8. Work on Ince │8. Print Allocation Sheet      │
     │ 9.  Work on Job │                │9. Purge Fund History File     │
     │ 0.  Exit System │0. Return to pr │0. Return to previous menu     │
     └────────────────┴────────────────┴──────────────────────────────┘
                                                     Selection
```

Option 1 -

Option 2 -

Option 3 -

Option 4 -

Option 5 -

Option 6 -

Option 7 -

Option 8 -

Option 9 -

7.5.1 Generate Pay Period Contributions

This option -

7.5.2 Disburse Fund Earngs/Gains/Share

This option -

7.5.3 Work on Manual Transactions

This option -

7.5.4 Post Manual Transactions

This option -

7.5.5 Print Retirement Statements

This option -

7.5.6 Print Discrimination Test

This option -

7.5.7 Re-Distribute non-vested Funds

This option -

7.5.8 Print Allocation Sheet

This option -

7.5.9 Purge Fund History File

This option -

TO BE DOCUMENTED AT A LATER DATE

7.6 S125 ADMINISTRATION

    This option allows you to work on many of the administrative functions of a S125 benefit plan. NOTE: S125 Administration is an additional module that may be purchased in addition to the Profits accounting package. When you select this option the following screen will be displayed.

```
                              Sample Company
PROFITS                 S/N DocuCopy   Version 2.4   10:13:06  May   1, 95
 ┌──────────────────────────────────────────────────────────────────────┐
 │  ┌───────────────┬─────────────────┬─────────────────────────────┐   │
 │  │     P R O     │           PAY   │   S125 ADMINISTRATION MENU   │   │
 │  ├───────────────┼─────────────────┼─────────────────────────────┤   │
 │  │ 1.  Work on Mast│1. Work on Payr │1. Receipt Entry             │   │
 │  │ 2.  Work on Bill│2. Payroll Repo │2. Receipt Posting           │   │
 │  │ 3.  Work on Acco│3. Process Payr │3. Generate Employee Deductions│ │
 │  │ 4.  Work on Inve│4. Check Reconc │4. Generate Reimbursement Records│ │
 │  │ 5.  Work on Prod│5. 401K Adminis │5. Print Reimbursement Checks│   │
 │  │ 6.  Work on Acct│6. S125 Adminis │6. Post Reimbursement Checks │   │
 │  │ 7.  Work on Payr│7. Time and Att │7. Print Analysis Report     │   │
 │  │ 8.  Work on Gene│8. Work on Ince │8. Print S125 Statements     │   │
 │  │ 9.  Work on Job │                │                             │   │
 │  │ 0.  Exit System │0. Return to pr │0. Return to previous menu   │   │
 │  └───────────────┴─────────────────┴─────────────────────────────┘   │
 │                                                           Selection    │
 └──────────────────────────────────────────────────────────────────────┘
```

Option 1 -

Option 2 -

Option 3 -

Option 4 -

Option 5 -

Option 6 -

Option 7 -

Option 8 -

7.6.1 Receipt Entry

This option -

7.6.2 Receipt Posting

This option -

7.6.3 Generate Employee Deductions

This option -

7.6.4 Generate Reimbursement Records

This option -

7.6.5 Print Reimbursement Checks

This option -

7.6.6 Post Reimbursement Checks

This option -

7.6.7 Print Analysis Report

This option -

7.6.8 Print S125 Statements

This option -

7.7 TIME AND ATTENDANCE

This option allows you to work on the many administrative and maintenance functions of the Time and Attendance Module. Daily you may want to review which employees are tardy or absent. Change or maintain their time records and post their time records to the attendance history file. NOTE: Time and Attendance is an additional module that may be purchased in addition to the Profits accounting package. When you select this option the following screen will be displayed.

```
                              Sample Company
PROFITS                  S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

  ┌──────────────────────────────────────────────────────────────────────┐
  │         P R O           PAY           TIME and ATTENDANCE SYSTEM       │
  │                                                                        │
  │  1.  Work on Mast   1. Work on Payr   1. Initialize OnLine Time Clocks │
  │  2.  Work on Bill   2. Payroll Repo    2. Review Tardy/Absent Report   │
  │  3.  Work on Acco   3. Process Payr   3. Enter/Maintain Time Records    │
  │  4.  Work on Inve   4. Check Reconc   4. Post Time Records              │
  │  5.  Work on Prod   5. 401K Adminis   5. Review Attendance History      │
  │  6.  Work on Acct   6. S125 Adminis   6. Purge Attendance History       │
  │  7.  Work on Payr   7. Time and Att                                     │
  │  8.  Work on Gene   8. Work on Ince                                     │
  │  9.  Work on Job                                                        │
  │  0.  Exit System    0. Return to pr   0. Return to previous menu        │
  │                                                           Selection     │
  └──────────────────────────────────────────────────────────────────────┘
```

Option 1 is used to initialize a particular time clock for use.

Option 2 is used to print the Tardy/Absent Report. This report should be printed each morning after all employees have clocked in for the day.

Option 3 is used to maintain or alter existing time records. You may also enter or generate manual records not recorded through the time clock, such as holiday time.

Option 4 is used to post the time records to each employees' payroll transaction and attendance history. This step is mandatory and should be done on a daily basis, if possible.

Option 5 allows viewing access to a particular employee's attendance history. It provides a monthly calendar and daily break down of the hours worked.

Option 6 is used to periodically purge past attendance history. This option would most likely be taken at the end of each calendar year.

7.7.1 Initialize OnLine Time Clocks

This option allows you to initialize a particular clock group for use. You will first be prompted for the three digit group number originally assigned in the Time and Attendance Control File. After entering the group number, the following screen will be displayed.

```
MAIN DOOR CLOCK              Comm Port                        1Status 00

Empl #    Date     Time     In/Out   Pay Cat/Reason   Dept      Auth.
2184    21 May 93  12:58    Out      Lunch            002
2156    21 May 93  13:20    In       STANDARD         002
```

As each employee accesses the time clock their clock in and out times will be displayed in one of the four grids. Profits allows for up to four clocks to be initialized on one computer station.

You may use the *<F3>* GoBack key to close or shut down the clock at any time and return to the Time and Attendance menu.

7.7.2 Review Tardy/Absent Report

This option is used to print the Tardy/Absent Report. This report shows which employees were absent, which were tardy and why, and gives a total by department of all absent or tardy employees by employee type. The report will also give you a grand total for the entire company.

When you select this option you will be prompted as follows:

```
This option will print absent or tardy employees for today.  If you would like to generate
time records for absent employees, select below:

                    Generate Hourly     [No ]
                    Generate Salaried   [No ]
                    Generate Piecework  [No ]
```

This option allows you to generate records for absent or tardy employees so you may edit them later with the reasons they were absent or tardy. Select which records you would like to generate, if any and *<CTRL><ENTER>* and you will be prompted with the following question:

```
Print For Shift Number  1
```

The question allows you to define which shift you would like to print the report for. You may have up to four shifts for each day of the week. These shifts are defined in the Time and Attendance Control File.

Enter the shift of your choice and press *<ENTER>*. You will then be prompted with the last question.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Review Tardy/Absent Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

7.7.3 Enter/Maintain Time Records

This option is used to enter, change, delete, or generate employee time records. When you select this option, the following message will be displayed:

```
Do you want to generate holiday hours [Skip Generation]
```

If you do not want Profits to generate holiday hour records for your employees, simply press *<ENTER>* with the selector set to [Skip Generation] and the time record entry screen will be displayed.

If you would like to generate holiday hours, advance the selector to [Generate Holiday Hrs] and press *<ENTER>*. The Generate Holiday Hour Entry prompts will be displayed.

```
Generate Holiday Hour Entries

              Date: _____
              Start:_____
              Stop: _____
```

Enter the date in the format MMDDYY for which you would like holiday hours generated. The 'Start' and 'Stop' fields are used to enter the hours to be generated for holiday time. The hours should be entered in military time format.

After entering the above holiday date information, simply press *<CTRL><ENTER>* and you will be prompted with the following message:

```
Generate Holiday Hour Entries

Select Employee Type
            Piecework [No ]
            Hourly    [No ]
            Salaried  [No ]
```

Next you need to select which type of employee to generate holiday hours f or. Advance the Yes/No selector to your choice and *<CNTL><ENTER>*.

You will then be prompted with the final message:

```
Generate Holiday Hour Entries

Select Employees: [All     ]
                  [A Range ]
```

If you would like to generate holiday hours for [All] employees in your pay type selection, leave the selector set to [All]. If you would like to generate [A Range] of employees with in your type selection you will be prompted for the first and last employee number to generate. Advance the selector to your choice and *<CNTL><ENTER>*.

An employee holiday time record for the date and time specified above will be generated for each employee type selected above. Profits will then return you to the Time Entry and Maintenance screen displayed as follows.

```
 In Time
 Empl  #
 Date
```

You will first be prompted for the In time, Employee Number and Date of the transaction you wish to enter or maintain a time record for. If you want to maintain an existing time record and do not know the in time, employee number or date to maintain, you may use the *<F10>* Search key.

In Time - 4 digit numeric field identifying the time the employee clocked in. This time will be used to calculate the total hours worked. This entry CANNOT be changed after the record is entered. If you need to correct the time, you must delete the record and re-enter the new time.

Employee Number - 8 digit numeric field identifying the employee whose time record you are entering or maintaining.

Date Worked - 6 digit numeric field identifying the date this time record is for. The date format is MMDDYY, but you can specify just the DD if entering time records for the current month and year.

After you key the in time and employee number or have the time record displayed for maintenance, key or change the following fields displayed on the screen below:

```
In Time
Empl  #
Date
               Pay Category        Department
               Out Time            Out Type        Out Reason

Early In Reason         Auth
Tardy Reason           Auth                Penalty Min
Early Out Reason       Auth
Late Out Reason        Auth
Offstd In Auth         Off Std Out Auth

Force In Time          Force Out Time
Day of Week   [MON]    Shift       Lunch Shift
Job Number        Stage       Activity        GL
```

If you simply need to delete the time record displayed, press the *<F8>* Delete key. The following message will be displayed.

```
            Are you sure you want to delete this transaction? [No ]
```

To delete the time record, advance the selector to [Yes] and press *<ENTER>*.

Pay Category - 2 digit numeric field identifying the job the employee is working in. Valid job number are 1 through 24. 1 indicates their standard job. Number 2 through 24 indicate off-standard jobs. If you leave this field 0, the system will default to job 1. Piecework employees will use this to have time records sent to the correct off-standard categories.

Department - 3 digit numeric field identifying the department number the employee is clocking in to. If you leave this field 0, the system will default to the employee's standard department.

Out Time - 4 digit numeric field identifying the time the employee clocked out. This out time could be for a lunch break, job change, or to go home. If you leave this field blank, the transaction you are entering will be treated as simply a clock in transaction. The clock out portion may be entered later.

Out Type - 3 digit numeric field identifying the reason the employee is clocking out. Valid reasons and codes are as follows:

```
40 = Shift end
39 = Lunch
38 = Break
37 = Job Change
36 = Sick
35 = Vacation
34 = Holiday/ Other
33 = NonPaid Out
```

This field is required if you enter a clock out time.

Out Reason - 3 digit numeric field identifying the reason an employee is out for the day. Out reasons are ONLY required if the Out Type is for Sick, code 36 or NonPaid Out, code 33. Valid numbers are 101-112 for excused outs and 201-212 for unexcused outs. These out reasons numbers are defined or labeled in the Time and Attendance Control File.

Early In Reason - 2 digit numeric field identifying a reason an employee clocked into there normal shift early. Valid reasons are numbered 1-12. These reasons are defined or labeled in the Time and Attendance Control File.

Early In Authorization - 8 digit numeric field identifying the employee number who agreed to the early clock in. If a Supervisor OK is required in the Time and Attendance Control File, this employee must be set to a Supervisor in the Employee Master File.

Tardy Reason - 3 digit numeric field identifying the reason an employee was late or tardy to work. Valid numbers are 101-112 for excused and 201-212 for unexcused. These out or tardy reasons numbers are defined or labeled in the Time and Attendance Control File.

Tardy Authorization - 8 digit numeric field identifying the employee number who agreed to the late arrival. If a Supervisor OK is required in the Time and Attendance Control File, this employee must be set to a Supervisor in the Employee Master File.

Penalty Min - 2 digit numeric field identifying the number of penalty minutes deducted because this employee was tardy. The system will calculate the penalty minutes automatically if set to do so in the Time and Attendance Control File.

Early Out Reason - 2 digit numeric field identifying a reason an employee left before the end of their normal shift. Valid reasons are numbered 1-12. These reasons are defined or labeled in the Time and Attendance Control File.

Early Out Authorization - 8 digit numeric field identifying the employee number who agreed to the early clock out. If a Supervisor OK is required in the Time and Attendance Control File, this employee must be set to a Supervisor in the Employee Master File.

Late Out Reason - 2 digit numeric field identifying a reason an employee left their normal shift late. Valid reasons are numbered 1-12. These reasons are defined or labeled in the Time and Attendance Control File.

Late Out Authorization - 8 digit numeric field identifying the employee number who agreed to the late clock out. If a Supervisor OK is required in the Time and Attendance Control File, this employee must be set to a Supervisor in the Employee Master File.

Off-Std In Authorization - 8 digit numeric field identifying the employee number who agreed to an off-standard job change. If a Supervisor OK is required in the Time and Attendance Control File, this employee must be set to a Supervisor in the Employee Master File.

Off-Std Out Authorization - 8 digit numeric field identifying the employee number who agreed to an off-standard clock out. If a Supervisor OK is required in the Time and Attendance Control File, this employee must be set to a Supervisor in the Employee Master File.

Forced In Time - 4 digit numeric field identifying the forced in time for the employee if an Early In-Time is set to Force Start Time in the Time and Attendance Control file.

Forced Out Time - 4 digit numeric field identifying the forced out time for the employee if an Late Out-Time is set to Force Stop Time in the Time and Attendance Control file.

Day of Week - This selector must be set for new time records if different than the current date.

Shift - 1 digit field identifying the shift this employee worked in. The system will default to the shift in the employee master file.

Lunch Shift - 1 digit field identifying the lunch shift for this employee. The system will default to the lunch shift in the employee master file.

Job Number - 6 character field identifying the job number this employee worked in if tracking job cost. NOTE: This field is only available if you have purchased Profits Job Cost module.

Stage - 4 character field identifying the stage of the job entered above for which the employees' time record is associated with. NOTE: This field is only available if you have purchased Profits Job Cost module.

Activity - 4 character field identifying the stage activity of the job entered above for which the employees' time record is associated with. NOTE: This field is only available if you have purchased Profits Job Cost module.

G/L Account - 7 digit field identifying the G/L account you would like these time records written to. If you do not enter an account, the default in the employee master file will be used.

When you are satisfied with the entry or maintenance of this time record, press *<CTRL><ENTER>*, and the employee number, date and in time originally entered will remain displayed. This feature is convenient when having to enter numerous time records for the same day or for the same employee.

Print Time Card Edit Listing

When you are finished maintaining or entering time records you will want to print the Time Card Edit Listing in order to review the time record transactions. On the Time Entry and Maintenance screen, press the *<F2>* key. You will be given a selection to print [All Records] or [A Range of Records]. If you choose [A Range of Records], you will be prompted with the following selection criteria, [Employee Numbers] or [Dates Worked]. Depending on your selection you will be prompted for either the first and last employee number to print or first and last date to print. Advance each selector to your choice and press *<CTRL><ENTER>*.

7.7.4 Post Time Records

This option is performed after time records have been processed from the online time clocks and/or entered manually through option Enter/Maintain Time Records. This step is mandatory and should be performed on a daily or weekly basis, especially for piece work employees. When you select this option you will be prompted as follows:

```
      Process Time Records dated _____ thru _____

                      Generate Piecework [No ]
                      Generate Hourly    [No ]
                      Generate Salaried  [No ]
```

You will first be prompted for the date of the records you are posting. If you are posting on a daily basis as suggested you would enter the same date in each date field.

Next you need to select which type of employee to generate, again it is highly recommended that Piecework employees be generated on a daily basis. Advance the Yes/No selector to your choice and *<CNTL><ENTER>*.

Profits will begin to process each time record and the following steps will be taken:

1. The time records will be posted to the Attendance History File.

2. The time records for any piecework employees will be posted to the incentive payroll entry file and can be edited, if necessary, under the Enter Incentive/Hourly Records option.

3. The time records for hourly and salaried employees will be posted to the payroll transaction entry file and can be edited, if necessary, under the Enter Payroll Transaction option.

4. Lastly, the time record transaction file will be cleared of any time records for the date and employee types specified.

7.7.5 Review Attendance History

This option is used to view a particular employee's time records or attendance history on a daily and/or monthly basis. When you select this option, a screen similar to the one below will be displayed.

```
Employee 2209   SUSAN B. DOE                    Date 14 Year 93 Month 05 May
----SUN---------MON---------TUE---------WED---------THU--------FRI-------SAT----
                                                                            1

        2    8.43    3    8.75    4    8.63    5    8.10    6    .88    7        8

           14 May 93                      .15  12    7.40  13    .52  14      15
                                                                VE
      STANDARD          3.52 HOURS
      Vacation          4.48 HOURS        19    7.99  20    .10  21      22
                                     S

                                        .80  26        27        28      29
         30          31                       V         V

         30          31                            MONTHS    131.60
                H                                  TOTALS

    =TARDY,  S=SICK,  H=HOLIDAY,  V=VACATION,  E=EARLY,  O=OUT,  OT=OVERTIME
```

You will first be prompted for the Employee Number, Year and Month you wish to display. The system will always default to the current month and year.

Type the Employee Number, Year and Month and press *<CTRL><ENTER>*, the employee's monthly attendance history will be displayed.

You will then be prompted for the date or particular day of the month you may want to inquire into. Use the *<F5>* Up key or the *<F6>* Down key or the arrows to increment the date one day at a time. This will cause the system to display detailed information about each days hours in a secondary window screen. For example, the screen above is showing detailed information about the hours and exception codes listed on the 14th of May.

The exception codes are listed below the main screen for your convenience. If an exception code is not indicated on a particular day, the employee worked a normal shift or day.

You may also use the *<SHIFT><F5>* key, the *<SHIFT><F6>* key, or the *<PAGE UP>* and *<PAGE DOWN>* keys to increment the main calendar screen one month at a time.

When you find what you need to know about this employee's attendance history and are ready to inquire into another employee's history, use the *<F3>* GoBack key to return to the employee number prompt.

7.7.6 Purge Attendance History

This option is used to purge employee attendance history when necessary. This option gives you a range of selections for ease in purging more than one record at a time.

When you select this option you will be prompted with the following questions and selection criteria.

```
Purge ?   [A Range of Records]
          [All Records       ]


Select:   [Dates Worked    ]
          [Employee Numbers]


First Date        _____
Last  Date        _____
      OR
First Employee    _____
Last  Employee    _____
```

The first question 'Do you want to Purge?' is an option wheel that allows you to purge time history records for [All Records], [A Range of Records]. If you choose [A Range of Records], you will be prompted with the following question.

The question 'Select:' is an option wheel that allows you to select the time records to purge by [Employee Number] or [Dates Worked]. This way you may choose to purge all time records within a particular date range or a range of employee numbers. When you have made your Purge selection, *<CTRL><ENTER>* and you will be prompted with the following question.

You will be prompted to enter in the first to purge and the last to purge, depending on which selection you made above. For example, if you chose to select by Employee Number, you would enter the First Employee Number and Last Employee Number you would like to purge from the time history file. After entering the employee numbers, *<CTRL><ENTER>* and the system will display a message similar to the one below;

```
                    PURGING TIME HISTORY
```

The system will process for a few moments and you will return to the Purge Attendance History sub-menu.

7.8 WORK ON INCENTIVE PAYROLL

This option provides access to the incentive payroll entry and production reporting options. When you select this option a sub-menu similar to the one below will be displayed.

```
                              Sample Company
PROFITS                  S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

      ┌──────────────┬──────────────┬──────────────────────────────────┐
      │    P R O     │       PAY    │       INCENTIVE PAYROLL          │
      ├──────────────┼──────────────┼──────────────────────────────────┤
      │ 1.  Work on Mast │ 1. Work on Payr │ 1. Enter Incentive/Hourly Records │
      │ 2.  Work on Bill │ 2. Payroll Repo │ 2. Print OffStandard Report       │
      │ 3.  Work on Acco │ 3. Process Payr │ 3. Print Efficiency Report        │
      │ 4.  Work on Inve │ 4. Check Reconc │ 4. Print Daily Production Report  │
      │ 5.  Work on Prod │ 5. 401K Adminis │ 5. Generate Completion Records    │
      │ 6.  Work on Acct │ 6. S125 Adminis │ 6. Generate Piece Work Employee's │
      │ 7.  Work on Payr │ 7. Time and Att │ 7. Export Gross Payroll           │
      │ 8.  Work on Gene │ 8. Work on Ince │                                   │
      │ 9.  Work on Job  │              │                                   │
      │ 0.  Exit System  │ 0. Return to pr │ 0. Return to previous menu        │
      └──────────────┴──────────────┴──────────────────────────────────┘
                                                      Selection
```

Option 1, Incentive/Hourly Payroll Entry, is used to enter your gum sheets for piecework employees and daily time records for your hourly employees.

Option 2, Print Off-Standard Report, allows you to print a report showing the total earnings per employee for standard and off standard earnings.

Option 3, Print Efficiency Report, is used to print a report showing each employees earnings compared to a 100% efficiency.

Option 4, Print Daily Production Report, is a report that shows, on a daily basis with a recap for the week, how much of each operation were completed.

Option 5, Generate Completion Records, this option may be used daily and will run automatically when you select #6. It will check each bundle in the system against the coupons entered to see if a specific bundle was completed.

Option 6, Generate Piece Work Employee's, would be taken after entering a weeks gum sheets and hourly records and before starting the next week. This option will add each employee's earnings figure, the minimum wage adjustment, and overtime, if any, and create a payroll record for use with sub-menu 3.2.

Option 7, Export Gross Payroll is used to export the gross payroll from this plant location to another plant location to be processed.

NOTE: The options above are fully documented in the Profits Apparel User's Guide.

8.0 WORK ON GENERAL LEDGER

This sub-menu provides access to the general ledger functions. It is used to enter journal entries, print general ledger reports, set-up recurring journals, and perform a fiscal year end. When you select this option, the following menu will appear.

```
                        Sample Company
PROFITS              S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

    ┌─────────────────┬─────────────────────────────────┐
    │      P R O      │       GENERAL LEDGER            │
    ├─────────────────┼─────────────────────────────────┤
    │ 1.  Work on Mast│1. Work on Journal Entries       │
    │ 2.  Work on Bill│2. General Ledger Inquiry and Rpts│
    │ 3.  Work on Acco│3. Work on Recurring Jrnl. Entries│
    │ 4.  Work on Inve│4. Year End                      │
    │ 5.  Work on Prod│                                 │
    │ 6.  Work on Acct│                                 │
    │ 7.  Work on Payr│                                 │
    │ 8.  Work on Gene│                                 │
    │ 9.  Work on Job │                                 │
    │ 0.  Exit System │0. Return to previous menu       │
    │                 │              Selection          │
    └─────────────────┴─────────────────────────────────┘
```

Option 1 should be selected if you would like to enter new journal entries, edit the entries, and post the entries to the general ledger.

Option 2 allows you to print the various financial reports and view general ledger history on the screen.

Option 3 should be selected if you would like to set up recurring journal entries for ease in entering repetitive journals.

Option 4 should be selected when you are ready to perform a general ledger year end.

8.1 WORK ON JOURNAL ENTRIES

This option is used to enter journal entries. Most of your General Ledger entries are created automatically through Billing, Accounts Receivable, etc. At the end of each period, you will probably have some adjusting entries to make on a General Journal. You will enter and edit these entries through this option. When you select this option the following screen will be displayed.

```
                          Sample Company
PROFITS                S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

    ┌───────────────────┬─────────────────┬────────────────────────────┐
    │        P R O      │     GENERA      │    ENTER JOURNAL ENTRIES   │
    │                   │                 │                            │
    │  1.  Work on Mast │ 1. Work on Jour │ 1. Enter Journal Entries   │
    │  2.  Work on Bill │ 2. General Ledg │ 2. Post Journal Entries    │
    │  3.  Work on Acco │ 3. Work on Recu │                            │
    │  4.  Work on Inve │ 4. Year End     │                            │
    │  5.  Work on Prod │                 │                            │
    │  6.  Work on Acct │                 │                            │
    │  7.  Work on Payr │                 │                            │
    │  8.  Work on Gene │                 │                            │
    │  9.  Work on Job  │                 │                            │
    │  0.  Exit System  │ 0. Return to pr │ 0. Return to previous menu │
    └───────────────────┴─────────────────┴────────────────────────────┘
                                                            Selection
```

Option 1 allows you to enter, change, or delete current journal entries. This option will also let you print a Journal Edit List to check your work before you post the entries to General Ledger.

Option 2 is used to post the journal entries to General Ledger. This option is mandatory.

8.1.1 Enter Journal Entries

This option is used to enter, change or delete journal entries. You may enter a general journal at any time. Since most of your General Ledger entries are automatically generated from the other applications, you will usually just make adjusting entries.

When you select this option, the following screen will be displayed.

```
Source              Journal Code [GJ]    Posting Date 90189    Reverse Next
                                                               Period [No ]
```

You will first be prompted for the Source as follows:

Source - 10 character description of your source for this set of journal entries. For example, you may use "ADJUSTMENT". If you want to see a list of the sources that are already in the batch file, use the *<F10>* Search key. Profits will display a list of source codes, journal codes, dates, total debits and total credits.

After keying the source, press *<ENTER>*. You will be prompted for the Journal Code, Posting date, and whether you wish to reverse the entries, each explained below:

Journal Code - The Journal Code options are determined in the Control file. Advance the selector to the code that represents the title you want to print on this journal. For example, if you select [CD], Cash Disbursements Journal will print on the top of the report.

Posting Date - The displayed posting date is the system date. If you want a different date to be posted to General Ledger for these entries, key the date in the format, MMDDYY.

Reverse Next Period - If you would like Profits to automatically reverse these entries to next period, advance the Reverse Next Period selector to [Yes]. All of the entries in this source will be reversed in the next period.

When you are satisfied with the source information, press *<CTRL><ENTER>*. The Enter Journal Entries screen will be displayed. To enter the journal entry, key the following fields:

```
Source            Journal Code [GJ]   Posting Date 90189   Reverse Next
                                                           Period [No ]

Account       Debit        Credit            Journal           Reference
 Number       Amount       Amount   Date     Description        Number

  6080         25.00          .00  90189    FORGOTTEN PREPAID     1456
  1020           .00        25.00  90189    FORGOTTEN PREPAID     1456




   Total:        .00          .00  Difference     .00
```

Account Number - 7 digit number that identifies the account you want this entry posted to. If you do not know the account number, you may use the *<F10>* Search key.

Debit or Credit Amount - Key the amount of the entry. Each entry must be either a credit or debit, but not both.

Date - The displayed date is the posting date. You may key a different date for this entry in the format, MMDDYY.

Description - Key a 20 character description of this entry to be printed on the Trial Balance and General Ledger.

Reference Number - Key a 6 digit reference number. If you key a number, Profits will automatically increment the number for the next entry. This field is usually used to store check numbers.

When you are satisfied with the entry, press *<CTRL><ENTER>*. The total debit and credit amounts will be displayed at the bottom of the screen as well as the difference between them. The account description will be displayed for your verification.

When you have entered all of the journal entries for this source, verify that the entries are in balance. Then, use the *<F9>* End key to begin working with a new source.

Print The Edit Listing

     After you have entered all of the entries you have at this time for this period, you should print a Proof Listing to balance the entries to your manual records. From the Source prompt, press the *<F2>* key. You will be given a selection to print [All Source Codes], [A Range of Source Codes], [Selective Source Codes], or [Totals Only]. Advance the selector to your choice and press *<ENTER>*. If you choose [A Range of Source Codes], you will be prompted for the first and last source code to print. If you choose [Selective Source Codes], you will be prompted for each source code to print. If you choose [Totals Only], the totals from the bottom of the Edit Listing will be printed. You may print the totals on the printer or to the screen.

     Once the Edit Listing has printed, you should run an adding machine total of the debit and credit amounts from your manual records. Compare these totals to the total debit and credit amounts on the Proof Listing. NOTE: The debit and credit totals must always balance to each other. If there is any discrepancy in the totals, you need to review each source to find the mistakes. You must correct the entries before posting them to General Ledger.

Making Corrections to Existing Sources

     From the Journal Entry screen, key the Source you need to change. When you press *<CTRL><ENTER>*, the journal information you originally keyed will be displayed. Make the necessary changes the same way you would if you were entering the entries.

     Use the *<F5>* Up key or the *<F6>* Down key to move the cursor to the entry that needs to be changed. If you have multiple pages of journal entries, you may use the *<F5>* and *<SHIFT>* or *<F6>* and *<SHIFT>* keys to page through the entries.

     If you need to delete an entry, press the *<F8>* Delete key. The following message will be displayed.

```
              Are you sure you want to delete this one? [No ]
```

     To delete the entry, advance the selector to [Yes] and press *<ENTER>*.

     To insert an entry, position the cursor on the entry line and use the *<F7>* Insert key to add a new line at this position. Key the entry just like you entered the original journal entries.

     You should reprint the Proof Listing for any entries that you change and review them carefully. Or you may choose to print a Totals Only Edit List to be sure that you are in balance after making the changes.

8.1.2 Post Journal Entries

This option is the last step in entering a journal entry, and is mandatory. You should post your journal entries on a daily basis. As Profits processes the journal entries, the following steps are taken and questions are asked:

1. You will be prompted for the General Ledger period to post the entries to. Key the period you are making the entries for. If you have opened the new year, you may post these entries to this year or to last year. The following message will be displayed:

```
Which year do you want to post to? [This Year]
```

Advance the selector to your choice and press *<ENTER>*. Then, the following message will be displayed:

```
Are these entries adjustments? [No ]
```

If these entries are not adjustments, press *<ENTER>*. If these journal entries are adjustments and you want them to print in the adjustments column on the Financial Worksheet, advance the selector to [Yes] and press *<ENTER>*.

2. The journal entries will be posted to General Ledger and the General Journal will print. **You should keep this report to complete your audit trail.**

3. Finally, after posting to General Ledger, the journal entries batch file will be cleared.

8.2 GENERAL LEDGER INQUIRY & REPORTS

This option is used to view account balance information on the screen and print the various financial reports. When you select this option the following screen will be displayed.

```
                              Sample Company
PROFITS                 S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

      ┌──────────────────────────────────────────────────────────────────┐
      │        P R O  │       GENERA │ GENERAL LEDGER INQUIRY & REPORTS    │
      │               │              │                                    │
      │ 1.  Work on Mast 1. Work on Jour 1. Chart/Budget File Inquiry      │
      │ 2.  Work on Bill 2. General Ledg 2. History File Inquiry           │
      │ 3.  Work on Acco 3. Work on Recu 3. Print Periodic Reports         │
      │ 4.  Work on Inve 4. Year End    4. Distribute G/L Accounts         │
      │ 5.  Work on Prod                                                   │
      │ 6.  Work on Acct                                                   │
      │ 7.  Work on Payr                                                   │
      │ 8.  Work on Gene                                                   │
      │ 9.  Work on Job                                                    │
      │ 0.  Exit System  0. Return to pr 0. Return to previous menu        │
      │                                                                    │
      │                               Selection                            │
      └──────────────────────────────────────────────────────────────────┘
```

Option 1 allows to inquire into a particular account and view the monthly balance history.

Option 2 allows you to inquire into a particular account and view the periods transaction history.

Option 3 is used to print the various periodic financial reports.

Option 4 is used to distribute accounts dollars on a percentage basis from one account to another or multiple accounts

8.2.1 Chart/Budget File Inquiry

This option is used to look up a particular General Ledger account's monthly balance history on the screen. When you select this option, a screen similar to the one below will be displayed.

```
Account Number 0001020          Account Name  Cash in Bank - Checking
                     -----ACCOUNT BALANCES-----   -------BUDGETS---------
For: Current Year       THIS YEAR   LAST YEAR    THIS YEAR   LAST YEAR
Beginning Balance
January                  3,789.29        .00
February                 1,256.90        .00
March                      890.67        .00
April                   10,567.89        .00
May                      5,890.34        .00
June                     2,467.22        .00
July                       908.78        .00
August                   9,876.12        .00
September               11,674.90        .00
October                       .00        .00
November                      .00        .00
December                      .00        .00

Year to Date            54,222.11
Press ENTER when ready.
```

You will first be prompted with a selector asking which year you would like to inquire into. You will only see this selector if you have opened the new year and not closed last year. Advance the selector to your choice and press *<ENTER>*.

Next, you will be prompted for the Account Number you wish to display. If you do not know the account number, you may use the Search option.

When you are ready to display another account, press *<ENTER>*. Profits will return to the Account Number prompt.

8.2.2 History File Inquiry

This option is used to look up a particular account's monthly detail history on the screen. When you select this option, a screen similar to the one below will be displayed.

```
Account Number 0001020          Account Name  Cash in Bank - Checking
General Ledger Period 09         Beginning Balance            152.99
                                Current Period Amount       1,969.89
                                Year to Date Balance        2,122.88

Source      Entry Description    Date      Check #    Amount  Adj  Reference
------------------------------------------------------------------------------
A/R         CASH RECEIVED        20 Sep 89            810.00  No   CR208/0001
A/P         CASH DISB. JNL. 21   18 Sep 89         4,571.63-  No   CD201/0002
ADD'L CHKS  TOTAL CHKS           15 Sep 89            296.70-  No  GJ481/0003
ADD'L CHKS  LOAN                 15 Sep 89            350.00-  No  GJ480/0002
ADD'L CHKS  ADD'L CHKS           15 Sep 89            606.30-  No  GJ479/0003
SEPT15 CAS  MISC. CASH           15 Sep 89            188.60  No   GJ475/0027
SEPT15 CAS  INSUR. REFUND        15 Sep 89            379.70  No   GJ475/0024
SEPT15 CAS  REFUND               15 Sep 89            450.00  No   GJ475/0035
```

You will first be prompted with a selector asking which year you would like to inquire into. You will only see this selector if you have opened the new year and not closed last year. Advance the selector to your choice and press *<ENTER>*.

Next, you will be prompted for the Account Number and Period you wish to display. Key the 7 digit number identifying the account and the 2 digit number identifying the period, and *<CTRL><ENTER>*. If you do not know the account number, you may use the Search option.

To page through the detail information, use the *<F5>* Up key or the *<F6>* Down key. When you have found the information you want, use the *<F9>* End key to return to the Account Number prompt.

8.2.3 Print Periodic Reports

This option is used to print the various General Ledger reports. You may print the reports for any period at any time. You should print a complete set of reports when you have finished processing each period and at year end. When you select this option, a screen similar to the one below will be displayed.

```
                    Select General Ledger Reports

Date and Period       Report Name     Copies   Report Name        Copies
-------------------------------------------------------------------------
Report Date   93089   Balance Sheet      1     B/S Schedules         0
              9       Income Statement   1     P&L Schedules         0
                      Chart of Accounts  0     Statement of Changes  1
                      General Ledger     1     Consolidated B/S      0
                      Trial Balance      1     Consolidated P&L      0
                      Work Sheet         1
```

You will first be prompted for the period ending date and the period for which you want the reports printed. Then, you should enter the number of copies you would like for each of the reports. Remember that you will get this number of copies for each of the formats you specified in the Control file. If you specify zero copies of a report, that report will not be printed.

When you are satisfied with your selections, press *<CTRL><ENTER>*.

If you specified a number of copies to print for either of the Consolidated Statements and your General Ledger is departmentalized, the Consolidated Statements screen for departments will be displayed as follows:

```
Consolidated Statements

Include Department Zero?  [No ]

Departments to Consolidate  [All   ]
-------------------------------------------------------------------------
 1.               11.               21.               31.
 2.               12.               22.               32.
 3.               13.               23.               33.
 4.               14.               24.               34.
 5.               15.               25.               35.
 6.               16.               26.               36.
 7.               17.               27.               37.
 8.               18.               28.               38.
 9.               19.               29.               39.
10.               20.               30.               40.
```

If you want to include department zero in your consolidation, press *<ENTER>*. Otherwise, advance the selector to [No] and press *<ENTER>*.

If you want to consolidate all of your departments, press *<ENTER>*. If not, advance the selector to [No] and press *<ENTER>*.

Profits will allow you to enter up to 40 departments that you want to consolidate on this set of reports.

Then the following message will be displayed:

```
                Do you want to consolidate companies? [No ]
```

If you want to consolidate companies, advance the selector to [Yes] and press *<ENTER>*. The Consolidated Statements screen for companies will be displayed.

```
  Consolidated Statements


  Companies to Consolidate
  ------------------------------------------------------------------------
  1. DSI          11.            21.            31.
  2. D&J          12.            22.            32.
  3.              13.            23.            33.
  4.              14.            24.            34.
  5.              15.            25.            35.
  6.              16.            26.            36.
  7.              17.            27.            37.
  8.              18.            28.            38.
  9.              19.            29.            39.
 10.              20.            30.            40.
```

You may key up to 40 company names (the 8 character description you use to access the company). The Consolidated Statements will print for all companies you specify.

When you are satisfied with your selections, press *<CTRL><ENTER>*. Profits will print each of the reports you specified and return to the Print Periodic Reports menu.

8.2.4 Distribute G/L Accounts

This option is used to distribute account dollars on a percentage basis from one account to another or multiple accounts. This option is optional and only taken if you have set up your chart of accounts with coinciding distribution accounts.

```
Account Number 0001020         Account Name  Cash in Bank - Checking
                   -----ACCOUNT BALANCES-----   -------BUDGETS---------
For: Current Year     THIS YEAR   LAST YEAR    THIS YEAR    LAST YEAR
Beginning Balance
January                3,789.29        .00
February               1,256.90        .00
March                    890.67        .00
April                 10,567.89        .00
May                    5,890.34        .00
June                   2,467.22        .00
July                     908.78        .00
August                 9,876.12        .00
September             11,674.90        .00
October                     .00        .00
November                    .00        .00
December                    .00        .00

Year to Date          54,222.11
Press ENTER when ready.
```

When you take this option the following screen will be displayed. You are simply prompted with the period to distribute to. Select the period of your choice and press *<ENTER>*.

The system will process the transactions and print a journal for your review.

8.3 WORK ON RECURRING JOURNAL

This option is used to enter or maintain recurring, repetitive journal entries. After entering the journal entries you will also use this option to copy these entries to the journal entry batch file to be posted. When you select this option the following screen will be displayed.

```
                           Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

      ┌──────────────────────────────────────────────────────────────────┐
      │        P R O    │      GENERA   │  RECURRING JOURNAL UPDATE        │
      │                 │               │                                  │
      │ 1.  Work on Mast│1. Work on Jour│1. Maintain Recurring Journal File│
      │ 2.  Work on Bill│2. General Ledg│2. Copy Recurring Entries to Batch│
      │ 3.  Work on Acco│3. Work on Recu│                                  │
      │ 4.  Work on Inve│4. Year End    │                                  │
      │ 5.  Work on Prod│               │                                  │
      │ 6.  Work on Acct│               │                                  │
      │ 7.  Work on Payr│               │                                  │
      │ 8.  Work on Gene│               │                                  │
      │ 9.  Work on Job │               │                                  │
      │ 0.  Exit System │0. Return to pr│0. Return to previous menu        │
      └──────────────────────────────────────────────────────────────────┘
                                         Selection
```

Option 1 allows you to enter, change, or delete your recurring journal entries.

Option 2 is used to copy the recurring journal entries to Journal Entry batch file.

8.3.1 Maintain Recurring Journal

This option is used to enter, change or delete recurring journals. The process of entering recurring journal entries is just like the process of entering journal entries. Refer to section 8.1.1 for instructions on entering and editing the journal entries.

8.3.2 Copy Recurring Entries to Batch

When it is necessary to post the recurring entries to General Ledger, they must first be copied into the current batch of journal entries. Profits will set the date of each entry to the system date when it copies the entries.

IMPORTANT: Be sure that you do not have any entries with this source name in the current journal entry batch file. This option will merge the recurring journal entries into the current batch of journal entries. Any entries in the recurring journal with the same source name already in the current batch file will be ignored.

When you select this option the system will process for a few moments and return to the Copy Recurring Entries to Batch menu. NOTE: If any maintenance needs to be performed on these entries for this period, you may edit the entries after they are copied to the current batch of journal entries.

8.4 YEAR END

This option is used to print the Annual General Ledger, open the accounts for the new year, and perform year end. When you select this option the following screen will be displayed.

```
                            Sample Company
PROFITS                S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

        ┌──────────────────┬────────────────┬──────────────────────────────┐
        │      P R O       │     GENERA     │           YEAR END           │
        ├──────────────────┼────────────────┼──────────────────────────────┤
        │ 1.  Work on Mast │1. Work on Jour │1. Print Annual General Ledger│
        │ 2.  Work on Bill │2. General Ledg │2. Year End Closing           │
        │ 3.  Work on Acco │3. Work on Recu │                              │
        │ 4.  Work on Inve │4. Year End     │                              │
        │ 5.  Work on Prod │                │                              │
        │ 6.  Work on Acct │                │                              │
        │ 7.  Work on Payr │                │                              │
        │ 8.  Work on Gene │                │                              │
        │ 9.  Work on Job  │                │                              │
        │ 0.  Exit System  │0. Return to pr │0. Return to previous menu    │
        └──────────────────┴────────────────┴──────────────────────────────┘
                                            Selection
```

Option 1 allows you to print the Annual General Ledger. This report shows every entry made to each account during the year.

Option 2 is used to open the accounts for the new year and perform year end.

8.4.1 Print Annual General Ledger

This option prints the Annual General Ledger. After you have made your final adjustments to last year, you should print this report. This report shows every entry made to each account during the year.

NOTE: You may print this report at any time, but you must print a complete report before you perform Year End.

When you select this option you will be prompted with the following selection criteria.

```
        Print:     [All Accounts      ]
                   [A Range of Accounts]
```

The question above prompts you for the selection criteria to print. You may print [All Accounts] or [A range of Accounts]. If you select [A Range of Accounts], you may select the range by:

```
Select:      [Account Numbers]
             [Journal Dates ]
```

You may make any combinations of selections you wish. For example, you may print an Annual General Ledger for account number 1020 from January 1, 1989 through September 30, 1989. NOTE: If you are printing the Annual General Ledger for year end purposes, you should print [All Accounts]. When you have finished making your selections, press the *<F9>* End key and you will be prompted with the last question before the system begins printing.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                        PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to Print Annual General Ledger menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

8.4.2 Year End Closing

This option is used to open the accounts for the new year and perform a year end. Usually, you will need to begin working in the new year before you are ready to close last year. Possibly you will have to wait for the year end adjustments from your accountant. Before you can begin processing for the new year, you MUST open the accounts for the new year.

IMPORTANT: If you do not run this option before processing in the new year, any entries made will be posted to last year. If you are able to close last year before processing the new year, you do not have to open the new year.

When you select this option, you will be prompted to [Open Next Year] or [Perform Year End]. Select [Open Next Year] if you want both years open while you wait for your accountants closing entries.

Profits will create a new set of General Ledger files for the new year. When you post Billing, Accounts Receivable, Accounts Payable, and Payroll entries, they will automatically be posted to the new year. When you process any General Ledger options, you will be asked if you want to work with this year or last year.

Profits will also print the Year End Report showing the balances brought forward for each account. NOTE: If you post entries to last year the account balances brought forward will automatically reflect these changes.

When you have made all of your last year adjustments and you have printed a complete Annual General Ledger, you are ready to perform year end.

If you have opened the new year previously, you will not be given the Year End option selector explained above. The system will automatically perform a year end. If you are given the selector, advance it to [Perform Year End] and press *<ENTER>*.

Profits will print the Year End Report showing the balances brought forward for each account. All income statement accounts will be zeroed with the net profit posted to the retained earnings account as defined in the Control file. The balance sheet accounts will be rolled into the next year bringing forward the beginning balance for the year. Then, the General Ledger files will be processed, and this year will be left open.

9.0 WORK ON JOB COSTING

This sub-menu provides access to the job costing functions. It is used to work on job master files, enter job transactions, work on job field reporting, print costing reports, and perform job closings. **NOTE:** 'Job Costing' is an additional add-on module and may be purchased in addition to PROFITS standard accounting package. If you have purchased this module, when you select this option, the following menu will appear.

```
                          Sample Company
PROFITS               S/N DocuCopy   Version 2.4   10:13:06  May   1, 95

  ┌─────────────────────┬─────────────────────────────────────┐
  │        P R O        │        JOB COSTING                  │
  ├─────────────────────┼─────────────────────────────────────┤
  │ 1.  Work on Mast    │ 1. Work on Job Master Files         │
  │ 2.  Work on Bill    │ 2. Work on Job Transaction Entry    │
  │ 3.  Work on Acco    │ 3. Work on Job Field Reporting      │
  │ 4.  Work on Inve    │ 4. Print Job Costing Reports        │
  │ 5.  Work on Prod    │ 5. Work on Period End Closings      │
  │ 6.  Work on Acct    │                                     │
  │ 7.  Work on Payr    │                                     │
  │ 8.  Work on Gene    │                                     │
  │ 9.  Work on Job     │                                     │
  │ 0.  Exit System     │ 0. Return to previous menu          │
  │                     │                                     │
  │                     │            Selection                │
  └─────────────────────┴─────────────────────────────────────┘
```

Option 1 allows you to create and maintain jobs, stages of the job, and activities associated with each stage of the job.

Option 2 should be selected if you would like to enter cost and billing transaction entries, edit the entries and post the entries to job cost history and general ledger.

Option 3 should be selected if you would like to enter, edit and post field reporting information. You may also print field reporting worksheets and audit listings.

Option 4 is used to print the many different job costing reports. These reports will allow you to analyze the progression and costs associated with each job.

Option 5 should be selected when you are ready to close and purge completed jobs. It is also used to clear weekly, monthly and yearly cost and billing history.

9.1 WORK ON JOB MASTER FILES

This menu option provides access to the Job Cost Master files. Select the option of your choice and press *<ENTER>*.

```
                          Sample Company
PROFITS                S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

      ┌─────────────────┬─────────────────┬──────────────────────────────┐
      │       P R O     │      JOB C       │      JOB MASTER FILES         │
      │                 │                  │                               │
      │  1.  Work on Mast│ 1. Work on Job  │ 1. Work on Job Master Files   │
      │  2.  Work on Bill│ 2. Work on Job  │ 2. Work on Job Activity File  │
      │  3.  Work on Acco│ 3. Work on Job  │ 3. Work on Activity Master File│
      │  4.  Work on Inve│ 4. Print Job Co │                               │
      │  5.  Work on Prod│ 5. Work on Peri │                               │
      │  6.  Work on Acct│                  │                               │
      │  7.  Work on Payr│                  │                               │
      │  8.  Work on Gene│                  │                               │
      │  9.  Work on Job │                  │                               │
      │  0.  Exit System │ 0. Return to pr │ 0. Return to previous menu    │
      └─────────────────┴─────────────────┴──────────────────────────────┘
                                              Selection
```

Option 1 allows you to create, maintain, or close jobs. This option will also allow you to copy job specifications from existing jobs.

Option 2 is used to set up stages and activities associated with the job. It is also used to enter cost estimates for each stage of the job.

Option 3 is used to enter and maintain an Activity Master Set. This is a standard set of activities and cost estimates used by the Job Activity file created in option 2.

9.1.1 Work on Job Master Files

This menu option is used to create, maintain or close existing jobs. Profits accesses the Job Master file during job cost activities and transactions. The Job Master File will also be accessed during Purchase Orders, Accounts Payable, and Payroll. NOTE: This may vary depending on which modules were purchased and set to interface with the Job Cost Module.

Listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company.

Job Number - 6 character field. You may use any combination of alphabetic and numeric characters to number your jobs. However, we recommend that you consider all numeric job numbers for ease of entry during Job Cost entries, Purchasing and A/P Invoice Entry. If all numeric job numbers are used, the numbers should be the same number of digits. You may use leading zeros to keep the job numbers the same length. Listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields that are applicable to your company.

Customer No. - 8 character field identifying the customer this job is associated with.

GL A/C: - 7 digit numeric field identifying the General Ledger Account number associated with this job. This account number will be accessed through PROFITS payroll module.

Start Date - 6 digit numeric field used to store the date at which this job commenced. It should be entered in the format, MMDDYY.

Job Status - An option field used to decide whether a job is [Open] or [Closed]. If a job is [Open], there are no restrictions on posting Costs or Bills to it. If a job is [Closed], Cost and Bills cannot be posted to it and it may be selected for deletion at the next period-end purge.

CUSTOMER:

Name - 30 character field for the customer's name. If a customer number was entered above, the customer master file information will automatically be displayed.

Address 1 - 25 character field for the first address line of the customer's address. If a customer number was entered above, the customer master file information will automatically be displayed.

Address 2 - 25 character field for the second address line of the customer's address. If a customer number was entered above, the customer master file information will automatically be displayed.

City - 15 character field for the customer's city. If a customer number was entered above, the customer master file information will automatically be displayed.

State - 2 character field for the customer's state abbreviation. You should use the standard Post Office abbreviations. If a customer number was entered above, the customer master file information will automatically be displayed.

Zip - 10 character field for the customer's zip code. If a customer number was entered above, the customer master file information will automatically be displayed.

Telephone - 10 character field for the customer's phone number.

SITE:

Name - 30 character field for the contact name at the job site.

Address 1- 25 character field for the first address line of the job site's address.

Address 2- 25 character field for the second address line of the job site's address.

City - 15 character field for the job site's city.

State - 2 character field for the job site's state abbreviation. You should use the standard Post Office abbreviations.

Zip - 10 character field for the job site's zip code.

Telephone - 10 character field for the job site's phone number.

Job Description - Three 70 character fields for a detailed description of the job. The first field is used as additional job identification in other functions, and on most reports.

Estimated Completion Date - 6 digit numeric field used to store the estimated completion date of the job. It should be entered in the format, MMDDYY.

Actual Completion Date - 6 digit numeric field used to store the actual completion date of the job. It should be entered in the format, MMDDYY.

Save Detail in History File - An option field. If you answer [Yes], costs and bills posted to the job will be placed in the History file for later review. If you answer [No], the costs and bill entries will be discarded once they are posted.

Copy Job Specifications? - This field will only appear if the job being entered is a new job. If you answer [Yes], then you will be prompted for the job to copy from. If you answer [No], no action will be taken.

```
Job Number         Customer No.        G: A/C :      Start Date
                                                      Job Status  [OPEN]
            Customer
Name                              Contact
Address 1                         Address 1
Address 2                         Address 2
City/ST/ZP                        City/ST/ZP
Telephone                         Telephone

Job Description




Estimated Completion Date   101093    Save Detail in History File? [Yes]
Actual    Completion Date   101093    Copy Job Specifications?     [Yes]
```

The first question the system will ask, is what is the job number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the job number, press *<ENTER>* to send the information to the computer. If the job number already exists, the job information is displayed on the screen. At this point, you may make any changes, delete the job by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
                    Record not found.
                    Do you wish to add it? [No ]
```

If you want to add the job to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the job, you will be prompted for a Customer Number. This number uniquely identifies a customer from the Customer Master File. Enter the Customer Number and press *<CTRL><ENTER>*, the system will then display a screen similar to the one above. Fill in the blanks as required. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

When the screen looks the way you want it to, press *<CTRL><ENTER>*. The system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the first screen, allowing you to enter the next job.

Copy Job Specifications Option

If you choose to copy another Job's specifications, you will be prompted for the Job Number to Copy From. If you enter a valid Job Number and press *<ENTER>*, that Job's description will be displayed and you will be prompted, 'Are you sure you want to copy this job? [No]'.

If you answer [No] you will be prompted for another Job number to copy from. If you answer [Yes], the system will perform the copy, which consists of duplicating the stage-activity structure of the job you are copying from. Once the copy is finished, the new Job's details are saved and the Job Master File will be displayed.

NOTE: You may wish to set up several master layouts that closely match your common Job Types. This will allow you the use the 'Copy Job Specifications' option and greatly reduce your set up time on future jobs. It will also help you stay consistent with your numbering schemes.

9.1.2 Work on Job Activity File

This menu option is used to enter cost estimates and contract details pertaining to a Job that has already been created in the Job Master File. It is also used to set up particular stages within the Job and assign activities to the Stage created.

Listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company.

Job Number - 6 character field identifying the Job you wish to add stage estimates and contracts to.

Stage - 4 character field identifying a particular stage within this Job.

Stage Description - 22 character field used to store the description of this Stage.

Contract Price - 11 digit numeric with 2 decimal places used to store the contracted price to complete this stage of the job.

Activity - 4 character field identifying an activity within this stage. The activity code must correspond to an existing activity definition in the Activity Master Set. See the following menu option 9.1.3 for more information pertaining to Activities.

Type - A selection wheel used to identify the type of activity code. Your choices are as follows: [L] - Labor, [S] - Subcontractor, [E] - Equipment, [M] - Material, [O] - Other. For more information regarding Type, refer to the following menu option 9.1.3.

Activity Details:

Quantity - 7 digit numeric field used to the quantity needed to complete a particular activity type within the stage.

Rate - 8 digit numeric field with 2 decimal places used to calculate the cost of the activity type.

Per - 8 character field used to store the unit of measure for the above rate.

```
Job No.          Stage  10       Activity 1000   Type [S]
Job Description   CRESCENT WALK DEVELOPMENT
Stage Description SITE PREPARATION
Activ Description FOUNDATION CONCRETE

-------Activity Details----------------Field Reports Detail-----------------
Quantity          1                 Percent Complete  0%
Rate        1000.00  per CONTRACT    Projected Cost    1000.00
Estimate    1000.00                  Report Date

-------------Actual Costs--------------Billings----------Quantities----------
This Week            .00                   .00                  0
This Month           .00                   .00                  0
This Year            .00                   .00                  0
This Job             .00                   .00                  0
-----------------------------------------------------------------------------
Check Totals         .00                   .00                  0
```

The first question the system will ask, is what is the job number. If you wish to exit this option and return to the menu, press *<F4>*. If you do not know the number of the job you would like to access, simply press *<F10>* to Search for a particular job.

Enter the Stage Number and press *<ENTER>* to send the information to the computer. If the stage number already exists, the stage description and contract price will be displayed on the screen. At this point, you may make any changes, delete the stage by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found.
Do you wish to add it? [No ]
```

If you want to add the stage to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the stage, you will be prompted for the description and contracted price to complete the stage. Enter the Stage Number and press *<CTRL><ENTER>*, the system will then prompt you for the Activity and Activity Type associated with the stage. The activity and type must correspond to an existing activity definition from the Activity Master Set defined in menu option 9.1.3.

Enter the Activity and Type and press *<CTRL><ENTER>* to send the information to the computer. If the Activity and Type already exists, the quantity and rate will be displayed on the screen. If the record was not found in the file, you will see a message similar to this one:

```
Record not found.
Do you wish to add it? [No ]
```

If you want to add the activity type to the file, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

After entering the activity and type associated with this stage a screen similar to the one above will be displayed. Fill in the quantities and rates if required. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

When the screen looks the way you want it to, press *<CTRL><ENTER>*. The system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and display an estimate for your review. The actual costs and billings for the week, month, year and for the entire job will also be displayed for your review.

When you are finished with the activity estimate and reviewing the history inf ormation, press *<CTRL><ENTER>*. You will return to the Activity field where you may enter the next activity associated with this stage.

9.1.3 Work on Activity Master File

This menu option is used to create or maintain activities in the master set. There may be an unlimited set of activities per job. Profits accesses the Job Activity during job cost transactions. The Job Activity will also be accessed during Purchase Orders, Accounts Payable, and Payroll. NOTE: This may vary depending on which modules were purchased and set to interface with the Job Cost Module.

Listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields applicable to your company.

Activity Code - 4 character field. You may use any combination of alphabetic and numeric characters to number your activities. However, we recommend that you consider all numeric activity numbers for ease of entry during Job Cost entries, Purchasing and A/P Invoice Entry. If all numeric activity numbers are used, the numbers should be the same number of digits. You may use leading zeros to keep the activity numbers the same length. Listed below are descriptions of the data fields to be entered. You may choose to enter all fields or just those fields that are applicable to your company.

Activity Description - 22 character field describing the activity code defined above.

Unit Costs for Activity Types - Five 8 digit numeric fields with 2 decimal places used to identify the estimated unit cost for each type of activity listed.

Unit of Measure for Unit Costs - 8 character field identifying the unit of measure associated with the unit costs for each activity type.

```
Activity Code      1000

Activity Description    LOT COST

Activity Types      Unit Costs      Units of Measure
Labor                     .00        HOUR
Material                  .00        HOUR
Equipment                 .00
Subcontractor             .00        CONTRACT
Other Overheads           .00
```

The first question the system will ask, is what is the activity code number. If you wish to exit this option and return to the menu, press *<F4>*.

Once you have entered the activity code number, press *<ENTER>* to send the information to the computer. If the activity already exists, the activity information is displayed on the screen. At this point, you may make any changes, delete the activity by pressing *<F8>*, or return to the previous screen without changing the record displayed by pressing *<F3>*. If the record was not found in the file, you will see a message similar to this one:

```
Record not found.
Do you wish to add it? [No ]
```

If you want to add the activity code to the activity master set, press the *<SPACEBAR>* until the wheel displays the [Yes] answer and press *<ENTER>*. If you do not want to add the record, select [No] instead and you will return to the first part of the screen.

If you choose to add the activity code, you will then be prompted to fill in the fields described above. Use the *<ENTER>* and *<FIELD PLUS>* keys to move the cursor from one field to the next. The *<FIELD MINUS>* key will take you back one field.

When the screen looks the way you want it to, press *<CTRL><ENTER>*. The system will verify your input and notify you of any errors. If all the information is correct the system will write the record to the disk and return you to the first screen, allowing you to enter the next activity code.

9.2 WORK ON JOB TRANSACTION ENTRY

When you need to affect the history on a particular job or issue stock from inventory to a particular job a transaction entry must be performed or processed. The following screen is displayed when you select this option.

```
                             Sample Company
PROFITS                 S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

    ┌──────────────────┬─────────────────┬──────────────────────────────────┐
    │       P R O      │      JOB C      │       JOB TRANSACTION ENTRY      │
    │                  │                 │                                  │
    │ 1.  Work on Mast │ 1. Work on Job  │ 1. Enter Manual Transactions     │
    │ 2.  Work on Bill │ 2. Work on Job  │ 2. Post Manual Transactions      │
    │ 3.  Work on Acco │ 3. Work on Job  │ 3. Job Card Transaction Entry    │
    │ 4.  Work on Inve │ 4. Print Job Co │ 4. Post Job Card Transaction Entry│
    │ 5.  Work on Prod │ 5. Work on Peri │                                  │
    │ 6.  Work on Acct │                 │                                  │
    │ 7.  Work on Payr │                 │                                  │
    │ 8.  Work on Gene │                 │                                  │
    │ 9.  Work on Job  │                 │                                  │
    │ 0.  Exit System  │ 0. Return to pr │ 0. Return to previous menu       │
    │                  │                 │                          Selection│
    └──────────────────┴─────────────────┴──────────────────────────────────┘
```

Option 1 allows you to enter manual job costs and billings entries when necessary. This option will also let you print an Edit List to check your work before you post the transactions to the Job Cost History file.

Option 2 is used to post the manual transactions to the Job Cost History file and General Ledger if applicable.

Option 3 allows you to enter manual job card entries when it is necessary to issue inventory from stock to a particular job. This option will also let you print an Edit List to check your work before you post the transactions to the Job Cost History file.

Option 4 is used to post the manual job card entry to the Job Cost History file and Inventory Master file.

9.2.1 Enter Manual Transactions

This option is used to enter manual job cost transactions to affect a particular job's history. You may also affect general ledger with the transaction amounts, if necessary. When you select this option, a screen similar to the one below will be displayed.

```
 Type JobNo  Stage  Activity  Tran.Amount Credit Debit Pd Description  Date
--------------------------------------------------------------------------
 [C]  1450   1000   1000 [O]    11150.00   2189   1290  2 LOAN BANK  020595
 [C]  1452   1000   1000 [O]    12000.00   2190   1291  2 LOAN BANK  020595
```

To enter a manual transaction you must key the following fields:

Type - Your choices are [C] for cost or [B] for billing. Pick the type of transaction this manual entry is for.

Job Number - The 6 character number identifying the job this transaction should affect.

Stage - 4 character field identifying the stage of the job entered above for which this transaction is associated with.

Activity - 4 character field identifying the stage activity of the job entered above for which this transaction is associated with.

Transaction Amount - 9 digit numeric field with 2 decimal places used to store the total dollar amount of the transaction.

Credit - 7 digit number that identifies the general ledger account you want this entry credited to.

Debit - 7 digit number that identifies the general ledger account you want this entry debited to.

Pd - 2 digit number identifying the general ledger period you would like this transaction posted to.

Description - 14 character description of this transaction entry to be stored in history.

Date - 6 digit numeric field used to store the date of the transaction. If must be in the format, MMDDYY.

When you are satisfied with this transaction, press *<CTRL><ENTER>*. The job, stage and activity descriptions will be displayed and the cursor will move to the next line.

Print The Edit Listing

When you have finished entering the transactions for this batch, you may print the Edit Listing. At the Enter Manual Transactions screen, press the *<F2>* Print key.

You will be prompted to print the [Edit Listing].

If you select [Edit Listing], compare each transaction with your manual records. The job number, stage number, and amount are critical because they determine how the transaction will affect your job history file. Any discrepancy should be corrected before the transactions are updated.

Making Corrections to the Transactions

From the Enter Manual Transaction screen you may use the *<F10>* Search key to inquire into the batch of manual transactions and find the transaction to correct. The following questions will be displayed:

```
Do you want to:  [Search for a transaction  ]
                 [Search for an Account      ]
                 [Job,Stage, Activity Search]
                 [Add new transactions       ]
```

The first search question allows you to search the entered transactions for a particular transaction. Press *<ENTER>*, and you will be prompted for the Job Number, Stage Number and Activity you wish to view. Profits will display the first transaction in the batch with the Job, Stage, and Activity numbers you selected. Make the changes to the transactions and press *<CTRL><ENTER>*.

The second search question allows you to search for a particular general ledger account number. Press *<ENTER>*, and you will be prompted for the Description of the account view. Profits will display the chart of accounts beginning with the general ledger description you selected.

The third search question allows you to add new transactions. When the above message is displayed, advance the selector to [Add new transactions] and press *<ENTER>*. The screen will be cleared and the cursor will move to the top. You may enter new transactions just like you entered the original transactions. When you re-print the Edit Listing, the new transactions will print after the original transactions.

The fourth search question allows you to search for a particular job and stage number. Press *<ENTER>*, and you will be prompted for the job number and stage number to view. Profits will display the job master file beginning with the job number you entered.

To delete a manual job cost transaction use the *<F10>* key to display the transaction. Use the *<F8>* Delete key to remove it and the remaining transactions will move up the screen.

You may also use the *<F5>* Up key or the *<F6>* Down key to move the cursor to a transaction that you wish to change or delete. Use *<SHIFT><F5>* or *<SHIFT><F6>* to page through the manual transactions.

When you have finished making your corrections, you should re-print the Edit Listing to be sure it balances to your manual totals.

9.2.2 Post Manual Transactions

This option is used to update the transactions to the Job Cost Detail file. If General Ledger account numbers were entered, general ledger history will also be updated with the transaction amounts. As Profits processes the transactions, the following steps are taken:

1. The transactions will be updated to the Job Cost Detail file, and the Job Costing Post Transaction Listing will be printed showing the old actual costs vs. the new actual costs. The report will also state Posted to G/L and list the account number and period affected with the transaction amounts **You should keep this report to complete your audit trail.**

2. After posting, Profits will clear the Job cost manual transactions batch file so you may begin entering a new batch of manual transactions when necessary.

9.2.3 Job Card Transaction Entry

This option is used to issue inventory from stock to a particular job. When you select this option, a screen similar to the one below will be displayed.

```
Issue JobNo  Stage  Act.Type Item/Description  Quantity      Cost    Date
---------------------------------------------------------------------------
[Yes] 1450   1000   1000 [O] HARDWOOD PLANKS        10      150.00  020595
[Yes] 1452   1000   1000 [O] HARDWOOD PLANKS        10      300.00  020595
```

To enter a job card transaction you must key the following fields:

Issue - Your choices are [Yes] to issue inventory from stock to this job or [No] to simply enter the cost to the job but leave inventory unaffected.

Job Number - The 6 character number identifying the job this job card transaction should affect.

Stage - 4 character field identifying the stage of the job entered above for which this transaction is associated with.

Activity - 4 character field identifying the stage activity of the job entered above for which this transaction is associated with.

Item/Description - 18 character field for either an item number being issued to the job or a description of the non-inventory transaction.

Quantity - 9 digit numeric field used to store the total number of items involved in this transaction.

Transaction Amount - 9 digit numeric field with 2 decimal places used to store the total dollar amount of the transaction.

Date - 6 digit numeric field used to store the date of the transaction. If must be in the format, MMDDYY.

When you are satisfied with this job card transaction, press *<CTRL><ENTER>*. The job, stage and activity descriptions will be displayed and the cursor will move to the next line.

Print The Edit Listing

When you have finished entering the transactions for this batch, you may print the Edit Listing. At the Enter Manual Transactions screen, press the *<F2>* Print key.

You will be prompted to print the [Edit Listing].

If you select [Edit Listing], compare each transaction with your manual records. The job number, stage number, quantity, and amount are critical because they determine how the transaction will affect your job history file and your inventory master file. Any discrepancy should be corrected before the transactions are updated.

Making Corrections to the Transactions

From the Enter Job Card Transaction screen you may use the *<F10>* Search key to inquire into the batch of job card transactions and find the transaction to correct. The following questions will be displayed:

```
Do you want to:   [Search for a transaction  ]
                  [Inventory Item Search     ]
                  [Job,Stage, Activity Search]
                  [Add new transactions      ]
```

The first search question allows you to search the entered transactions for a particular transaction. Press *<ENTER>*, and you will be prompted for the Job Number, Stage Number and Activity you wish to view. Profits will display the first transaction in the batch with the Job, Stage, and Activity numbers you selected. Make the changes to the transactions and press *<CTRL><ENTER>*.

The second search question allows you to search for a particular inventory item. Press *<ENTER>*, and you will be prompted for the Item Number to display. Key the item number and Profits will display all the information regarding this particular item.

The third search question allows you to add new transactions. When the above message is displayed, advance the selector to [Add new transactions] and press *<ENTER>*. The screen will be cleared and the cursor will move to the top. You may enter new transactions just like you entered the original transactions. When you re-print the Edit Listing, the new transactions will print after the original transactions.

The fourth search question allows you to search for a particular job and stage number. Press *<ENTER>*, and you will be prompted for the job number and stage number to view. Profits will display the job master file beginning with the job number you entered.

To delete a job card transaction use the *<F10>* key to display the transaction. Use the *<F8>* Delete key to remove it and the remaining transactions will move up the screen.

You may also use the *<F5>* Up key or the *<F6>* Down key to move the cursor to a transaction that you wish to change or delete. Use *<SHIFT><F5>* or *<SHIFT><F6>* to page through the job card transactions.

When you have finished making your corrections, you should re-print the Edit Listing to be sure it balances to your manual totals.

9.2.4 Post Job Card Transaction Entry

This option is used to update the job card transactions to the Job Cost Detail file. If Inventory item were entered, the item master file will also be updated with the transaction quantities and amounts. As Profits processes the transactions, the following steps are taken:

1. The transactions will be updated to the Job Cost Detail file, and the Job Costing Post Transaction Listing will be printed showing the old actual costs vs. the new actual costs.

2. The transactions will also be updated to the Inventory master file, and the Inventory Transaction Journal will be printed showing the old quantities and costs vs. the new item quantities and costs. **You should keep this report to complete your audit trail.**

3. After posting, Profits will clear the Job Card transactions batch file so you may begin entering a new batch of job card transactions when necessary.

9.3 WORK ON JOB FIELD REPORTING

When you need to affect the history on a particular job or issue stock from inventory to a particular job a transaction entry must be performed or processed. The following screen is displayed when you select this option.

```
                             Sample Company
PROFITS                 S/N DocuCopy   Version 2.4   10:13:06  May  1, 95

   ┌──────────────────────────────────────────────────────────────────────┐
   │      P R O       │     JOB C     │       JOB FIELD REPORTING          │
   │                  │               │                                    │
   │ 1.  Work on Mast │1. Work on Job │ 1. Enter & Maintain Field Reports  │
   │ 2.  Work on Bill │2. Work on Job │ 2. Post Field Reports              │
   │ 3.  Work on Acco │3. Work on Job │ 3. Print Field Report Worksheet    │
   │ 4.  Work on Inve │4. Print Job Co│ 4. Print Field Report Audit Listing│
   │ 5.  Work on Prod │5. Work on Peri│                                    │
   │ 6.  Work on Acct │               │                                    │
   │ 7.  Work on Payr │               │                                    │
   │ 8.  Work on Gene │               │                                    │
   │ 9.  Work on Job  │               │                                    │
   │ 0.  Exit System  │0. Return to pr│ 0. Return to previous menu         │
   │                  │               │                        Selection   │
   └──────────────────────────────────────────────────────────────────────┘
```

Option 1 allows you to enter manual completion information for particular job activities when necessary. This option will also let you print an Edit List to check your work before you post the transactions to the Job Cost History file.

Option 2 is used to post the completion records to the Job Cost History file.

Option 3 allows you to print a Field Report worksheet to be taken on the job site for each of recording the completion status of certain job activities.

Option 4 is used to print an audit listing of the completion status on each activity on a job

9.3.1 Enter & Maintain Field Reports

This option is used to enter and maintain the completion status of activities on a particular job. There are several job costing reports that print the percent complete for each activity on a job. The system will need to be periodically updated with the completion status of certain job activities that are not automatically updated through the accounts payable and payroll modules. When you select this option, a screen similar to the one below will be displayed.

```
JobNo  Stage  Activity  Quantity  Units % Comp  Description     Date
------------------------------------------------------------------------
1450   1000   1000 [S]     100              2   CONTRACT LABOR  020595
1452   1000   1000 [S]      50              1   CONTRACT LABOR  020595
```

To enter a field completion status transaction you must key the following fields:

Job Number - The 6 character number identifying the job this transaction should affect.

Stage - 4 character field identifying the stage of the job entered above for which this transaction is associated with.

Activity - 4 character field identifying the stage activity of the job entered above for which this transaction is associated with.

Quantity - 9 digit numeric field used to store the total number of items or units involved in this transaction.

Units % Comp - 3 digit numeric field identifying the percent complete of the quantity entered above.

Description - 14 character description of this transaction entry to be stored in history.

Date - 6 digit numeric field used to store the date of the transaction. If must be in the format, MMDDYY.

When you are satisfied with this field transaction, press *<CTRL><ENTER>*. The job, stage and activity descriptions will be displayed and the cursor will move to the next line.

<u>Print The Edit Listing</u>

When you have finished entering the transactions for this batch, you may print the Edit Listing. At the Enter & Maintain Field Reports screen, press the *<F2>* Print key.

You will be prompted to print the [Edit Listing].

If you select [Edit Listing], compare each transaction with your manual records. The job number, stage number, quantity and percent complete are critical because they determine how the transaction will affect your job history file. Any discrepancy should be corrected before the transactions are updated.

<u>Making Corrections to the Transactions</u>

From the Enter & Maintain Field Reports screen you may use the *<F10>* Search key to inquire into the batch of transactions and find the transaction to correct. The following questions will be displayed:

```
Do you want to:   [Search for a transaction  ]
                  [Job,Stage, Activity Search]
                  [Add new transactions      ]
```

The first search question allows you to search the entered transactions for a particular transaction. Press *<ENTER>*, and you will be prompted for the Job Number, Stage Number and Activity you wish to view. Profits will display the first transaction in the batch with the Job, Stage, and Activity numbers you selected. Make the changes to the transactions and press *<CTRL><ENTER>*.

The second search question allows you to add new transactions. When the above message is displayed, advance the selector to [Add new transactions] and press *<ENTER>*. The screen will be cleared and the cursor will move to the top. You may enter new transactions just like you entered the original transactions. When you re-print the Edit Listing, the new transactions will print after the original transactions.

The last search question allows you to search for a particular job and stage number. Press *<ENTER>*, and you will be prompted for the job number and stage number to view. Profits will display the job master file beginning with the job number you entered.

To delete a field transaction use the *<F10>* key to display the transaction. Use the *<F8>* Delete key to remove it and the remaining transactions will move up the screen.

You may also use the *<F5>* Up key or the *<F6>* Down key to move the cursor to a transaction that you wish to change or delete. Use *<SHIFT><F5>* or *<SHIFT><F6>* to page through the manual transactions.

When you have finished making your corrections, you should re-print the Edit Listing to be sure it balances to your manual totals.

9.3.2 Post Field Reports

This option is used to update the completion status records entered above to the Job Cost detail and history files. As Profits processes the transactions, the following steps are taken:

1. The transactions will be updated to the Job Cost Detail file, and the Job Costing Post Field Reports Listing will be printed showing the old quantities vs. the new quantities and percent complete information. **You should keep this report to complete your audit trail.**

2. After posting, Profits will clear the field transactions from the batch file so you may begin entering a new batch of completion status transactions when necessary.

9.3.3 Print Field Report Worksheet

This option is used to print a worksheet listing completion quantities for each activity on a job. A blank line will also be printed next to these quantities so the worksheet can be taken on site and new completion quantities recorded when necessary.

When you select this option you will be prompted as follows:

You will then be prompted with the last question.

```
Do you want to print?  [Specific Job   ]
                       [All Jobs       ]
```

The question allows you to define which job or jobs you would like to print. If you would like to print the worksheet for [All Jobs], press *<ENTER>*. If you want to print the worksheet for one job only, advance the selector to [Specific Job]. When you press *<ENTER>*, the following message will be displayed:

```
Job Number for Report:  _____
```

Enter the job number to print the worksheet for and press *<CTRL><ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                              PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Field Report Worksheet menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

9.3.4 Print Field Report Audit Listing

This option is used to print an audit listing of completion quantities on a weekly basis. The report lists each activity and type within a job stage. The report can be for one particular jobs or all jobs in the system

When you select this option you will be prompted as follows:

You will then be prompted with the last question.

```
        Do you want to print?  [Specific Job   ]
                               [All Jobs        ]
```

The question allows you to define which job or jobs you would like to print. If you would like to print the audit listing for [All Jobs], press *<ENTER>*. If you want to print the audit listing for one job only, advance the selector to [Specific Job]. When you press *<ENTER>*, the following message will be displayed:

```
        Job Number for Report:  _____
```

Enter the job number to print the audit listing for and press *<CTRL><ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                              PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Print Field Report Audit Listing menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

9.4 PRINT JOB COSTING REPORTS

This option is used to print various Job Costing. You may print a Job Cost Status report, Cost-to-Date report, Cost Flow reports, Analysis reports and various history reports. These reports may be printed any time you wish to see job cost detail information. This option is also used to print view or inquire into Job History information. The following screen is displayed when you select this option.

```
                                  Sample Company
PROFITS                   S/N DocuCopy   Version 2.4    10:13:06  May  1, 95

     ┌─────────────────┬──────────────────┬──────────────────────────────┐
     │      P R O      │      JOB C       │      JOB COSTING REPORTS      │
     ├─────────────────┼──────────────────┼──────────────────────────────┤
     │ 1.  Work on Mast│ 1. Work on Job   │ 1. Print Job Cost Status Report│
     │ 2.  Work on Bill│ 2. Work on Job   │ 2. Print Summarized CostFlow Rpt.│
     │ 3.  Work on Acco│ 3. Work on Job   │ 3. Print Job CosttoDate Report │
     │ 4.  Work on Inve│ 4. Print Job Co  │ 4. Print Job CostFlow Report   │
     │ 5.  Work on Prod│ 5. Work on Peri  │ 5. Print Job Analysis by Qty/Pct│
     │ 6.  Work on Acct│                  │ 6. Print Job Cost Ledger       │
     │ 7.  Work on Payr│                  │ 7. Print Job Cost History Report│
     │ 8.  Work on Gene│                  │ 8. Job Summary Screen Inquiry  │
     │ 9.  Work on Job │                  │                                │
     │ 0.  Exit System │ 0. Return to pr  │ 0. Return to previous menu     │
     ├─────────────────┴──────────────────┴──────────────────────────────┤
     │                                                          Selection │
     └────────────────────────────────────────────────────────────────────┘
```

Option 1 allows you to print the status of all jobs in the system.

Option 2 is used to print summarized cost and billing information for each job.

Option 3 allows you to print cost to date information for a job and its stages and activities.

Option 4 is used to analyze cost to date information and the projected remaining amounts for a particular job.

Option 5 allows you to analysis how complete a job is on a percentage and quantity basis.

Option 6 allows you to print by activity type the history on a particular job.

Option 7 is used to review all detail history for a job or all jobs.

Option 8 allows you to view on the screen job and stage history and detail.

9.4.1 Print Job Cost Status Report

This option is used to print a Job Cost Status Report. The report gives you the estimated cost, cost-to-date, billings-to-date and cost and billings over the estimate. This report prints for all jobs in the system.

When you select this option you will be prompted with the following question.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                          PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Job Cost Status Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

9.4.2 Summarized Cost-Flow Report

This option is used to print a Summarized Cost-Flow Report. The report gives you the estimated, to-date and project remaining for both cost and billing. This report prints for all jobs in the system.

When you select this option you will be prompted with the following question.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                          PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Summarized Cost-Flow Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

9.4.3 Print Job Cost-to-Date Report

This option is used to print a Job Cost-to-Date Report. This report gives you cost-to-date information on each stage and stage activity for a job or all jobs.

When you select this option you will be prompted as follows:

You will then be prompted with the last question.

```
Do you want to print?  [Specific Job   ]
                       [All Jobs       ]
```

The question allows you to define which job or jobs you would like to print. If you would like to print the report for [All Jobs], press *<ENTER>*. If you want to print the report for one job only, advance the selector to [Specific Job]. When you press *<ENTER>*, the following message will be displayed:

```
Job Number for Report:  _____
```

Enter the job number to print the report for and press *<CTRL><ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                      PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Job Cost-to-Date Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

9.4.4 Print Job Cost Flow Report

This option is used to print a Job Cost Flow Report. This report gives you cost and billing information on each stage and stage activity. This report will print for one job or all jobs in the system.

When you select this option you will be prompted as follows:

You will then be prompted with the last question.

```
Do you want to print?  [Specific Job   ]
                       [All Jobs       ]
```

The question allows you to define which job or jobs you would like to print. If you would like to print the report for [All Jobs], press *<ENTER>*. If you want to print the report for one job only, advance the selector to [Specific Job]. When you press *<ENTER>*, the following message will be displayed:

```
Job Number for Report:  _____
```

Enter the job number to print the report for and press *<CTRL><ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                              PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Job Cost Flow Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

9.4.5 Print Job Analysis by Qty/Pct

This option is used to analyze the number of units used to complete a particular stage activity. This report also give you the cost-to date information on each stage activity. This report will print for one job or all jobs in the system.

When you select this option you will be prompted as follows:

You will then be prompted with the last question.

```
          Do you want to print?  [Specific Job    ]
                                 [All Jobs         ]
```

The question allows you to define which job or jobs you would like to print. If you would like to print the report for [All Jobs], press *<ENTER>*. If you want to print the report for one job only, advance the selector to [Specific Job]. When you press *<ENTER>*, the following message will be displayed:

```
          Job Number for Report:  _____
```

Enter the job number to print the report for and press *<CTRL><ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                              PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Job Analysis by Qty/Pct menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

9.4.6 Print Job Cost Ledger

This option is used to print a detailed report showing cost for a particular state and stage activity. A stage total cost is also printed along with the job cost total. This report will print for one job or all jobs in the system.

When you select this option you will be prompted as follows:

You will then be prompted with the last question.

```
Do you want to print?  [Specific Job  ]
                       [All Jobs      ]
```

The question allows you to define which job or jobs you would like to print. If you would like to print the report for [All Jobs], press *<ENTER>*. If you want to print the report for one job only, advance the selector to [Specific Job]. When you press *<ENTER>*, the following message will be displayed:

```
Job Number for Report:  _____
```

Enter the job number to print the report for and press *<CTRL><ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                    PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Job Cost Ledger menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

9.4.7 Print Job Cost History Report

This report is the most commonly printed job costing report in the system. It give a very detailed history on each bill and cost associated with a job. The breakdown is by stage and activity within the stage. This report will print for one job or all jobs in the system.

When you select this option you will be prompted as follows:

You will then be prompted with the last question.

```
          Do you want to print?  [Specific Job    ]
                                 [All Jobs        ]
```

The question allows you to define which job or jobs you would like to print. If you would like to print the report for [All Jobs], press *<ENTER>*. If you want to print the report for one job only, advance the selector to [Specific Job]. When you press *<ENTER>*, the following message will be displayed:

```
          Job Number for Report:  _____
```

Enter the job number to print the report for and press *<CTRL><ENTER>*.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

```
                         PRINTING REPORT
```

You may stop the report at anytime by pressing the *<F3>* key. If you press this key, the system will pause and ask you if you wish to [Cancel] the printing and return to the Job Cost History Report menu or [Continue] where you left off. Use the *<SPACEBAR>* to select your choice and press *<ENTER>*.

9.4.8 Job Summary Screen Inquiry

This option is used to view a specific job's total cost and billings for the week, month and year. You may also view each stage's cost and billings for the week, month and year. Lastly you may even view the detail of each cost and billing entry made to a particular stage activity.

The system will prompt you for the job number you wish to review. After typing in the job number a screen similar to the one below will be displayed.

To view a particular job's stage activity, advance the [Next Option] selector to 'Stage Inquiry'. You will be prompted for the stage number you wish to view. At this point you may press the *<F6>* Down key to view the activity history on this particular stage. When you have finished viewing the history, press *<F9>* and you will be prompted to enter another stage to review. If you are finished viewing all information regarding this job, press the *<F3>* key to return to the menu.

```
 Job No.  1450      Job Desc   Crescent Walk Development
 Status [OPEN ]    Next Option [Stage Inquiry]
---------------------------------------------------------------------------
           Actual Costs       Billings

 Job Total  1,077,540.10           .00       Estimate    889,850.00
 Year       1,077,540.10           .00       Projected 1,082,867.80
 Month          77,540.10          .00       Commtmnt    889,850.00
 Week           25,540.10          .00       Contract  2,000,000.00
---------------------------------------------------------------------------
 Stage No. 1000    Stage Desc - Development
           Actual Costs       Billings

 Job Total  1,077,540.10           .00       Estimate    889,850.00
 Year       1,077,540.10           .00       Projected 1,082,867.80
 Month          77,540.10          .00       Commtmnt    889,850.00
 Week           25,540.10          .00       Contract  2,000,000.00
```

9.5 WORK ON PERIOD END CLOSING

This option is used when you are ready to close and purge completed jobs. It is also used to clear weekly, monthly and yearly cost and billing history. When you select this option the following screen will be displayed.

```
                               Sample Company
PROFITS                   S/N DocuCopy   Version 2.4    10:13:06  May   1, 95

        ┌──────────────────────────────────────────────────────────────────┐
        │      P R O          JOB C          PERIOD END CLOSING             │
        │  ─────────────────────────────────────────────────────────────── │
        │  1.  Work on Mast  1. Work on Job  1. Enter Jobs for PeriodEnd Purge│
        │  2.  Work on Bill  2. Work on Job  2. PeriodEnd Purge and Reports  │
        │  3.  Work on Acco  3. Work on Job                                  │
        │  4.  Work on Inve  4. Print Job Co                                 │
        │  5.  Work on Prod  5. Work on Peri                                 │
        │  6.  Work on Acct                                                  │
        │  7.  Work on Payr                                                  │
        │  8.  Work on Gene                                                  │
        │  9.  Work on Job                                                   │
        │  0.  Exit System   0. Return to pr  0. Return to previous menu     │
        │                                                       Selection    │
        └──────────────────────────────────────────────────────────────────┘
```

Option 1 is used to select multiple jobs to be purged during period end, option 2 below.

Option 2 is used to purge history for the week, month or year. This option will also remove jobs entered as closed above in option 1.

9.5.1 Enter Jobs for Period-End Purge

This option is used to select which closed jobs you would like to purge from the system. **NOTE:** The job active selector must be set to [CLOSED] in the Job Master File before it can be entered in this option. You may also select to print the history when the purge is performed in option 2, Period-End and Purge Jobs.

This entry screen is handy when more than one job needs to be purged at a time. When you select this option a screen similar to the one below will be displayed.

```
          Print
 Job Number  History   Job Description
 ----------------------------------------------------------------------
 1502        [Yes]     North Valley Subdivision
 1450        [Yes]     Crescent Walk Subdivision
```

If you do not know the closed job number to enter, you may use the *<F10>* Search Key. Profits will prompt you for the first five characters of the job number. Key the information. Profits will respond with a list of job numbers, beginning with the job number that most closely corresponds to what you keyed. Select the job number you wish to purge. Use the *<F9>* End key to return to the job number prompt.

After you enter the job number, press *<CTRL><ENTER>*. The job description will be displayed so you may verify that you are purging the correct job. Answer [Yes] or [No] as to whether you would like the history for this job to be automatically printed when the purge option is selected below.

When you are satisfied with your job selections, simply press *<F4>* to return to the Enter Closed Jobs to Purge menu. The jobs selected will actually be purged when option 9.5.2 is performed below.

9.5.2 Period-End Purge and Reports

This option is used to reset weekly, monthly and/or yearly cost and billing totals for each job in the system. It will also remove any closed jobs selected above to be purged.

When you select this option you will be prompted as follows:

You will then be prompted with the next question.

```
            Enter the Time Period you wish to Purge? [Week    ]
                                                     [Month   ]
                                                     [Year    ]
```

This question allows you to define the time period you would like to reset totals on.

After answering the above question a final question will appear, 'Are you sure you want to perform purges?'. Profits is giving you one last opportunity to begin again before clearing the totals. If you are not sure you have answered the above questions properly, press *<ENTER>* and you will return to the beginning of the process. If you feel you have answered the above questions correctly, advance the selector to [Yes] and press *<ENTER>*. The system will then display the following message.

After you have answered all criteria questions and where to print to, simply *<CTRL><ENTER>* and the system will display a message similar to the one below.

PRINTING REPORT

A Year-End Purge listing and a Job History Purge report will automatically print, giving you a listing of the entire job being removed and cost and bills being reset according to your purge selections above. After the system prints the reports, you will return to the Period-End and Purge Jobs menu.

10.0 EXIT SYSTEM

To exit the PROFITS^{TM} system you should be at the PROFITS MENU. If you are in a program use the *<F4>* key to return to the menu.

Once you are at the menu you may press *<F3>* until you are back to the PROFITS MENU. From here, press *<F9>*. This will cause the PCS logo to be displayed.

From here, you may power down the system or run another software package.

A. PROGRAM ERRORS/WARNING CODES

   Error messages from Profits can be broken down into several categories. Each category is treated differently and provides information for solving the problem. Use the following table to identify the error type. Then proceed to that section to find the particular message. Each message will then be listed along with several possible explanations.

   Profits Error Messages

   Cobol Errors

   DOS Error Messages

   Each type of error message must be handled differently.

A.1 Profits Error Messages (Cobol)

   Profits error messages inform the operator that something is wrong with their system. These messages must be resolved before proceeding. These messages are used to indicate potentially serious errors in the system. Typical problems would include improper installation, damaged files, or programming errors. These errors are of the following format:

```
Program Name - XXXXX


An error has occurred in the system.
The error is: 99 On file: XXXXXXXX.FIL
Please contact your dealer for help.
Press ENTER to return to the menu.      [ENTER]
```

   If you encounter an error message similar to this, seek help from your dealer. Do not ignore the error or attempt to proceed until the problem has been resolved.

   The Program Name XXXXX represents the program you are currently working in when you received the message. The 99 represents the particular error that has occurred. The following table lists these codes and their meanings. The 'XXXXXXXX.FIL' is the file that caused the problem.

   Code   Meaning

10	End of file. An attempt was made to read past the end of the file.
21	Sequence Error. An attempt was made to perform an invalid read or write to a ISAM file.
22	Duplicate Key Value. An attempt was made to write a record that would create a duplicate key in either a relative or ISAM file.
23	No Record Found. An attempt was made to access a record, identified by a key, that does not exist in the file.
24	Boundary Violation. An attempt was made to access a record outside the existing boundaries of the file.
30	Permanent Error. The file has been corrupted. This is usually caused by power failure, improper shutdown of the system, or hardware failure.
34	Boundary Violation. An attempt was made to access a record outside the existing boundaries of the file.
90	Program Error. A programming error has occurred on this file.
91	Record Length Error. A file with an invalid record length has been found. Possible causes include improper installation, improper or incomplete conversion, or hardware failure.
92	Record Locked. Network only. An attempt was made to access a record that is locked by another user.
93	File Locked. Network only. An attempt was made to access a file that is in use by another user. The file is probably not flagged as shareable. Use the flag command to set the shareable status.
94	File not found. The requested file could not be found. Possible causes include hardware failure, programming error, or file placement modified by the user.
95	File Mismatch. The programs and files do not match. The most likely cause of this error would be improper conversion or conversion not done. Other possible causes include hardware failure or programming error.

If any other error codes are encountered, they should be reported immediately.

The possible causes listed above for each error code are by no means complete. It is impossible to give definite causes for each of the error codes. The causes listed represent the most likely reason for the error. It must be stressed that these are SERIOUS errors and must be resolved immediately.

A.2 Cobol Runtime Error Messages

Cobol runtime error messages are issued because of certain errors occurring during the execution of the system. These error messages will cause the system to stop at the point of the error. These are serious errors which must be resolved at this point. Be sure to note all information on the screen when explaining the error message received.

These error messages will appear in the following format:

RUN TIME ERROR 11:
SUBSCRIPT ERROR DIMENSION 1

The error code may range from 0 to 22. These errors indicate an abnormal condition in the system. Because of the infrequent occurrence of these errors and their technical nature, they will not be listed. If you encounter an error message similar to this, seek help from your dealer. Do not ignore the error or attempt to proceed until the problem has been resolved.

Various sort errors can also occur in the system. This message will look similar to:

Sort Error - 999

The error code may range from 10 to 400. These errors indicate an abnormal condition during a sort or merge. Because of the infrequent occurrence of these errors and their technical nature, they will not be listed. If you encounter an error message similar to this, seek help from your dealer. Do not ignore the error or attempt to proceed until the problem has been resolved.

A.3 DOS Error Messages

DOS error messages are messages produced by the Disk Operating System supplied with your system. These messages indicate a potential problem with Profits on the system. Most of these errors are the result of improper installation or hardware errors. These messages will appear in the following format:

Bad command or filename

If you encounter an error message similar to this, seek help from your dealer. Do not ignore the error or attempt to proceed until the problem has been resolved. These errors can be caused by a variety of reasons. Refer to Appendix A of your DOS (Disk Operation System) manual for a discussion of each error message.

B. NETWORKS - AN OVERVIEW

Profits may be used on a series of PCs' called a Network. If you are using a Network system, you must activate the Multi-User System option in the System Configuration Flags. The daily operation of Profits within the Network is much the same as with a Single-User system. The difference are outlined in the section below.

B.1 Power On/Off The Network

POWER ON THE FILE SERVER

One of the PC's within the Network will be designated as the File Server. This will be a machine with a hard disk. This computer must be powered on before any of the others may be used. To power on the File Server, complete the following steps:

1. Place the File Server Boot diskette in the diskette drive.

2. Set the power switch on the right hand side of the System Unit to the ON (UP) position.

3. The message similar to the following will be displayed:

```
        Mounting Volume SYS
```

4. The system will process for a few moments and the PROFITS Main Menu will appear.

POWER ON WORKSTATIONS

Before powering on a PC, be sure that the File Server has been powered up. To power on the Workstation, complete the following steps:

1. Place the Workstation Boot diskette in the diskette drive.

2. Set the power switch on the right hand side of the System Unit to the ON (UP) position.

POWER OFF WORKSTATIONS

Before you can power off the File Server, each Workstation must be powered off. To power off the Workstation, complete the following steps:

1. *<F9>* End the Profits menu.

2. At the DOS prompt, key: **LOGOUT** and press *<ENTER>*.

3. Set the power switch on the right hand side of the System Unit to the OFF (DOWN) position.

POWER OFF THE FILE SERVER

Before powering off the File Server, all of the other Workstations must be powered off. To power off the File Server, complete the following steps:

1. *<F9>* End the Profits menu.

2. At the DOS Prompt, key: **CONSOLE** and press *<ENTER>*. (The System will respond with a ":" prompt)

3. At the : prompt, key: **DOWN** and press *<ENTER>*.

4. After the system responds that the network has been shut down, set the power switch on the right hand side of the System Unit to the OFF (DOWN) position.

WHO ELSE IS ON THE SYSTEM

If you would like to make sure that no other workstations are up before powering off the file server. You may type the following commands.

1. *<F9>* End the Profits menu.

2. At the DOS prompt, key: **USERLIST** and press *<ENTER>*. A list of current users and their station numbers will be displayed.

SEND A MESSAGE

If you would like to send a message to a workstation, complete the following commands.

1. *<F9>* End the Profits menu.

2. At the DOS prompt, key: **SEND "The message" TO USER** and press *<ENTER>*. The message you want to send should be within the quotes. Also, you may substitute any user name for USER or you may type EVERYONE to send the message to all the workstations.

If a message is sent to your workstation, it will appear on the twenty-fifth line of the screen. After receiving the message, press *<CTRL><ENTER>* to clear the message and continue your current option.

BACKING UP AND RESTORING

Before you can backup or restore your company information, the users on every workstation must be logged out. Since no one else can be working on the system while you are backing up, you will usually back up from the File Server.

B.2 The Printer on a Network

The network will share available printers connected to the system.

Often on a network the printed report will be spooled to the File Server's printer The report is put into temporary storage until it can reach the designated printer. There is also a buffer for the printer, which means spooled print commands will have some delay before printing actually begins. The reports to be printed are held in a QUEUE in the order in which the reports are received.

The printer at a workstation may be set to local print. The printing operation would begin as soon as the program sends the signal to print. The workstation must have a printer port and the printer connected directly to the workstation to print in the local mode. The workstation will still have access to other printers on the network.

B.3 Network Commands

When using a network there are special commands, buzz words, and functions explained below:

Connection or User Number -   The workstation number is assigned in the order in which they were logged on. To find out which connection number you are, Key: WHOAMI or USERLIST at the DOS prompt.

Console -   The console is the file server location. It monitors and controls the printer commands, disk activity, the system's clock and user information.

Flag - For security purposes the access to various files may be controlled by a system flag. The files for PROFITS and the company(s) directory must be flagged to shareable.

Record Locking - This feature will prevent two users from accessing the same record in a program. For example, two people may enter orders at the same time, but the system would prevent the same customer number to be used. The screen will come up with the message "Please wait, record in use by another user." The message will be displayed until the record is available for use.