CPC

Amsoft Business Control

Amsoft Stock Control System (ASCS)

Running Under Amsoft CP/M 2.2

SOFT 1002

Published by **AMSOFT**, a division of

Amstrad Consumer Electronics plc
Brentwood House
169 Kings Road
Brentwood
Essex

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CP/M is a trademark of Digital Research Inc.

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1 Introduction

Welcome to Amsoft Stock Control System running under CP/M*. This system is part of an integrated business applications suite of programs, i.e. Amsoft Business Control System, yet it can also be run by itself if required.

This manual will show you how to use the system, and will also give you examples, full reference and guidance.

If you are new to Computers or you are using the Stock Control system for the first time, you may feel overwhelmed by the many components and manuals available but don't worry. This manual will take you through, step by step, explaining how to use the Amsoft Stock Control System. If you have registered with the customer support Service (see enclosed Registration Card) you can get answers to your questions about the Amsoft Stock Control System by calling Camberley (0276) 63189.

The best way to learn to use the Amsoft Stock Control System (ASCS) is to try it. Do not be afraid to experiment and make mistakes, you cannot hurt the Computer or the ASCS program no matter what you type at the keyboard. As you practice you will gain familiarity and confidence in using some of the features of ASCS which will help you in your business. If you are a first time user and you have not had the benefit of using an Amsoft Business System before, please refer to sections 10 and 11.

For first time users of the Amsoft Business Control System (ABCS) we would like you to register with us that you have purchased this package. You will need to run Amend System Parameters (see Section 7.13) and by entering the title, serial number and the name in System Parameters you will be asked to telephone Quest on Camberley 63189 to obtain your CHECKSUM number. When you have entered the correct CHECKSUM you can proceed with operating this system without messages being displayed on the screen stating that this is an unregistered package.

You can operate this system for a limited period of time without entering anything in the title serial number and name fields in Amend System Parameters, but if you continue to operate without having registered yourself as a user with Quest, after a period of time the system will stop operating.

* CP/M is a trademark of Digital Research

2 What is ASCS?

ASCS is a suite of programs that will enable you to easily and accurately record stock details, provide control over orders placed and received, as well as provide meaningful management information on up to 250 products.

ASCS is one of the elements in Amsoft's Business Control System (ABCS) and therefore integrates automatically with the Invoicing System. ASCS, however, has been designed to run independently from the other systems in ABCS if so desired, and is a complete Stock Control System in its own right.

Major characteristics of ASCS are that postings, ie. issues, receipts, returns, etc. are made directly to the Product File. You choose the product to be posted to, make the posting, and immediately the entry is recorded to the Product File. Automatically the Physical Stock is updated for the product, together with Turnover Quantity, Turnover Value, Profit Value, Profit % etc. Daybook Files are updated to provide the audit trail. In short full accounting control is maintained.

You can view a product and associated postings on the screen at any time and produce reports on demand. The main reports are Stock File Listings and Stock Valuation. Other reports provide complete auditable control over your product movements as well as providing reports that identify products where Stock is below Re-Order Level, or below Minimum Stock, and it also reports on profitable products.

Reports from ASCS can be produced on any printer (sheet fed or continuous), have a maximum of 80 characters to any print line, and can be produced on demand. The various reports that can be obtained are as follows:

* Stock Valuation
* Turnover and Gross Profit
* Orders Outstanding
* Below Re-Order Level only
* Zero/Negative only
* Products with a Turnover range from/to
* Products that have or have not moved from a certain date.

All reports above are range selectable from product to product, within product group to product group.

Other reports include:

Daybook Listing
Price List
Groups and Unit of Sale

To run ASCS you need an Amstrad CPC464 computer with TWO disc drives and a printer.

Amsoft CP/M Systems are noted for their speed, ease of use, reliability, user friendliness and quality of systems design.

3 General Operation

Displays on the Monitor together with responses keyed in on the console keyboard enable you to operate the Amsoft Stock Control System

The normal flow will be:

Amend Units of Sale
(i.e. Set up Unit of Sale Codes and the Descriptions)
Option 9 on Master Menu
↓

Once at start
then
infrequently

Amend Product Groups
(i.e. Set up Product Groups and Descriptions)
Option 8 on Master Menu
↓

Print Groups and Units of Sale
Option 10 on Master Menu
↓

Infrequently

Display Amend Stock Details
(i.e. Display an individual Stock item on
screen and also used to create a Stock item)
Option 2 on Master Menu
↓

Enter Postings
(i.e. post Issues, Receipts, Returns etc.)
Option 1 on Master Menu
↓

Frequently

Print Daybook Listing
(i.e. Print Audit Trail)
Option 6 on Master Menu
↓

Display Daybook
Option 5 on Master Menu
↓

Print Stock File Listing
(i.e. comprehensive reports on current
Stock position and management reports)
Option 3 on Master Menu
↓

Weekly or
Monthly or
On Demand

Print Price List
Option 12 on Master Menu
↓

On Demand

Calculate Stock Levels
Option 4 on Master Menu

Infrequently

% Amend Selling Prices   Infrequently
Option 7 on Master Menu
↓
Zeroise Management Information   Infrequently
(Re-set fields back to zero)   probably
Option 11 on Master Menu   year-end
↓
End Program
Option 14 on Master Menu

4 Systems Outline of ASCS

Amsoft Stock Control System has evolved because users of stock control systems have many varied requirements. ASCS has been designed to satisfy most needs, and perhaps provide a little more information than expected.

ASCS caters for up to 250 stock items, and for each stock item Physical Stock is calculated as a result of receipts, issues, transfers, returns to stock etc.

To aid the user Minimum Stock level and Re-Order Level figures can be used to prompt the user to re-order and to speed-up the search for items that need re-ordering.

To help with ordering,, additional assistance is provided for the user because he is able to record orders placed on the supplier by quantity and actual order number. This should enable the user to control those orders he has placed, but also there is a facility to record those orders placed on him by his customer. As these orders are satisfied then they can be matched on an order number and deleted from the file

Free Stock is calculated by the value of Physical Stock less Customer Orders not yet satisfied, plus orders placed on Suppliers not yet satisfied.

So ASCS will display information about each item of physical stock on the screen, like how many, how many are on order, how many orders must be satisfied etc. In addition the system will also remember the month and year of the last movement for each stock item and it will tell you how many have been sold, i.e. turnover quantity (issues, less returns plus or minus adjustments, etc.)

ASCS uses the same stock file as the one used in the Amsoft Sales Invoicing System (ASIS) and therefore on the Stock File there is a facility for Cost Price, Selling Price, VAT Code, Discount % on Selling Price, Unit of Sale, and also a Product Description.This information can be displayed on the screen, and like the information in the previous paragraph is also printed to the various reports.

By using a Product Group Code each stock item can be further identified into a specific category. This two digit code will also be used to allocate a stock item to a Branch or Department.When printing reports on product details these can be produced by Product Group Code as well as overall for the whole stock file. The two digit Product Group in the range 1-94 can be used via the Amsoft Sales Invoicing System and Amsoft Sales Ledger System i.e. Product Groups 1-94 are the same as Control Accounts 1-94 in the Sales Ledger System/Nominal Ledger bridge.

ASCS will enable the user to keep up to date on his stock and ordering for each stock item, as well as providing meaningful management information.

The management information reports on product details can be selected by the user but separated into two broad categories. The first category concerns itself with financial information both historical and future, the second concerns itself with the actual stock position of each item and the need to re-order or not. The benefit of ASCS is that all this informtion can be displayed for each stock item on one report.

Remember, the user can select what information he wants to appear on the product detail report and for which product group. It will always show Stock Code, description, Prices, Free Stock, Minimum Stock level, Re-Order Level, Orders situation etc., then the user can opt for the following additional information for each stock item:

a)   Turnover by
* Quantity
* Sales Value
* Cost Value

b)   Gross Profit
* Unit Gross Profit
* Unit Gross Profit %
* Gross Profit on Turnover
* % Gross Profit on Turnover

c)   Valuation
* Free stock at Cost
* Free Stock at Selling Price
* Customer Orders at Selling Price
* Supplier Order at Cost
* Grand Totals at end of reports give Stock Valuation by Product Group and overall

d)   Cust/Orders
* Order Numbers that are still outstanding

The user can also limit which stock items he wants to have reported by choosing from the following:

e)   Those stock items below Re-order Level
f)   Those stock items below Minimum Stock Level
g)   Those stock items that are zero or negative Physical Stock
h)   Those stock items where there has been no movement before or after a certain date
i)   Those products in a certain Turnover value range

In addition ASCS provides a full audit trail of postings, a daybook can be displayed, and a PRICE LIST can be printed.

The effect of the various posting types on Turnover and Physical Stock will be as follows:

Posting Type No.	Description	Effect on	
		Turnover	Physical Stock
1	ISSUE	+	-
2	RECEIPT	N/A	+
3	TRANSFER	N/A	-
4	RETURN	-	+
5	DEBIT ADJUSTMENT	N/A	+
6	CREDIT ADJUSTMENT	N/A	-
7	WRITE OFF	N/A	-
8	CUSTOMER ORDER	N/A	N/A
9	SUPPLIER ORDER	N/A	N/A

Many of the tried and trusted program routines used in other Amsoft Software have been included in ASCS, therefore the operator will find it very easy to use, especially if they have experience of other Amsoft accounts systems in this range.

5 Disc Files used in ASCS and their Contents

5.1 Product File - created Option 2 from Master Menu (see Section 7.2)

		Format	Length	
1	ITEM NO.	A/N	8	
2	DESCRIPTION	N	25	
3	PRODUCT GROUP	N	2	(in range 1-94)
4	UNIT OF SALE	N	2	(in range 1-99)
5	SELLING PRICE	N	7	max. = 9999.99
6	COST PRICE	N	7	max. = 9999.99
7	DISCOUNT %	N	5	max. = 99.99
8	VAT CODE	N	1	
9	PHYSICAL STOCK	N	5	max. = 99999.99
10	MINIMUM LEVEL	N	5	max. = 99999
11	RE-ORDER LEVEL	N	5	max. = 99999

In addition for each item, up to six Suppliers Orders and/or Customer Orders can be held on file and are created from Option 1 - Enter Stock Movements (see Section 7.1)

The fields for these are:

	Format	Length	
Supplier Order	N	1	
Customer Order	N	1	
Quantity	N	5	max. = 30000
Price	N	8	max. = 99999.99
Reference No.	A/N	6	

In addition on the display for each item the following information is also shown:

	Format	Length	
Last Issue Date	N	6	DD/MM/YY
Turnover Quantity	N	9	999999999
Turnover Value	N	12	max. = 999999999.99±
Cost of Sales	N	12	max. = 999999999.99±
Unit Gross Profit %	N	5	max. = 99.99
Gross Profit	N	10	max. = 9999999.99
Gross Profit %	N	5	max. = 99.99
Value Selling Price of Physical Stock	N	12	max. = 999999999.99±
Value Cost Price of Physical Stock	N	12	max. = 999999999.99±

5.2 Daybook File - created Option 1 from Master Menu (see Section 7.1)

	Format	Length	
Item	A/N	8	
Type of Stock Movement	N	1	In range 1-9
Quantity	N	5	max. 30000
Price	N	8	max. 99999.99
Ref. No.	A/N	6	
Date	N	6	DD/MM/YY
Value	N	12	max. 999999999.99±

5.3 Units of Sale File - created option 9 from Master Menu (see Section 7.9)

	Format	Length	
Unit Code	N	2	In range 1-99
Description	A/N	15	

5.4 Product Groups

	Format	Length	
Product Group	N	2	In range 1-94
Description	A/N	15	

6 Normal Running

Ensure you have CP/M in the computer and your program and data disc are in their Disc Drive(s). Type in ABC followed by **[ENTER]**.

The screen for ASCS will be displayed on the screen:

```
                    **** AMSOFT ****


            ┌─────────────────────────────┐
            │   BUSINES CONTROL SYSTEM    │
            │          BY QUEST           │
            └─────────────────────────────┘


    ┌──────────────┐      ┌─────────────────────┐
    │   A.S.C.S.   │      │  STOCK CONTROL SYSTEM │
    └──────────────┘      └─────────────────────┘


    ┌────────────────────────────────────────────┐
    │  TODAYS DATE (DD.MM.YY)        ▇▇▇▇▇▇▇▇     │
    └────────────────────────────────────────────┘
```

Enter the date and, if valid, the Master Menu will be displayed (See Section 7.)

6.1 First Time User Registration

The program disc supplied are in UNREGISTERED form. This means that the user will be reminded via screen displays that the purchase of the programs has not been registered at Quest. We would like to know who has purchased our systems so that 'hot line' support can be provided if required, and users can be told of new releases or updgrades.

> **Warning** If you do not register your purchase and you continue using an unregistered program disc, after a period of time the program will simply stop running and you will not be able to continue. Plenty of time is allowed, however, for you to contact Quest and obtain your CHECKSUM (PASS NUMBER) see below.

To become registered, follow the procedure to get the Master Menu (see Section 7), take option 13 - AMEND SYSTEM PARAMETERS.

Enter the TITLE, NAME. and Serial No. (TITLE will be displayed on all screen displays, and NAME will be printed at the top of all reports.)

The screen will then show

```
CHECKSUM INCONSISTENCY

PLEASE PHONE QUEST, QUOTING THE NUMBER nnnn
TO OBTAIN YOUR PASS NUMBER IN ORDER TO PROCEED

PASS NUMBER - - - -
```

You tell us the number on the screen, we give you the CHECKSUM (PASS NUMBER). You enter the PASS NUMBER followed by **[ENTER]**, and you are now registered and the system will run smoothly.

Just in case you need to repeat the exercise at any time in the future, keep an exact record of your TITLE, NAME and PASS NUMBER.

The first time user should also read Sections 10 and 11.

AMSOFT STOCK CONTROL SYSTEM

7 Master Menu and Operating Instructions

```
┌─────────────────────────────────────────────────────────┐
│  ┌──────────────┐    ┌──────────────────────────────┐    │
│  │  A.S.C.S.    │    │  CAMBERLEY GARDEN CENTRE     │    │
│  └──────────────┘    └──────────────────────────────┘    │
│                                                          │
│     1. ENTER STOCK MOVEMENTS                             │
│     2. DISPLAY/AMEND PRODUCT DETAILS                     │
│     3. PRINT STOCK FILE LISTING                          │
│     4. CALCULATE STOCK LEVELS                            │
│     5. DISPLAY DAYBOOK LISTING                           │
│     6. PRINT DAYBOOK LISTING                             │
│     7. % AMEND COST/SELLING PRICES                       │
│     8. AMEND PRODUCT GROUPS                              │
│     9. AMEND UNITS OF SALE                               │
│    10. PRINT GROUPS & UNITS OF SALE                      │
│    11. ZEROISE MANAGEMENT INFORMATION                    │
│    12. PRINT PRICE LIST                                  │
│    13. AMEND SYSTEM PARAMETERS                           │
│    14. END PROGRAM                                       │
│                                                          │
│    [?] PLEASE SELECT THE OPTION REQUIRED ■               │
│                                                          │
└─────────────────────────────────────────────────────────┘
```

From this point on, select the option required by entering the number followed by **[ENTER]** and refer to the following sections of the manual for instruction in their use.

7.1 Enter Stock Movements

1 Selection Option - Enter Stock Movements

```
┌─────────────────────────────────────────────────────────────────┐
│  1. ENTER STOCK MOVEMENTS              CAMBERLEY GARDEN CENTRE    │
│                                                                  │
│  [ ITEM ] [--- DESCRIPTION ---] [- TYPE -] [- QNTY -] [ PRICE ] [REF.] D │
│                                                                  │
│   1  1      GARDEN FORK           1 ISSUE      1.00     14.24  ABC123    │
│   2  2      LARGE BOUQUET         2 RECEIPT   33.00      6.00  9K1/50  A │
│   3  3      SMALL BOUQUET         3 TRANSFER  12.00      0.00  5JS/17    │
│   4  4      LARGE STONE GNOME     4 RETURN    21.00     12.34  AL516     │
│   5  5      SMALL STONE GNOME     5 DEB ADJ    7.00      0.00  AAABBB    │
│   6  6      TULIP BULBS           6 CRED ADJ  13.00      0.00  CA/776    │
│   7  7      DAFFODILS             7 WRT-OFF   50.00      0.00  WR/026    │
│   8  8      PLASTIC WATER LILLIES 8 CUST ORD  23.00      1.80  PD-121    │
│   9  9      PLASTIC TROWEL        9 SUPP ORD  16.00      0.30  P10 49    │
│  10                                                              │
│  11                                                              │
│  12                                                              │
│  13                                                              │
│  14                                                              │
│  15                                                              │
│  [?] '1' - '15' TO AMEND, 'ENTER' TO UPDATE, EXIT TO IGNORE ■    │
│                                                                  │
└─────────────────────────────────────────────────────────────────┘
```

1.1 Enter the ITEM.
There is an 8 digit alphanumeric field followed by **[ENTER]**
If the ITEM is not in use or the code you input is invalid, an error message
will be displayed and the Item asked for again.
Press **[ESC]** to return to the MENU.

1.2 The Description will be displayed.

1.3 Enter the TYPE of Stock Movement followed by **[ENTER]**, this is in the
range 1-9. The description of the type selected is displayed below TYPE
on the screen and will correspond to the following:

1 = ISSUE
2 = RECEIPT
3 = TRANSFER
4 = RETURN
5 = DEBIT ADJ.
6 = CREDIT ADJ.
7 = WRITE-OFF
8 = CUSTOMER ORDER
9 = SUPPLIER ORDER

Press **[ESC]** to return to Step 1.1.

1.4 Enter QUANTITY, maximum = 30000.

The price will be obtained from the Stock File and will be displayed below
PRICE on the screen. Press **[ESC]** to return to Step 1.3.

1.5 Enter REFERENCE Number, maximum 6 alphanumeric characters.

Press **[ESC]** to return to the PRICE field where you can re-input a new
price to the one previously displayed.

    1.5.1 When entering a RECEIPT you may use the Cost Price displayed
to override the Cost Price on the Stock File (LATEST COST
PRICE) or average the Cost Price (Enter '**L**' or '**A**' as applicable
under the prompt 0). If **[ESC]** is pressed the calculation will
default to the COST? Literal entered as a System Parameter, (see
7.13).

1.6 15 ITEMS or Stock Movements can be displayed on the screen before
updating the Files.

1.7 If you have less than 15 ITEMS or Stock Movements, to update the files
press **[ESC]** instead of entering an ITEM Number.

1.8 After steps 1.6 or 1.7 then the following is displayed at the bottom of the screen.

```
(?)'1'-'15'-AMEND/'ENTER'-UPDATE/'ESC'-IGNORE
```

[ENTER] to accept the ITEMS or Stock Movements onto the file or 1-15 to correspond to an individual line on the screen that can be changed.

Press **[ESC]** to ignore all the information on the screen and return to step 1.1.

Note

A maximum of 6 customers or supplier orders are allowed in the sytem for any item at any one time.

If this is exceeded during the update stage (1.8) the process will stop to prompt you and any order after that number will not be accepted. Type **[ENTER]** to accept remaining movements.

7.2 Display/Amend Product Details

This option allows Products to be added to the Stock File, existing details changed and/or deleted.

```
2. DISPLAY/AMEND PRODUCT DETAILS      CAMBERLEY GARDEN CENTRE

  ┌─────────────────────┐
  │  ITEM? ■            │
  └─────────────────────┘
    1.    DESC. GARDEN FORK          LAST ISSUE DATE    11.12.84
                                     T/O QTY               14.00
    2.    PRODUCT GROUP        40    T/O VALUE            195.09
    3.    UNIT OF SALE          2    C.O.S.               112.00
    4.    SELLING PRICE     14.99
    5.    COST PRICE         8.00    UNIT G.P. %           46.63
    6.    DISCOUNT %         5.00    G. PROFIT             83.09
    7.    VAT CODE             3     G.P. %                42.59
    8.    PHYSICAL STOCK      00
    9.    MINIMUM LEVEL        2     VALUE S.P.           374.75
   10.    RE-ORDER LEVEL       5     VALUE C.P.           200.00

   [?] 1 - 10 TO AMEND, ENTER TO UPDATE, 'D' TO DEL, 'O' TO ORD ■
```

The above screen is used for all three following functions:

To Add a Product

Select the ITEM no. to be allocated and in response to the prompt (?) PRESS '**ENTER**' to ADD THE PRODUCT simply press [ENTER]. Then complete lines 1-10 on the left hand side of the screen above for an example. See Section 5 for maximum values in each field.

Note   The physical stock level will not be accessible after it has initially been set by means other than entering Stock movements (see 7.1). Care should be taken in ensuring the Stock level is entered accurately.

To Change a Product

Enter the Item Number to be changed and after a short time the current data held for the product will be displayed. Change each field as required by selecting the line number against the field. Enter 0 for details of Customer and Supplier Order Numbers, Free Stock (i.e. Physical Stock & Supplier Orders - Customer Orders), Customer Order Quantity, Supplier Order Quantity, Customer Value, Supplier Order Value etc.

Note   Customer and Supplier orders can only be changed or deleted at this point. They must be entered using movements types 8 and 9.

```
┌──────────────────────────────────────────────────────────────────────┐
│  2. DISPLAY/AMEND PRODUCT DETAILS        CAMBERLEY GARDEN CENTRE        │
│                                                                        │
│  [ 8        ] [ PLASTIC WATER LILLIES        ]                         │
│                                                                        │
│      [ TYPE ]    [QTY]      [ PRICE ]      [REF.]      [ VALUE ]        │
│                                                                        │
│   1 8 CUST ORD    200        1.80          KJ4568       360.00         │
│   2 9 SUPP ORD    500        0.30          CGC250       150.00         │
│   3 8 CUST ORD     31        1.80          QCB 56        55.80         │
│                                                                        │
│                                                                        │
│      QTY C/O: 231 / S/O:  500 / DIFF:  269  / FREE:      269           │
│                                                                        │
│      VAL C/O: 415.80 / S/O:   150.00 / DIFF:   265.80                  │
│   [?] 1 - 3 TO AMEND, D TO DEL, EXIT TO RESET, ENTER TO RETURN ■       │
└──────────────────────────────────────────────────────────────────────┘
```

To Delete a Product

Enter the Item Number and wait while the system reads in the Product details from disk and displays the information on the screen. To delete the item type in 'D'.

Note   A product can only be deleted where its Physical Stock level is zero. Any orders remaining on the item will be lost when product is deleted.

7.3 Print Stock File Listing

```
┌─────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────┐  │
│  │ 3. PRINT STOCK FILE LISTING        CAMBERLEY GARDEN CENTRE │
│  └───────────────────────────────────────────────────────┘  │
│  ┌───────────────────────────────────────────────────────┐  │
│  │     PRODUCT ;        START?      ■           END ?      │  │
│  │                                                         │  │
│  │     PRODUCT GROUP:   START?                  END ?      │  │
│  │                                                         │  │
│  │           FULL LISTING Y/N ?                            │  │
│  │   TURNOVER & GROSS PROFIT Y/N ?                         │  │
│  │          STOCK VALUATION Y/N ?                          │  │
│  │       ORDERS OUTSTANDING Y/N ?                          │  │
│  │                                                         │  │
│  │      BELOW R.O LEVEL ONLY Y/N ?                         │  │
│  │      BELOW M.S. LEVEL ONLY Y/N ?                        │  │
│  │        ZERO / NEGATIVE ONLY Y/N ?                       │  │
│  │                                                         │  │
│  │    TURNOVER RANGE REQUIRED FROM              TO         │  │
│  │                                                         │  │
│  │       DATE OF LAST MOVEMENT ?    BEFORE (B)/AFTER (A)   │  │
│  └───────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

This routine enables the user to select the exact listing required from the Stock File.

Explanation

A range of products can be printed or **[ENTER]** twice gives the complete file.

A range of product groups can be printed or **[ENTER]** twice gives the complete set of groups 1-94.

The selection can be used to give a combination of both products and groups.

> Turnover Gross Profit
> Stock Valuation
> Orders Outstanding

These three options offer additional information for each item selected.

> Below R.O.L Only
> Below M.S.L Only
> Zero/Negative Only

These options offer specific requirements that have to be met before the item is printed if Y is requested.

Turnover range required offers a limitation to the printout set by Turnover Value of the item.

Date of Last Movement and Before or After option, if selected, prints out only those items falling into the required date range.

[ENTER] to any options sets the maximum permissable limitation.

7.4 Calculate Stock Levels

```
┌─────────────────────────────────────────────────────────────┐
│ ┌───────────────────────────────────────────────────────┐   │
│ │ 4. CALCULATE STOCK LEVELS       CAMBERLEY GARDEN CENTRE│   │
│ └───────────────────────────────────────────────────────┘   │
│  ┌──────────────────────────────────────────────────────┐   │
│  │                                                       │   │
│  │    PRODUCT:        START ? ■              END ?        │   │
│  │    PRODUCT GROUP:  START ?                END ?        │   │
│  │                                                       │   │
│  │  THIS OPTION WILL SET ALL REORDER LEVELS (R.O.L.) AND ALL MINIMUM │
│  │  STOCK LEVELS (M.S.L.) FOR THE GROUPS/PRODUCTS SELECTED │  │
│  │                                                       │   │
│  │  THE LEVELS WILL BE SET TO TURNOVER QTY FOR THE PRODUCTS DIVIDED │
│  │  BY THE FIGURES ENTERED FOR BOTH OF THE LEVELS (R.O.L. & M.S.L.) │
│  │                                                       │   │
│  │  R.O.L. DIVIDE BY ?                                    │   │
│  │                                                       │   │
│  │  M.S.L. DIVIDE BY ?                                    │   │
│  │                                                       │   │
│  └──────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────┘
```

This routine will allow for easy, quick calculation of Stock Levels.

7.5 Display Daybook Listing

```
┌──────────────────────────────────────────────────────────────┐
│ ┌────────────────────────────────────────────────────────┐   │
│ │ 5. DISPLAY DAYBOOK LISTING       CAMBERLEY GARDEN CENTRE│   │
│ └────────────────────────────────────────────────────────┘   │
│                                                               │
│  [ ITEM ] [- TYPE -] [-QTY-] [ - PRICE - ] [REF.] [DATE ] [ - VALUE - ] │
│                                                               │
│   1      1 ISSUE      5.00     14.24   HS199   7.12.84    71.20 │
│   1      2 RECEIPT   10.00      8.00   CGC101  7.12.84    80.00 │
│   1      4 RETURN     1.00     14.24   01123   7.12.84    14.24 │
│   1      7 WRT-OFF    1.00      0.00   5666    7.12.84     0.00 │
│   2      1 ISSUE     10.00     17.09   GEN     7.12.84   170.90 │
│   2      2 RECEIPT   50.00      6.00   SHOP    7.12.84   300.00 │
│   3      2 RECEIPT   50.00      3.00   SHOP    7.12.84   150.00 │
│   4      1 ISSUE      2.00     12.34   TY1456  7.12.84    24.68 │
│   4      2 RECEIPT   10.00      7.00   GRO400  7.12.84    70.00 │
│   5      5 DEB ADJ    1.00      0.00   2598    7.12.84     0.00 │
│                                                               │
│                                                               │
│  [?] EXIT TO FINISH, 'ENTER' TO CONTINUE ■                    │
└──────────────────────────────────────────────────────────────┘
```

This routine enables the user to display the transactions from the Daybook File, with 14 lines per screen.

[ENTER] to continue will prompt the user to the next screen or **[ESC]** will return you to the Menu.

At the end of transactions **[ESC]** will return you to the Menu.

7.6 Print Daybook Listing

The screen will show:

`ARE YOU SURE (Y/N)?`

This routine enables the user to print out all transactions on the Daybook File in the same format as the screen display in section 7.5.

`WAS DAYBOOK LISTING O.K. Y/N` will be displayed after printing the Daybook. N followed by **[ENTER]** will produce another Daybook Listing if there has been a paper wreck or similar misadventure.

Y followed by **[ENTER]** will send you back to the Master Menu.

At the end of printing, the Daybook File on the disk is cleared of all transactions.

7.7 % Amend Selling Prices

Displayed on the screen will be:

```
7. % AMEND COST/SELLING PRICES        CAMBERLEY GARDEN CENTRE



        WHICH TO AMEND ?
        ENTER, C FOR COST PRICES
                S FOR SELLING PRICES ■
```

This routine enables all Selling Prices to be increased or reduced by a percentage (e.g. - 10 will result in a decrease of 10% and 10 will result in an increase of 10%) for the selected Products/Product Groups.

`PERCENTAGE CHANGE ?`

If you want all Product Groups changed simply press **[ENTER]** in response to the `PRODUCT GROUP ?` prompt.

The printer will report on the action taken.

7.8 Amend Product Group

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│  ┌─────────────────────────────────────────────────────────────┐ │
│  │  8. AMEND PRODUCT GROUPS           CAMBERLEY GARDEN CENTRE   │ │
│  ├─────────────────────────────────────────────────────────────┤ │
│  │  GROUP CODE []    [   OLD TITLE   ]  [   NEW TITLE   ]       │ │
│  │                                                             │ │
│  │            10    SEEDS              ■                        │ │
│  │                                                             │ │
│  │                                                             │ │
│  │                                                             │ │
│  │                                                             │ │
│  │                                                             │ │
│  │                                                             │ │
│  └─────────────────────────────────────────────────────────────┘ │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

This option enables the user to set up product Group Codes in the range 1-94 together with a 15 character description for each group code.

[ESC] will return you to the Menu.

7.9 Amend Units of Sale

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│  ┌─────────────────────────────────────────────────────────────┐ │
│  │  9. AMEND UNITS OF SALE            CAMBERLEY GARDEN CENTRE   │ │
│  ├─────────────────────────────────────────────────────────────┤ │
│  │  UNIT CODE []      [   OLD TITLE   ]  [   NEW TITLE   ]      │ │
│  │                ■                                            │ │
│  │                                                             │ │
│  │                                                             │ │
│  │                                                             │ │
│  │                                                             │ │
│  │                                                             │ │
│  │                                                             │ │
│  └─────────────────────────────────────────────────────────────┘ │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

This routine enables the user to set up Units of Sale in the range 1-99, together with a 15 character description for each code.

[ESC] will return you to the Menu.

7.10 Print Groups & Units of Sale
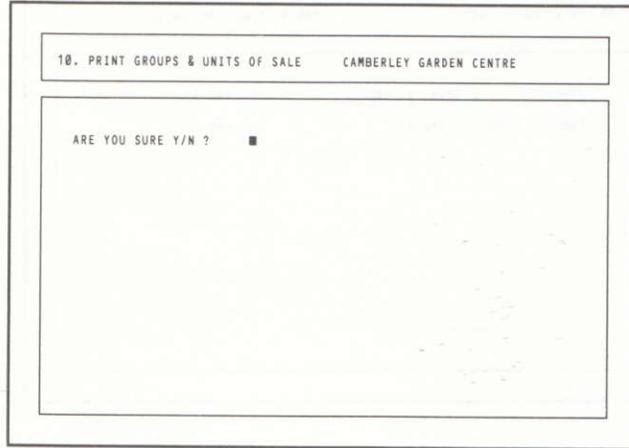
```
┌─────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────┐  │
│  │ 10. PRINT GROUPS & UNITS OF SALE    CAMBERLEY GARDEN CENTRE │  │
│  ├───────────────────────────────────────────┤  │
│  │                                           │  │
│  │   ARE YOU SURE Y/N ?    ■                 │  │
│  │                                           │  │
│  │                                           │  │
│  │                                           │  │
│  │                                           │  │
│  │                                           │  │
│  │                                           │  │
│  │                                           │  │
│  └───────────────────────────────────────────┘  │
└─────────────────────────────────────────────────┘
```

This routine enables you to get a complete listing of Product Codes and Units of Sale, together with their descriptions that have been set up in Sections 7.8 and 7.9.

7.11 Zeroise Management Information

The screen will show:

START PRODUCT?   END ?

START PRODUCT GROUP?   END ?

This enables you to zeroise mangement information for every product (Turnover Quantity, Turnover Value, Cost of Sales) for the selected Products/Product Groups.

7.12 Print Price List

```
┌─────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────┐  │
│  │  12. PRINT PRICE LIST              CAMBERLEY GARDEN CENTRE │
│  └───────────────────────────────────────────────────────┘  │
│  ┌───────────────────────────────────────────────────────┐  │
│  │                                                     ·   │  │
│  │      PRODUCT:       START ?   ▆         END ?          │  │
│  │      PRODUCT GROUP:  START ?            END ?          │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  └───────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

This routine enables the user to print all products on a Price List by simply pressing [-ENTER] four times in response to the above prompts. A selective price list can be printed by specifying the exact amounts and product groups required.

7.13 Amend System Parameters

System Parameters

This routine is vitally important to the smooth running of the system.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────┐  │
│  │  3. AMEND SYSTEM PARAMETERS        CAMBERLEY GARDEN CENTRE │
│  └───────────────────────────────────────────────────────┘  │
│  ┌───────────────────────────────────────────────────────┐  │
│  │                                                       │  │
│  │    ENTER 'YES' IF YOU WISH TO PROCEED ▆               │  │
│  │    [ ENTER ANYTHING ELSE TO RETURN TO THE MENU ]      │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  └───────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

N.B. YES should be typed in using capital (upper case) characters.

```
┌─────────────────────────────────────────────────────────┐
│ 13. AMEND SYSTEM PARAMETERS          CAMBERLEY GARDEN CENTRE │
│ ┌───────────────────────────────────────────────────────┐ │
│ │ TYPE      [ ---------- OLD ---------- ] [ ---------- NEW ---------- ] │
│ │   1.NAME     CAMBERLEY GARDEN CENTRE                   │ │
│ │   2.LINE1    46                                        │ │
│ │   3.LINE2    61                                        │ │
│ │   4.COST?    A                                         │ │
│ │   5.CHR 1    45                                        │ │
│ │   6.CHR 2    45                                        │ │
│ │   7.LINES    66                                        │ │
│ │   8.PAUSE    N                                         │ │
│ │   9.TITLE    CAMBERLEY GARDEN CENTRE                   │ │
│ │  10.REG .    10000009                                  │ │
│ │                                                        │ │
│ │                                                        │ │
│ │ [?] '1' - '10' TO AMEND, 'ENTER' TO UPDATE ■          │ │
│ └───────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────┘
```

The screen shows all the parameters which the system requires to run successfully. Enter these parameters as required on instruction from the user and note carefully the following instructions.

1 NAME   - 30 Characters: User Name. This will print at the top of all reports.
2 LINE1   - Format Character 1 on the Stock Listing. Default 46.
3 LINE2   - Format Character 2 on the Stock Listing. Default 61.
4 COST   - 'A' will default to Average Cost Price being calculated on receipts. 'L' is latest Cost Price.
5 CHR 1   - Format Character 1 (1-255 only). Default 45.
6 CHR 2   - Format Character 2 (1-255 only). Default 45.
7 LINES   - Number of lines per page, normally 66.
8 PAUSE   - Y for use with sheet fed printers.
9 TITLE   - The screen title (30 characters).
10 REG   - This is the Registration Number on the label of the program disk.

7.14 End Program

The program closes all files and terminates processing, after a few seconds the following display is shown.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌────────────────────────────────────────────────────────┐ │
│  │  14. END PROGRAM            CAMBERLEY GARDEN CENTRE     │ │
│  └────────────────────────────────────────────────────────┘ │
│  ┌────────────────────────────────────────────────────────┐ │
│  │                                                        │ │
│  │                                                        │ │
│  │                                                        │ │
│  │                                                        │ │
│  │                                                        │ │
│  │                                                        │ │
│  │                                                        │ │
│  │                                                        │ │
│  │                                                        │ │
│  │                                                        │ │
│  └────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────┘
```
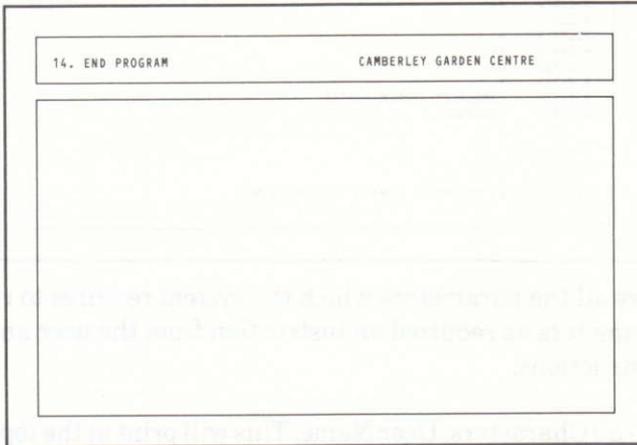
Remove your data disks; if necessary replace the system disk and then type **[ENTER]**.

Remember it is wise to BACKUP your data disks if posting or end of month routines have been used.

8 Sample Reports

```
----------------- [ CAMBERLEY GARDEN CENTRE        ] -----------------
----------------- [STK] [DAYBOOK LISTING / RUN 1 ] -----------------
------- [ CP/M VERSION ---------- DATED 11.12.84 ---------- PAGE    1 ] -------

[ ITEM ] [ - TYPE - ] [-QNTY-] [ - PRICE - ] [REF.] [ DATE ] [ - VALUE - ]

   1        1 ISSUE        5.00        14.24   HJ/99    7.12.84        71.20
   1        2 RECEIPT     10.00         8.00   CGC/01   7.12.84        80.00
   1        4 RETURN       1.00        14.24   01123    7.12.84        14.24
   1        7 WRT-OFF.     1.00         0.00   5666     7.12.84         0.00
   2        1 ISSUE       10.00        17.09   GEN      7.12.84       170.90
   2        2 RECEIPT     50.00         6.00   SHOP     7.12.84       300.00
   3        2 RECEIPT     50.00         3.00   SHOP     7.12.84      -150.00
   4        1 ISSUE        2.00        12.34   TY/456   7.12.84        24.68
   4        2 RECEIPT     10.00         7.00   GR0400   7.12.84        70.00
   5        5 DEB ADJ.     1.00         0.00   2598     7.12.84         0.00
   6        2 RECEIPT    100.00         0.70   GAR 89   7.12.84        70.00
   6        8 CUST ORD    50.00         1.35   9076     7.12.84        67.50
   6        7 WRT-OFF.    10.00         0.00   5555     7.12.84         0.00
   7        9 SUPP ORD   120.00         0.80   CGC345   7.12.84        96.00
   7        8 CUST ORD    20.00         1.42   YUU890   7.12.84        28.40
   8        2 RECEIPT     20.00         0.30   YFY77    7.12.84         6.00
   8        8 CUST ORD   200.00         1.80   KJ4568   7.12.84       360.00
   8        9 SUPP ORD   500.00         0.30   CGC250   7.12.84       150.00
  10        2 RECEIPT     23.00         0.40   HGY88    7.12.84         9.20
  10        8 CUST ORD   100.00         0.59            7.12.84        59.00
  10        9 SUPP ORD   200.00         0.40   CGC251   7.12.84        80.00
  11        2 RECEIPT    100.00         0.60   RT455    7.12.84        60.00
   5        1 ISSUE       20.00         7.59   AL\ 56  11.12.84       151.80
   7        2 RECEIPT    100.00         0.80   JLF496  11.12.84        80.00
   9        2 RECEIPT     80.00         0.30   RAB167  11.12.84        24.00
  12        2 RECEIPT      8.00         0.50   CHF 23  11.12.84         4.00
   1        1 ISSUE        1.00        14.24   ABC123  11.12.84        14.24
   2        2 RECEIPT      2.00         6.00   AS\147  11.12.84        12.00
   3        3 TRANSFER    55.00         0.00   FDH552  11.12.84         0.00
   4        4 RETURN      24.00        12.34   DDDSSS  11.12.84       296.16
   5        5 DEB ADJ.    13.00         0.00   IK\21   11.12.84         0.00
   6        6 CRED ADJ     9.00         0.00   VCB436  11.12.84         0.00
   7        7 WRT-OFF.    26.00         0.00   DS\25   11.12.84         0.00
   8        8 CUST ORD    31.00         1.80   OCB 56  11.12.84        55.80
   9        9 SUPP ORD  1245.00         0.30   O\N743  11.12.84       373.50
```

```
----------------- [ CAMBERLEY GARDEN CENTRE        ] -----------------
----------------- [STK] PRICE LIST -----------------
------- [ CP/M VERSION ---------- DATED 07.12.84 ---------- PAGE    1 ] -------

[ ITEM ] [ ---- DESCRIPTION ---- ] [PRODUCT GROUP] [UNIT OF SALE.] [- PRICE -]

   1     GARDEN FORK             GARDEN TOOLS     PACKETS OF 2      14.99
   2     LARGE BOUQUET           INTERFLORA       EACH              17.99
   3     SMALL BOUQUET           INTERFLORA       EACH               9.99
   4     LARGE STONE GNOME       POND FIXTURES    EACH              12.99
   5     SMALL STONE GNOME       POND FIXTURES    EACH               7.99
   6     TULIP BULBS             FLOWERS          PER 5              1.50
   7     DAFFODILS               FLOWERS          PER 20             1.50
   8     PLASTIC WATER LILLIES   POND FIXTURES    PACKETS OF 2       2.00
   9     OUTSIDE PLANT SERVICE   MAINT OF PLANTS  EACH               0.80
  10     CARROT SEEDS            SEEDS            PACKETS            0.60
  11     POPPY SEEDS             SEEDS            PACKETS            0.90
  12     CAULIFLOWER SEEDS       SEEDS            PER 100            0.60
```

```
------------------- [ CAMBERLEY GARDEN CENTRE        ] -----------------------
------------------- [STK] PRODUCT GROUPS AND UNITS OF SALE --------------------
------- [ CP/M VERSION ---------- DATED 07.12.84 ---------- PAGE    1 ] --------
-------------------------------------------------------------------------------
[ GROUPS  1 - 50 ] [ GROUPS 51 - 94 ]  [  UNITS  1 - 50 ] [  UNITS 51 - 99 ]
-------------------------------------------------------------------------------

 1                   51                  1 EACH              51
 2                   52                  2 PACKETS OF 2      52
 3                   53                  3 PACKETS           53
 4                   54                  4 PER 5             54
 5                   55                  5 PER 10            55
 6                   56                  6 PER 20            56
 7                   57                  7 PER 50            57
 8                   58                  8 PER 100           58
 9                   59                  9 PER DAY           59
10 SEEDS             60 POND FIXTURES    10                  60
11                   61                  11                  61
12                   62                  12                  62
13                   63                  13                  63
14                   64                  14                  64
15                   65                  15                  65
16                   66                  16                  66
17                   67                  17                  67
18                   68                  18                  68
19                   69                  19                  69
20 FLOWERS           70 INTERFLORA       20                  70
21                   71                  21                  71
22                   72                  22                  72
23                   73                  23                  73
24                   74                  24                  74
25                   75                  25                  75
26                   76                  26                  76
27                   77                  27                  77
28                   78                  28                  78
29                   79                  29                  79
30 SHRUBS            80 MAINT OF PLANTS  30                  80
31                   81                  31                  81
32                   82                  32                  82
33                   83                  33                  83
34                   84                  34                  84
35                   85                  35                  85
36                   86                  36                  86
37                   87                  37                  87
38                   88                  38                  88
39                   89                  39                  89
40 GARDEN TOOLS      90 GENERAL EQUIPT   40                  90
41                   91                  41                  91
42                   92                  42                  92
43                   93                  43                  93
44                   94                  44                  94
45                                       45                  95
46                                       46                  96
47                                       47                  97
48                                       48                  98
49                                       49                  99
50 FENCING EQUIPT                        50
```

AMSOFT STOCK CONTROL SYSTEM

```
----------------------- [ CAMBERLEY GARDEN CENTRE        ] -----------------------
----------------------------- [STK] STOCK FILE LISTING ------------------------------
-------- [ CP/M VERSION ------------ DATED 11.12.84 ------------ PAGE    1 ] ---------
--------------------------------------------------------------------------------------
----------------------------- REPORT SELECTED AS FOLLOWS: ----------------------------
--------------------------------------------------------------------------------------


                    START PRODUCT              END

               START PRODUCT GROUP   1         END 94

                    FULL LISTING Y
           TURNOVER & GROSS PROFIT N
                  STOCK VALUATION N
                ORDERS OUTSTANDING N
                 BELOW R.O.L ONLY N
                 BELOW M.S.L ONLY N
             ZERO / NEGATIVE ONLY N

               TURNOVER RANGE FROM  -9999999 TO   9999999

            DATE OF LAST MOVEMENT             AFTER/BEFORE
```

```
----------------------- [ CAMBERLEY GARDEN CENTRE        ] -----------------------
----------------------------- [STK] STOCK FILE LISTING ------------------------------
-------- [ CP/M VERSION ------------ DATED 11.12.84 ------------ PAGE    2 ] ---------
--------------------------------------------------------------------------------------
[   PRICE   ] [    COST    ] DISC% V [MSL.] [ROL.] [-PHYS-] [C/O.] [S/O.] [FREE]
--------------------------------------------------------------------------------------
1      [ GARDEN FORK              ]
       [ 40 GARDEN TOOLS   ] [   2 PACKETS OF 2    ] [ L.MVT 07.12.84 ]
       14.99         8.00  5.00 3      2      5    26.00       0      0      26
======================================================================================
2      [ LARGE BOUQUET            ]
       [ 70 INTERFLORA    ] [   1 EACH            ] [ L.MVT 07.12.84 ]
       17.99         6.00  5.00 0      5     10    29.00       0      0      29
======================================================================================
3      [ SMALL BOUQUET            ] ** BELOW MINIMUM STOCK LEVEL **
       [ 70 INTERFLORA    ] [   1 EACH            ] [ L.MVT 07.12.84 ]
       9.99          3.00  3.00 0     25     30    24.00       0      0      24
======================================================================================
4      [ LARGE STONE GNOME        ]
       [ 60 POND FIXTURES ] [   1 EACH            ] [ L.MVT 07.12.84 ]
       12.99         7.00  5.00 0      3      6    27.00       0      0      27
======================================================================================
5      [ SMALL STONE GNOME        ] **    BELOW RE-ORDER LEVEL    **
       [ 60 POND FIXTURES ] [   1 EACH            ] [ L.MVT 11.12.84 ]
       7.99          4.50  5.00 0      5      8     7.00       0      0       7
======================================================================================
6      [ TULIP BULBS              ]
       [ 20 FLOWERS       ] [   4 PER 5           ] [ L.MVT 01.08.84 ]
       1.50          0.70 10.00 0     20     10   165.00      50      0     115
======================================================================================
7      [ DAFFODILS                ]
       [ 20 FLOWERS       ] [   6 PER 20          ] [ L.MVT 01.08.84 ]
       1.50          0.80  5.00 0      2      5    50.00      20    120     150
======================================================================================
8      [ PLASTIC WATER LILLIES    ] **   ZERO / NEGATIVE STOCK   **
       [ 60 POND FIXTURES ] [   2 PACKETS OF 2    ] [ L.MVT 12.08.84 ]
       2.00          0.30 10.00 0      2     10     0.00     200    500     300
======================================================================================
```

```
------------------------ [ CAMBERLEY GARDEN CENTRE        ] ----------------------
------------------------------ [STK] STOCK FILE LISTING --------------------------
-------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE     3 ] --------
----------------------------------------------------------------------------------
------------------------------- REPORT TOTALS ------------------------------------
----------------------------------------------------------------------------------


                              TURNOVER VALUE          1807.74
                              COST OF SALES            875.50

                      PHYSICAL STOCK @ S.P.           1886.97
                      PHYSICAL STOCK @ C.P.            835.20
         PHYSICAL STOCK @ S.P. INC. DISC. %           1785.34

                          FREE STOCK @ S.P.           2621.97
                          FREE STOCK @ C.P.           1010.20
             FREE STOCK @ S.P. INC. DISC. %           2459.75

                      CUSTOMER ORDERS @ S.P.           514.90
                   SUPPLIER ON ORDER @ C.P.            326.00

                              GROSS PROFIT            932.24
                              GROSS PROFIT %           51.57
```

```
------------------------ [ CAMBERLEY GARDEN CENTRE        ] ----------------------
------------------------------ [STK] STOCK FILE LISTING --------------------------
-------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE     1 ] --------
----------------------------------------------------------------------------------
------------------------ REPORT SELECTED AS FOLLOWS: -----------------------------
----------------------------------------------------------------------------------


          START PRODUCT            END

        START PRODUCT GROUP  1     END 94

                FULL LISTING Y
        TURNOVER & GROSS PROFIT N
              STOCK VALUATION N
            ORDERS OUTSTANDING N
             BELOW R.O.L ONLY N
             BELOW M.S.L ONLY N
          ZERO / NEGATIVE ONLY Y

        TURNOVER RANGE FROM  -9999999 TO  99999999

    DATE OF LAST MOVEMENT            AFTER/BEFORE
```

```
-------------------------- [ CAMBERLEY GARDEN CENTRE        ] --------------------------
-------------------------- [STK] STOCK FILE LISTING --------------------------
-------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE     2 ] --------

[   PRICE   ] [    COST    ] DISC% V [MSL.] [ROL.] [-PHYS-] [C/O.] [S/O.] [FREE]

8        [ PLASTIC WATER LILLIES      ] **   ZERO / NEGATIVE STOCK    **
         [ 60 POND FIXTURES   ] [  2 PACKETS OF 2     ] [ L.MVT 12.08.84 ]
         2.00           0.30 10.00 0      2     10    0.00    200    500    300
=====================================================================================
9        [ PLASTIC TROWEL            ] **   ZERO / NEGATIVE STOCK    **
         [ 80 MAINT OF PLANTS ] [   1 EACH           ] [ L.MVT 12.08.84 ]
         0.80           0.30  0.00 1     10     20    0.00      0      0      0
=====================================================================================
11       [ POPPY SEEDS               ] **   ZERO / NEGATIVE STOCK    **
         [ 10 SEEDS          ] [   3 PACKETS        ] [ L.MVT 01.08.84 ]
         0.90           0.60  0.00 0      2      5    0.00      0      0      0
=====================================================================================
```

```
-------------------------- [ CAMBERLEY GARDEN CENTRE        ] --------------------------
-------------------------- [STK] STOCK FILE LISTING --------------------------
-------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE     3 ] --------
-------------------------------------------------------------------------------
-------------------------------- REPORT TOTALS --------------------------------
-------------------------------------------------------------------------------



                                TURNOVER VALUE          242.84
                                COST OF SALES           105.00

                         PHYSICAL STOCK @ S.P.            0.00
                         PHYSICAL STOCK @ C.P.            0.00
              PHYSICAL STOCK @ S.P. INC. DISC. %          0.00

                             FREE STOCK @ S.P.          600.00
                             FREE STOCK @ C.P.           90.00
                  FREE STOCK @ S.P. INC. DISC. %        540.00

                         CUSTOMER ORDERS @ S.P.         360.00
                       SUPPLIER ON ORDER @ C.P.         150.00

                                 GROSS PROFIT           137.84
                                 GROSS PROFIT %          56.76
```

```
------------------------- [ CAMBERLEY GARDEN CENTRE        ] -------------------------
------------------------- [STK] STOCK FILE LISTING -------------------------
------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE    1 ] -------
-------------------------------------------------------------------------------
------------------------- REPORT SELECTED AS FOLLOWS: -------------------------
-------------------------------------------------------------------------------


               START PRODUCT            END

          START PRODUCT GROUP  1        END 94

                FULL LISTING Y
       TURNOVER & GROSS PROFIT Y
             STOCK VALUATION N
          ORDERS OUTSTANDING N
             BELOW R.O.L ONLY N
             BELOW M.S.L ONLY N
          ZERO / NEGATIVE ONLY N

          TURNOVER RANGE FROM  -9999999 TO  99999999

       DATE OF LAST MOVEMENT            AFTER/BEFORE
```

```
------------------------- [ CAMBERLEY GARDEN CENTRE        ] -------------------------
------------------------- [STK] STOCK FILE LISTING -------------------------
------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE    2 ] -------
-------------------------------------------------------------------------------
[  PRICE   ] [   COST   ] DISC% V [MSL.] [ROL.] [-PHYS-] [C/O.] [S/O.] [FREE]

1       [ GARDEN FORK               ]
        [ 40 GARDEN TOOLS   ] [   2 PACKETS OF 2    ] [ L.MVT 07.12.84 ]
        14.99          8.00  5.00 3      2      5     26.00      0      0      26
..............................................................................
* T/O [-QNTY-] [- VALUE..-] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
        13.00       180.85        104.00        76.85  42.49        6.99  46.63
==============================================================================
2       [ LARGE BOUQUET             ]
        [ 70 INTERFLORA     ] [   1 EACH            ] [ L.MVT 07.12.84 ]
        17.99          6.00  5.00 0      5     10     29.00      0      0      29
..............................................................................
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
        28.00       453.40        169.00       285.40  62.95       11.99  66.65
==============================================================================
3       [ SMALL BOUQUET           ] ** BELOW MINIMUM STOCK LEVEL **
        [ 70 INTERFLORA     ] [   1 EACH            ] [ L.MVT 07.12.84 ]
        9.99           3.00  3.00 0     25     30     24.00      0      0      24
..............................................................................
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
        32.00       299.71         96.00       203.71  67.97        6.99  69.97
==============================================================================
4       [ LARGE STONE GNOME         ]
        [ 60 POND FIXTURES  ] [   1 EACH            ] [ L.MVT 07.12.84 ]
        12.99          7.00  5.00 0      3      6     27.00      0      0      27
..............................................................................
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
        13.00       145.61         91.00        54.61  37.50        5.99  46.14
```

```
---------------------- [ CAMBERLEY GARDEN CENTRE        ] ----------------------
---------------------- [STK] STOCK FILE LISTING ----------------------------
------- [ CP/M VERSION ---------- DATED 11.12.84 ---------- PAGE    3 ] -------
--------------------------------------------------------------------------------
[   PRICE    ] [     COST    ] DISC% V [MSL.] [ROL.] [-PHYS-] [C/O.] [S/O.] [FREE]
--------------------------------------------------------------------------------
8          [ PLASTIC WATER LILLIES    ] **   ZERO / NEGATIVE STOCK    **
           [ 60 POND FIXTURES    ] [   2 PACKETS OF 2    ] [ L.MVT 12.08.84 ]
           2.00            0.30 10.00 0     2      10     0.00     200     500     300
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
       70.00        113.04        21.00        92.04  81.42          1.70 85.00
================================================================================
9          [ PLASTIC TROWEL           ] **   ZERO / NEGATIVE STOCK    **
           [ 80 MAINT OF PLANTS ] [   1 EACH          ] [ L.MVT 12.08.84 ]
           0.80            0.30 0.00 1    10      20     0.00     0       0       0
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
       80.00         48.80        24.00        24.80 -50.82          0.50 62.50
================================================================================
10         [ CARROT SEEDS           ] ** BELOW MINIMUM STOCK LEVEL **
           [ 10 SEEDS         ] [   3 PACKETS         ] [ L.MVT 01.08.84 ]
           0.60            0.40 1.00 0     5       5     3.00     100     200     103
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
      100.00         53.10        40.00        13.10  24.67          0.20 33.33
================================================================================
11         [ POPPY SEEDS            ] **   ZERO / NEGATIVE STOCK    **
           [ 10 SEEDS         ] [   3 PACKETS         ] [ L.MVT 01.08.84 ]
           0.90            0.60 0.00 0     2       5     0.00     0       0       0
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
      100.00         81.00        60.00        21.00  25.93          0.30 33.33
================================================================================
12         [ CAULIFLOWER SEEDS      ] **    BELOW RE-ORDER LEVEL    **
           [ 10 SEEDS         ] [   8 PER 100         ] [ L.MVT    N/A ]
           0.60            0.50 0.00 0     2      10     8.00     0       0       8
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
        0.00          0.00         0.00         0.00   0.00          0.10 16.67
================================================================================
```

```
---------------------- [ CAMBERLEY GARDEN CENTRE        ] ----------------------
---------------------- [STK] STOCK FILE LISTING ----------------------------
------- [ CP/M VERSION ---------- DATED 11.12.84 ---------- PAGE    4 ] -------
--------------------------------------------------------------------------------
--------------------------------------------------------------------------------
------------------------------ REPORT TOTALS ------------------------------
--------------------------------------------------------------------------------


                              TURNOVER VALUE      1807.74
                               COST OF SALES       875.50

                       PHYSICAL STOCK @ S.P.      1886.97
                       PHYSICAL STOCK @ C.P.       835.20
           PHYSICAL STOCK @ S.P. INC. DISC. %     1785.34

                           FREE STOCK @ S.P.      2621.97
                           FREE STOCK @ C.P.      1010.20
               FREE STOCK @ S.P. INC. DISC. %     2459.75

                       CUSTOMER ORDERS @ S.P.      514.90
                   SUPPLIER ON ORDER @ C.P.        326.00

                               GROSS PROFIT        932.24
                             GROSS PROFIT %         51.57
```

AMSOFT STOCK CONTROL SYSTEM

```
------------------------- [ CAMBERLEY GARDEN CENTRE        ] -------------------------
------------------------------ [STK] STOCK FILE LISTING ------------------------------
--------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE    1 ] --------
-------------------------------------------------------------------------------------
-------------------------- REPORT SELECTED AS FOLLOWS: -------------------------------
-------------------------------------------------------------------------------------


                    START PRODUCT            END

              START PRODUCT GROUP  1         END 94

                    FULL LISTING Y
         TURNOVER & GROSS PROFIT N
                STOCK VALUATION Y
              ORDERS OUTSTANDING N
                 BELOW R.O.L ONLY N
                 BELOW M.S.L ONLY N
              ZERO / NEGATIVE ONLY N

           TURNOVER RANGE FROM   -9999999 TO  99999999

           DATE OF LAST MOVEMENT           AFTER/BEFORE
```

```
[   PRICE   ] [    COST    ] DISC% V [MSL.] [ROL.] [-PHYS-] [C/O.] [S/O.] [FREE]
-------------------------------------------------------------------------------------
1        [ GARDEN FORK                   ]
         [ 40 GARDEN TOOLS      ] [    2 PACKETS OF 2    ] [ L.MVT 07.12.84 ]
         14.99           8.00 5.00 3       2       5    26.00        0       0       26
* VAL    [  @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
              389.74         208.00        370.25        0.00                 0.00
=====================================================================================
2        [ LARGE BOUQUET                 ]
         [ 70 INTERFLORA      ] [   1 EACH           ] [ L.MVT 07.12.84 ]
         17.99           6.00 5.00 0       5      10    29.00        0       0       29
* VAL    [  @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
              521.71         174.00        495.62        0.00                 0.00
=====================================================================================
3        [ SMALL BOUQUET              ] ** BELOW MINIMUM STOCK LEVEL **
         [ 70 INTERFLORA      ] [   1 EACH           ] [ L.MVT 07.12.84 ]
         9.99            3.00 3.00 0      25      30    24.00        0       0       24
* VAL    [  @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
              239.76          72.00        232.57        0.00                 0.00
=====================================================================================
4        [ LARGE STONE GNOME            ]
         [ 60 POND FIXTURES   ] [   1 EACH           ] [ L.MVT 07.12.84 ]
         12.99           7.00 5.00 0       3       6    27.00        0       0       27
* VAL    [  @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
              350.73         189.00        333.19        0.00                 0.00
```

```
---------------------- [ CAMBERLEY GARDEN CENTRE          ] ----------------------
------------------------ [STK] STOCK FILE LISTING -------------------------
------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE    3 ] --------
-------------------------------------------------------------------------------
[   PRICE    ] [    COST    ] DISC% V [MSL.] [ROL.] [-PHYS-] [C/O.] [S/O.] [FREE]
-------------------------------------------------------------------------------
8         [ PLASTIC WATER LILLIES    ] **   ZERO / NEGATIVE STOCK   **
          [ 60 POND FIXTURES    ] [   2 PACKETS OF 2   ] [ L.MVT 12.08.84 ]
          2.00         0.30 10.00 0      2     10      0.00     200    500    300
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
* VAL     [ @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
              0.00          0.00          0.00          400.00         150.00
=================================================================================
9         [ PLASTIC TROWEL         ] **   ZERO / NEGATIVE STOCK   **
          [ 80 MAINT OF PLANTS ] [   1 EACH           ] [ L.MVT 12.08.84 ]
          0.80         0.30  0.00 1     10     20      0.00       0      0      0
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
* VAL     [ @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
              0.00          0.00          0.00          0.00           0.00
=================================================================================
10        [ CARROT SEEDS           ] ** BELOW MINIMUM STOCK LEVEL **
          [ 10 SEEDS        ] [   3 PACKETS          ] [ L.MVT 01.08.84 ]
          0.60         0.40  1.00 0      5      5      3.00     100    200    103
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
* VAL     [ @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
              1.80          1.20          1.78          60.00          80.00
=================================================================================
11        [ POPPY SEEDS            ] **   ZERO / NEGATIVE STOCK   **
          [ 10 SEEDS        ] [   3 PACKETS          ] [ L.MVT 01.08.84 ]
          0.90         0.60  0.00 0      2      5      0.00       0      0      0
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
* VAL     [ @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
              0.00          0.00          0.00          0.00           0.00
=================================================================================
12        [ CAULIFLOWER SEEDS      ] **    BELOW RE-ORDER LEVEL    **
          [ 10 SEEDS        ] [   8 PER 100          ] [ L.MVT       N/A ]
          0.60         0.50  0.00 0      2     10      8.00       0      0      8
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
* VAL     [ @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
              4.80          4.00          4.80          0.00           0.00
=================================================================================
```

```
---------------------- [ CAMBERLEY GARDEN CENTRE          ] ----------------------
------------------------ [STK] STOCK FILE LISTING -------------------------
------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE    4 ] --------
-------------------------------------------------------------------------------
--------------------------------- REPORT TOTALS --------------------------------
-------------------------------------------------------------------------------


                               TURNOVER VALUE        1807.74
                               COST OF SALES           875.50

                          PHYSICAL STOCK @ S.P.       1886.97
                          PHYSICAL STOCK @ C.P.        835.20
             PHYSICAL STOCK @ S.P. INC. DISC. %       1785.34

                              FREE STOCK @ S.P.       2621.97
                              FREE STOCK @ C.P.       1010.20
                 FREE STOCK @ S.P. INC. DISC. %       2459.75

                          CUSTOMER ORDERS @ S.P.       514.90
                       SUPPLIER ON ORDER @ C.P.        326.00

                                 GROSS PROFIT          932.24
                                 GROSS PROFIT %         51.57
```

AMSOFT STOCK CONTROL SYSTEM   **Page 35**

```
---------------------- [ CAMBERLEY GARDEN CENTRE        ] ----------------------
------------------------- [STK] STOCK FILE LISTING ----------------------------
------- [ CP/M VERSION ---------- DATED 11.12.84 ----------- PAGE    1 ] -------
--------------------------------------------------------------------------------
------------------------- REPORT SELECTED AS FOLLOWS: --------------------------
--------------------------------------------------------------------------------


              START PRODUCT            END

       START PRODUCT GROUP  1          END 94

            FULL LISTING Y
  TURNOVER & GROSS PROFIT Y
         STOCK VALUATION Y
      ORDERS OUTSTANDING Y
         BELOW R.O.L ONLY N
         BELOW M.S.L ONLY N
      ZERO / NEGATIVE ONLY N

       TURNOVER RANGE FROM  -9999999 TO  99999999

    DATE OF LAST MOVEMENT            AFTER/BEFORE
```

```
---------------------- [ CAMBERLEY GARDEN CENTRE        ] ----------------------
------------------------- [STK] STOCK FILE LISTING ----------------------------
------- [ CP/M VERSION ---------- DATED 11.12.84 ----------- PAGE    2 ] -------
--------------------------------------------------------------------------------
[   PRICE   ] [    COST    ] DISC% V [MSL.] [ROL.] [-PHYS-] [C/O.] [S/O.] [FREE]
--------------------------------------------------------------------------------

1        [ GARDEN FORK                ]
         [ 40 GARDEN TOOLS  ] [   2 PACKETS OF 2    ] [ L.MVT 07.12.84 ]
         14.99        8.00   5.00 3     2      5    26.00      0       0      26
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
        13.00      180.85       104.00        76.85  42.49       6.99  46.63
* VAL   [ @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
            389.74        208.00        370.25         0.00           0.00
================================================================================
2        [ LARGE BOUQUET             ]
         [ 70 INTERFLORA   ] [  1 EACH              ] [ L.MVT 07.12.84 ]
         17.99        6.00   5.00 0     5     10    29.00      0       0      29
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
        28.00      453.40       168.00       285.40  62.95      11.99  66.65
* VAL   [ @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
            521.71        174.00        495.62         0.00           0.00
================================================================================
3        [ SMALL BOUQUET            ]  ** BELOW MINIMUM STOCK LEVEL **
         [ 70 INTERFLORA   ] [  1 EACH              ] [ L.MVT 07.12.84 ]
         9.99         3.00   3.00 0    25     30    24.00      0       0      24
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
        32.00      299.71        96.00       203.71  67.97       6.99  69.97
* VAL   [ @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
            239.76         72.00        232.57         0.00           0.00
```

AMSOFT STOCK CONTROL SYSTEM

```
----------------------- [ CAMBERLEY GARDEN CENTRE          ] -----------------------
-------------------------- [STK] STOCK FILE LISTING -------------------------
------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE    3 ] -------
--------------------------------------------------------------------------------
[   PRICE   ] [    COST    ] DISC% V [MSL.] [ROL.] [-PHYS-] [C/O.] [S/O.] [FREE]
--------------------------------------------------------------------------------
6         [ TULIP BULBS             ]
          [ 20 FLOWERS        ] [    4 PER 5         ] [ L.MVT 01.08.84 ]
          1.50          0.70 10.00 0      20      10   165.00     50       0     115
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
          25.00       30.78        17.50       13.28 43.14       0.80  53.33
* VAL     [ @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
              247.50        115.50        222.75        75.00          0.00
* ORD     [-- TYPE --] [QTY] [   PRICE   ] [REF.] [    VALUE    ]

          8 CUST ORD    50       1.35     9076            67.50

          CUSTOMER:    50 / SUPPLIER:       0 / DIFF:    50 / VAL:       67.50
================================================================================
7         [ DAFFODILS              ]
          [ 20 FLOWERS        ] [    6 PER 20        ] [ L.MVT 01.08.84 ]
          1.50          0.80  5.00 0       2       5    50.00     20     120     150
* T/O [-QNTY-] [- VALUE. -] [- C.O.S. -] [GROSS PRFT] [GP %] [ UNIT GP ] [UGP%]
          70.00       87.23        56.00       31.23 35.80       0.70  46.67
* VAL     [ @ S.PRICE ] [ @ C.PRICE ] [ @ SP-DISC ] [ C/O @ S.P ] [ S/O @ C.P ]
               75.00         40.00         71.25        30.00         96.00
* ORD     [-- TYPE --] [QTY] [   PRICE   ] [REF.] [    VALUE    ]

          9 SUPP ORD   120       0.80   CGC345          96.00
          8 CUST ORD    20       1.42   YUU890          28.40

          CUSTOMER:    20 / SUPPLIER:     120 / DIFF:   -100 / VAL:      -67.60
```

```
----------------------- [ CAMBERLEY GARDEN CENTRE          ] -----------------------
-------------------------- [STK] STOCK FILE LISTING -------------------------
------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE    5 ] -------
--------------------------------------------------------------------------------
-------------------------------- REPORT TOTALS --------------------------------
--------------------------------------------------------------------------------


                              TURNOVER VALUE         1807.74
                              COST OF SALES           875.50

                         PHYSICAL STOCK @ S.P.       1886.97
                         PHYSICAL STOCK @ C.P.        835.20
              PHYSICAL STOCK @ S.P. INC. DISC. %     1785.34

                             FREE STOCK @ S.P.       2621.97
                             FREE STOCK @ C.P.       1010.20
                  FREE STOCK @ S.P. INC. DISC. %     2459.75

                         CUSTOMER ORDERS @ S.P.       514.90
                      SUPPLIER ON ORDER @ C.P.        326.00

                              GROSS PROFIT            932.24
                              GROSS PROFIT %           51.57
```

AMSOFT STOCK CONTROL SYSTEM

```
----------------------- [ CAMBERLEY GARDEN CENTRE        ] -----------------------
----------------------- [STK] STOCK FILE LISTING ---------------------------------
------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE    1 ] ---------
----------------------------------------------------------------------------------
------------------------- REPORT SELECTED AS FOLLOWS: ----------------------------


                 START PRODUCT            END

             START PRODUCT GROUP   1      END 94

                    FULL LISTING Y
      TURNOVER & GROSS PROFIT N
              STOCK VALUATION N
           ORDERS OUTSTANDING N
               BELOW R.O.L ONLY Y
              BELOW M.S.L ONLY N
           ZERO / NEGATIVE ONLY N

              TURNOVER RANGE FROM   -9999999 TO   99999999

           DATE OF LAST MOVEMENT           AFTER/BEFORE
```

```
----------------------- [ CAMBERLEY GARDEN CENTRE        ] -----------------------
----------------------- [STK] STOCK FILE LISTING ---------------------------------
------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE    2 ] ---------

[   PRICE   ] [    COST    ] DISC% V [MSL.] [ROL.] [-PHYS-] [C/O.] [S/O.] [FREE]

3       [ SMALL BOUQUET           ] ** BELOW MINIMUM STOCK LEVEL **
        [ 70 INTERFLORA       ] [    1 EACH              ] [ L.MVT 07.12.84 ]
        9.99          3.00  3.00 0     25     30    24.00       0       0      24
==================================================================================
5       [ SMALL STONE GNOME       ] **      BELOW RE-ORDER LEVEL   **
        [ 60 POND FIXTURES    ] [    1 EACH              ] [ L.MVT 11.12.84 ]
        7.99          4.50  5.00 0      5      8     7.00       0       0       7
==================================================================================
8       [ PLASTIC WATER LILLIES   ] **   ZERO / NEGATIVE STOCK   **
        [ 60 POND FIXTURES    ] [    2 PACKETS OF 2      ] [ L.MVT 12.08.84 ]
        2.00          0.30 10.00 0      2     10     0.00     200     500     300
==================================================================================
9       [ PLASTIC TROWEL          ] **   ZERO / NEGATIVE STOCK   **
        [ 80 MAINT OF PLANTS  ] [    1 EACH              ] [ L.MVT 12.08.84 ]
        0.80          0.30  0.00 1     10     20     0.00       0       0       0
==================================================================================
10      [ CARROT SEEDS            ] ** BELOW MINIMUM STOCK LEVEL **
        [ 10 SEEDS            ] [    3 PACKETS           ] [ L.MVT 01.08.84 ]
        0.60          0.40  1.00 0      5      5     3.00     100     200     103
==================================================================================
11      [ POPPY SEEDS             ] **   ZERO / NEGATIVE STOCK   **
        [ 10 SEEDS            ] [    3 PACKETS           ] [ L.MVT 01.08.84 ]
        0.90          0.60  0.00 0      2      5     0.00       0       0       0
==================================================================================
12      [ CAULIFLOWER SEEDS       ] **      BELOW RE-ORDER LEVEL   **
        [ 10 SEEDS            ] [    8 PER 100           ] [ L.MVT   N/A ]
        0.60          0.50  0.00 0      2     10     8.00       0       0       8
==================================================================================
```

```
------------------------ [ CAMBERLEY GARDEN CENTRE          ] ------------------------
-------------------------- [STK] STOCK FILE LISTING --------------------------
------- [ CP/M VERSION ---------- DATED 11.12.84 ---------- PAGE     3 ] ---------
--------------------------------------------------------------------------------
--------------------------- REPORT TOTALS ---------------------------


                              TURNOVER VALUE          909.87
                              COST OF SALES           439.00

                        PHYSICAL STOCK @ S.P.          302.29
                        PHYSICAL STOCK @ C.P.          108.70
           PHYSICAL STOCK @ S.P. INC. DISC. %          292.28

                           FREE STOCK @ S.P.          962.29
                           FREE STOCK @ C.P.          238.70
              FREE STOCK @ S.P. INC. DISC. %          891.68

                       CUSTOMER ORDERS @ S.P.          419.00
                     SUPPLIER ON ORDER @ C.P.          230.00

                              GROSS PROFIT           470.87
                            GROSS PROFIT %            51.75
```

```
------------------------ [ CAMBERLEY GARDEN CENTRE          ] ------------------------
-------------------------- [STK] STOCK FILE LISTING --------------------------
------- [ CP/M VERSION ---------- DATED 11.12.84 ---------- PAGE     1 ] ---------
--------------------------------------------------------------------------------
--------------------------- REPORT SELECTED AS FOLLOWS: ---------------------------


        START PRODUCT              END

        START PRODUCT GROUP  1     END 94

                FULL LISTING Y
        TURNOVER & GROSS PROFIT N
              STOCK VALUATION N
            ORDERS OUTSTANDING N
              BELOW R.O.L ONLY N
              BELOW M.S.L ONLY Y
            ZERO / NEGATIVE ONLY N

        TURNOVER RANGE FROM  -9999999 TO  99999999

   DATE OF LAST MOVEMENT            AFTER/BEFORE
```

```
------------------- [ CAMBERLEY GARDEN CENTRE          ] -------------------
------------------------- [STK] STOCK FILE LISTING -------------------------
-------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE    2 ] --------

[   PRICE   ] [    COST    ] DISC% V [MSL.] [ROL.] [-PHYS-] [C/O.] [S/O.] [FREE]
-------------------------------------------------------------------------------
3        [ SMALL BOUQUET        ]  ** BELOW MINIMUM STOCK LEVEL ** ]
         [ 70 INTERFLORA     ] [    1 EACH         ] [ L.MVT 07.12.84 ]
         9.99        3.00  3.00 0     25      30    24.00     0       0      24
===============================================================================
8        [ PLASTIC WATER LILLIES  ]  **   ZERO / NEGATIVE STOCK   ** ]
         [ 60 POND FIXTURES   ] [    2 PACKETS OF 2 ] [ L.MVT 12.08.84 ]
         2.00        0.30 10.00 0      2      10     0.00    200     500     300
===============================================================================
9        [ PLASTIC TROWEL       ]  **   ZERO / NEGATIVE STOCK   ** ]
         [ 80 MAINT OF PLANTS ] [    1 EACH         ] [ L.MVT 12.08.84 ]
         0.80        0.30  0.00 1     10      20     0.00     0       0       0
===============================================================================
10       [ CARROT SEEDS         ]  ** BELOW MINIMUM STOCK LEVEL ** ]
         [ 10 SEEDS          ] [    3 PACKETS       ] [ L.MVT 01.08.84 ]
         0.60        0.40  1.00 0      5       5     3.00    100     200     103
===============================================================================
11       [ POPPY SEEDS          ]  **   ZERO / NEGATIVE STOCK   ** ]
         [ 10 SEEDS          ] [    3 PACKETS       ] [ L.MVT 01.08.84 ]
         0.90        0.60  0.00 0      2       5     0.00     0       0       0
===============================================================================
```

```
------------------- [ CAMBERLEY GARDEN CENTRE          ] -------------------
------------------------- [STK] STOCK FILE LISTING -------------------------
-------- [ CP/M VERSION ----------- DATED 11.12.84 ----------- PAGE    3 ] --------

------------------------------ REPORT TOTALS ------------------------------


                         TURNOVER VALUE          595.65
                         COST OF SALES           241.00

                    PHYSICAL STOCK @ S.P.         241.56
                    PHYSICAL STOCK @ C.P.          73.20
          PHYSICAL STOCK @ S.P. INC. DISC. %     234.35

                       FREE STOCK @ S.P.          901.56
                       FREE STOCK @ C.P.          203.20
             FREE STOCK @ S.P. INC. DISC. %      833.75

                   CUSTOMER ORDERS @ S.P.        419.00
                SUPPLIER ON ORDER @ C.P.         230.00

                          GROSS PROFIT           354.65
                          GROSS PROFIT %          59.54
```

AMSOFT STOCK CONTROL SYSTEM

9 Error Messages

Code	Message	What To Do
50	Unrecoverable Error	Contact Quest immediately. Do not do anything else to the computer.
401	Invalid Date	Re-enter date in the correct format, i.e. DD.MM.YY.
402	Invalid Product Code	The Product Code selected is incorrect. Re-try.
403	Product not on File	Product Code not set up, re-select or exit and set up the product.
404	Posting type must be between '1' and '9'	Re-enter in the range 1-9.
405	Quantity may not exceed 30,000	Re-enter in the range 1-30,000.
406	Order file empty	There are no orders on file for this product.
407	Product file full	You have reached the Product File Limit and cannot set up any more Product codes. Delete 'dead' Products from the file.
408	Daybook File empty	No transactions have been made since the last Daybook Listing.
409	Code must be between '1' and '99'	Re-enter in the range 1-99
410	Daybook File Full	The Daybook File is full. Please print it off, and then re-enter postings from fail point onwards again.
411	Non-zero stock	Stock item may not be deleted whilst stock quantity is non-zero.
412	Code must be between 1 and 94	Re-enter in the range 1-94.
413	Order File full	Already 6 orders on file.
414	Cannot amend Physical Stock	Physical Stock after product creation should only be amended via movements.
995	Set up printer, type 'ENTER' to continue	The system parameter option has been set to make the printer pause in between each page. Check printer and paper are ready then type [ENTER]

996 Invalid option

997 Minus Invalid

998 Invalid Input

Re-enter valid option.

Minus value not allowed for this field.
Re-enter the value.

Re-type the entry.

10 Backing Up/Taking Copies of Discs

The ABC master disc is supplied in vendor format, and should not be used as a work disc. A working copy should be made by copying the files onto a new blank disc, and then copying the system and boot sectors from your CP/M system disc to the newly copied disc. To create a working copy follow steps 1 to 5 below.

1. If you are not already in CP/M, load your CP/M system disc into drive A then type **|cpm [ENTER]**.

2. With your CP/M system disc in disc drive A and new blank disc in drive B, type **COPYDISC [ENTER]**.

3. When requested replace the CP/M system disc in drive A with the ABC master disc and follow the prompts on the screen.

4. Type **SYSGEN [ENTER]**, follow the screen prompts, and insert your CP/M system disc (Source) and newly copied disc (Destination) as requested.

5. Type **BOOTGEN [ENTER]**, follow the screen prompts, and insert your CP/M system disc (Source) and newly copied disc (Destination) as requested.

You should now have a working copy of the master disc. Keep the original in a safe place and only use the copy.

To make backup copies of your ABC data discs, follow steps 6 to 8 below.

6. If you are not already in CP/M, load your CP/M system disc into drive A then type **|cpm [ENTER]**.

7. With your CP/M system disc in disc drive A and new blank disc in drive B, type **COPYDISC [ENTER]**.

8. When requested replace the CP/M system disc in drive A with the ABC data disc and follow the prompts on the screen.

It is recommended that you make backup copies of your data discs regularly.

11 Notes and Checklist for first time users

11.1 Use of RETURN and ESCAPE key

As an operating standard throughout the ABC System the operator uses the ENTER key on the keyboard to have an input entry accepted, or to continue processing.

ENTER will be signified by **[ENTER]** throughout this manual.

To go back a stage or to cancel an error on input use the ESCAPE key. On your machines this key is identified by **[ESC]**. The ESCAPE key can be freely and repeatedly used to 'back out' of any situation and return to the Master Menu.

ESCAPE will be signified by **[ESC]** throughout this manual.

11.2 Entering Values

Enter the whole number and press **[ENTER]**, the program will insert decimal places and zeros as required.

e.g. 99 **[ENTER]** for goods value will be displayed as 99.00, 99.9 **[ENTER]** will be displayed as 99.00.

11.3 Printer and Paper Wreck problems resolved

All reports are on demand, are range selectable (i.e. Daybook Listing or Audit Trail), displayed on the screen at the end of the listing is the prompt IS DAYBOOK LIST O.K. (Y/N)? By replying N followed by **[ENTER]** then a duplicate listing is produced. This is particularly useful when you have a 'paper wreck' or things go wrong with the printer.

11.4 Printing High Values on Reports

Printout of values normally allow for 99999999.99± but where values are greater than this the correct value will be printed with a % in front. This may cause some misalignment of values in the rest of the print line, but this will be a very unusual occurrence.

11.5

Make sure you read Section 10 on Taking Copies of Disks. Remember to take regular copies of disks just in case things go wrong, like spilling coffee on discs or someone kicking the plug out of the wall inthe middle of you making a posting.

You can always go back to your 'backup' disks and start again from the time you took the last copy.

11.6 Checklist for First Time User

Essential at start

1) Copy Program Disks and know how and when to take regular copies of disks (see Section 10)

3) Register as a user and get CHECKSUM (PASS NUMBER) from QUEST to run system without UNREGISTERED flashing all over the screen.

Set up Prior to Processing anything

2) AMEND SYSTEM PARAMETERS (see Section 7.13)

4) AMEND PRODUCT GROUPS AND UNITS OF SALE (see Sections 7.8 and 7.9).

5) Transfer from your existing system.

14 Copyright Clause

Amsoft Business Control

Amsoft Sales Invoicing System (ASIS)

Running Under Amsoft CP/M 2.2

Published by **AMSOFT**, a division of

Amstrad Consumer Electronics plc
Brentwood House
169 Kings Road
Brentwood
Essex

CP/M is trademark of Digital Research Inc.

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INDEX

AMSOFT SALES INVOICING SYSTEM

1 Introduction

Welcome to the Amsoft Sales Invoicing System running under CP/M*. This system is part of an integrated business applications suite of programs, i.e. Amsoft Business Control System, yet it can also be run by itself if required.

This manual will show you how to use the system, and will also give you examples, full reference and guidance.

If you are new to Computers or you are using an Invoicing System for the first time, you may feel overwhelmed by the many components and manuals available, but don't worry. This manual will take you through, step by step explaining how to use the Amsoft Sales Invoicing System. If you have registered with the Customer Support Service (see enclosed registration card) you can get answers to your questions about the Amsoft Sales Invoicing System by calling Quest on Camberley (0276) 63189.

The best way to learn to use the Amsoft Sales Invoicing System (ASIS) is to try it. Do not be afraid to experiment and make mistakes, you cannot hurt the Computer or the ASIS Program no matter what you type at the keyboard. As you practice you will gain familiarity and confidence in using some of the features of ASIS which will help you in your business. If you are a first time user and you have not had the benefit of using an Amsoft Business System before please refer to sections 10 and 11.

For first time users of the Amsoft Business Control System (ABC system) we would like you to register with us that you have purchased this package. You will need to run Amend System Parameters (see Section 7.13) and by entering the title, serial number and the name in System Parameters you will be asked to telephone Quest on Camberley (0276) 63189 to obtain your CHECKSUM number. When you have entered the correct CHECKSUM you can proceed with operating this system without messages being displayed on the screen stating that this is an unregistered package.

You can operate this system for a limited period of time without entering anything in the title, serial number and name fields in Amend System Parameters, but if you continue to operate without having registered yourself as a user with Quest, after a period of time the system will stop operating.

*CP/M is a trademark of Digital Research

2 What is ASIS?

ASIS is a suite of programs that will enable you to easily produce Invoices and Credit Notes.

ASIS is one of the elements in Amsoft's Business Control System (ABC) and therefore integrates automatically with the Sales Ledger System as well as through to the Nominal/General Ledger System. ASIS also uses the same product File as the one used in the Stock Control System (ASCS). ASIS, however, has been designed to run independently from the other systems in the ABC system if so desired, and is a complete Sales Invoicing System in its own right.

Major characteristics of ASIS are that Invoices and Credit Notes can be produced quickly and accurately. Repetitive typing is eliminated because the customer name/address is taken from the Customer File, product information from the Product File and posting to the Sales Ledger is automatic. In most cases the operator is simply left with the task of keying in the Account Number, Product Code and Quantity.

All arithmetic functions are also performed, including the calculation of VAT, and full accounting control is maintained.

Informative screen displays, together with comprehensive error trapping routines make this system easy to use but 'user friendly'. Also included are facilities for re-printing Invoices/Credit Notes in case there is a 'paper wreck' or if the Invoice/Credit Note is not quite correct because an item has been omitted.

Reports from ASIS can be produced on any printer (sheet fed or continuous), have a maximum of 80 characters to any print line, and can be produced on demand.

To run ASIS you need an Amstrad CPC464 with two disc drives and a printer.

Amsoft CP/M Systems are noted for their speed, ease of use, reliablity, user friendliness and quality of systems design.

3 General Operation

Displays on the Monitor together with responses keyed in on the console keyboard enable you to operate the ASIS system.

The normal flow will be:

Amend System Parameters
including CHECKSUM (PASS NUMBER)
↓
Create Customer Details
↓
Create Products on Product File

At the start
of the System

↓
Amend Tables, if not using
pre-printed stationery
↓
Amend VAT Rates

Infrequently

↓
Reset Invoice/Credit Note Number
↓
Create/Amend/Delete Stock Records
↓
Print Stock Listings
↓
Display Customer Details

As required

↓
Enter Invoices/Credit Notes
↓
Print Daybook
↓
Update Sales Ledger
↓
Print VAT Summary

Frequently

↓
Zeroise VAT Summary and clear Daybook
(only if not using the Amsoft Sales
Ledger System, ASLS)
↓
Zeroise Turnover Value, Quantity, etc.

Zeroise
Movements
annually

4 System Outline of ASIS

The object of the system is to produce Invoices and Credit Notes for up to 200 Accounts from 250 Products. Meaningful reports are available on demand, yet the system is flexible enough to give user control over when and how to process the information.

The Sales Invoicing System program is 'loaded in' from a diskette and requires about 100K of disc space on drive A. The data files will be on the drive B disc.

Invoices and Credit Notes are created from Despatch Instructions. The Product File is updated immediately whereas the Sales Ledger is updated as an Option from the Master Menu (see Section 7.7). This means that any enquiries on a Product either through the display shown on the Monitor or through the printer are up to date.

The VAT Summary is primarily an aid to support and agrees with the Daybook Listing and control totals produced in the Summary to Nominal reports. It is not essential but with the facility for analysis over 10 VAT Codes the system is capable of handling multiple VAT rates.

The user decides when to produce Invoices and Credit Notes and if pre-printed stationery is not used the user's name/address etc. together with a message can be input to the system and printed at the top right hand side of each Invoice or Credit Note (see Amend Tables Section 7.12). Pre-printed Invoices and Credit Notes are available and can be used with this program (see Amend System Parameters Section 7.13 item STAT).

Single sheet feeding printers can also be used, and paused between pages to insert letterheads etc. (see Amend System Parameters Section 7.13 item PAUSE).

All reports are carefully formatted so that they do not overflow in an uncontrolled manner from one page to the next and stationery length can be set to any length from 9" to 60" (see Amend System Parameters Section 7.13 item LINES).

As well as Name/Address, Telephone etc., details of each Account can be displayed on the monitor at any time, and will give the up to date position on Balances, Turnover and Last Invoice Date. Accounts can be created, amended, and deleted (only if zero balance and no transactions) as required.

Product information can be viewed on the screen or printed out, showing prices, description, physical stock, turnover quantity, turnover value, cost of sales profit, profit % etc.

Comprehensive error trapping, checking reconciliation routines are used, which together with informative screen displays and error messages ensure that the operator does not make a mistake.

The system is extremely easy to use, but to give some overall idea of what happens when an Invoice or Credit Note is produced, the following details show the normal flow of events.

The operator will type in the Account No. and thereafter for each product supplied to the Account the operator will type in the Product Code followed by the Quantity.

Operator types in:
ACCOUNT NO.
PRODUCT CODE
QUANTITY

a) ACCOUNT NAME/ADDRESS
   ETC. OBTAINED FROM
   THE CUSTOMER FILE

b) PRODUCT PRICES,
   DESCRIPTION, TAX CODE
   ETC., OBTAINED FROM
   THE PRODUCT FILE

PRINT INVOICE
OR CREDIT NOTE
AUTOMATICALLY

REPEAT UNTIL INVOICE/
CREDIT NOTE IS RIGHT.

Product File

Physical Stock
Turnover Quantity
Turnover Value
Cost of Sales
Gross Profit etc.

Summary/Nominal

General Ledger

Control Accounts

UPDATE FILES

Transactions File

Add Posting record
to the file for
later updating of
the Sales/Debtors
Ledger

**Control Accounts
File in Range 1-94**

Product Group Codes
from the Product
File

VALUE ADDED
TAX FILE
Goods and Tax Values
accumulated for various
Tax Rates

Reports Produced

Input Files	Reports Out	Brief Report Description
1) Customer File Product File *Tables File	Invoice or Credit Note	An accurately computed Invoice/Credit Note ready for posting to the customer
2) Product File	Product Details	Product File Report on Physical Stock, Turnover Quantity and value etc.
3) Value Added Tax File	Value Added Tax Summary	Up to 10 Value Added Tax Rates with Accumulation of Goods and Tax Values.
4) Transactions File	Daybook Listing	Listing of Transactions posted to Accounts from the last Daybook Listing
5) Customer File	Alphabetic Listing	Name/Addresses and Account Nos. in ascending Alphabetic sequence used for cross ref. to Account No. if required.

All reports are on demand and where necessary are range selectable e.g. from Product No., to Product No. Reports can be prematurely terminated by pressing the [ESC] key.

* TABLES FILE is used for plain stationery where the user wants to put his company's details onto the Invoice or Credit Note.

* SYSTEMS PARAMETERS FILE is used for specifying page length, continuous forms printing or sheet fed printing, special print characters etc.

As each Invoice/Credit Note is produced and the Product File updated the various Control Accounts required for controlling the Sales Ledger, i.e. Control Accounts in the range 1-94, Sales Revenue, VAT Output, Sales Ledger Control are updated.

The Product Group Code on the Product File is in the range 1-94 and directly relates to the Control Accounts 1-94 used in the Sales/Debtors Ledger. These same Control Accounts can be allocated to Nominal/General Ledger Accounts, therefore there is complete integration from the Product File through to Nominal/General Ledger via Product Groups and Control Accounts both in the range 1-94

The Update to the Sales Ledger Option (Option 7, see Section 7.7) will bridge the information from the Sales Invoicing System to the Sales Ledger System, i.e. Customer Accounts are updated, Transaction File is updated. This obviously excludes the Control Accounts because these have been updated already as explained above. The Month End Routine in the Sales/Debtors Ledger System is used to zeroise Control Accounts after bridging to the Nominal/General Ledger. An Invoice/Credit Note created in this ASIS System and bridged to the Sales/Debtors Ledger is identified by having 999999's in the REF 2 field.

5 Disc Files Used in ASIS and their Contents

5.1 Customer Account File

Field Name	Field Characteristics	How Created
Account No. Name & Address Telephone	Min = 1 Max = 200 5 lines Max = 85 Ch's 12 characters	Option 8 of Master Menu, Amend Customer Details see 7.8
Last Movement Date	DD.MM.YY.	Date of Last Posting, see Option 1 - Enter Invoices, see 7.1
Classification Code Alphacode	Min = 0 Max = 9 1 Alpha character	Option 8 of Master Menu, Amend Customer Details see 7.8
Open item	Y or N	
Current Month Value Month 1 Month 2 Month 3 Total Balance	Min = 0 Max = 99999999.99 ± " " " "	Updated immediately bridge is made Option 7 - Update Sales Ledger, see 7.7 Aged by 1 month in Option 3. Run Month End Routine. See 7.3 of ASLS. (Sales Ledger).
Last Statement Value	"	Total Balance outstanding Automatically updated to this field in Option 3 -Run Month End Routine, see 7.3 of ASLS (Sales Ledger).
Turnover Value	"	Accumulated immediately the bridge is made. Option 7 - Update Sales Ledger, see 7.7.

5.2 Product File – Created Option 3 from Master Menu - (see Section 7.3)

		Format	Length	
1	Item No.	A/N	8	
2	Description	N	25	
3	Product Group	N	2	(in range 1-94)
4	Unit of Sale	N	2	(in range 1-99)
5	Selling Price	N	7	max = 9999.99
6	Cost Price	N	7	max = 9999.99
7	Discount %	N	5	max = 99.99
8	VAT Code	N	1	(in range 0-9)
9	Physical Stock	N	5	max = 99999.99
10	Minimum Level	N	5	max = 99999
11	Re-order Level	N	5	max = 99999

In addition, on the display for each item the following information is also shown.

Last Issue Date	N	6	DD/MM/YY
Turnover Quantity	N	9	99999999
Turnover Value	N	12	max = 999999999.99 ±
Cost of Sales	N	12	max = 999999999.99 ±
Unit Gross Profit %	N	5	max = 99.99
Gross Profit	N	10	max = 9999999.99
Gross Profit %	N	5	max = 99.99
Value Selling Price of Physical Stock	N	12	max = 999999999.99 ±
Value Cost Price of Physical Stock	N	12	max = 999999999.99 ±

5.3 Transactions File - Created when Entering Invoices or Credit Notes –

Options 1 and 2, see 7.1

Field Name	Field Characteristics
Account No.	In range 1-200
Transactions Type	In range 1-2 (1=Invoice, 2=Credit Note)
Reference No. 1	6 Alphanumeric
Reference No. 2	6 Alphanumeric
Date	DD.MM.YY
Amount	999999.99
Tax/Discount Amount	999999.99
Month - Age of Debt	Always 0 for ASIS
Nominal/Control Account	In range 1-94

5.4 Value Added Tax File

Set up in Option 12, see 7.12

Field Name	Field Characteristics	
Tax Code	In range 0-9	Updated when
Rate %	In range 0.00% to 99.99%	Entering
Goods Value	Min = 0, Max = 99999999.99	Invoices or
Tax Value	"	Credit Notes
		Options 1 and
		2, see 7.1
Tax Precision	Min = 0, Max = 9.99.	
	(This allows for any rounding	
	problems associated with Tax	
	breakdowns over multiple	
	rates.)	

5.5 Control Accounts File –

Set up in Option 12, of ASLS (Sales Ledger)

Field Name	Field Characteristics
Control Account No.	In range 1-94, obtained from Product Group Code on the Product File.
Nominal/General Ledger Account No.	In range 100-299 that refer to Trading and Profit/Loss Accounts, 300-499 for Balance Sheet Accounts. This means each Control Account can be associated with a Nominal/General Account.
Description	21 Alphanumeric characters for describing the Control Account
Value	Min. 0, Max. 99999999.99 ±. Updated when entering Invoices or Credit Notes. Options 1 and 2, see 7.1.

5.6 Summary Nominal/General Control File

Set up in Option 12 of ASLS (Sales Ledger)

Field Name	Field Characteristics
Control Account	In range 95-99
	95 = Sales/Debtors Ledger Control, i.e. monies owing.
	96 = Revenue Control, i.e. Total Goods value sold
	97 = Value Added Tax Output for all goods sold.
	98 = Bank/Cash Account i.e. monies received in or refunded.
	99 = Settlement Discount Allowed on monies received in.
Nominal/General Ledger Code	In range 100-499. These have been pre-set according to the code numbers used in Amsoft's Nominal Ledger System (ANLS) but can be changed to suit the end user.
Description	21 Alphanumeric Characters used to describe the Control Account.
Value	Min. 0, Max. 99999999.99 ±. Updated when Entering Invoices or Credit Notes, Options 1 and 2, see Section 7.1.

6 Normal Running

Ensure you have CP/M in the computer and your program and data discs are in their Disc Drive(s). Type in **A B C** followed by **[ENTER]**.

The screen for ASIS system will be displayed.
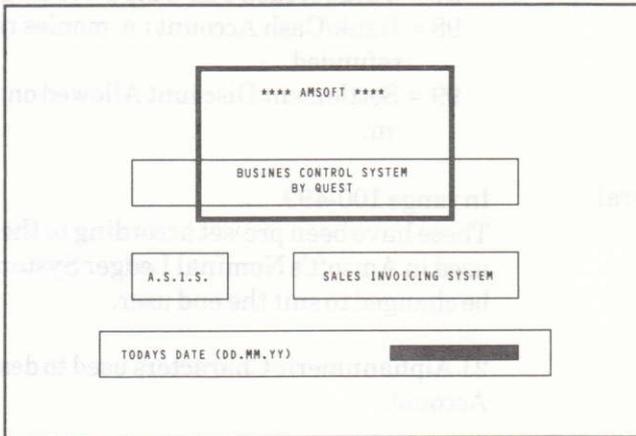
```
                  **** AMSOFT ****


            BUSINES CONTROL SYSTEM
                 BY QUEST


   A.S.I.S.              SALES INVOICING SYSTEM


   TODAYS DATE (DD.MM.YY)      ████████
```

Enter the date and, if valid, the Master Menu will be displayed (see Section 7.)

6.1 First Time User Registration

The program discs supplied are in UNREGISTERED form. This means that the user will be reminded via screen displays that the purchase of the programs have not been registered at Quest. We would like to know who has purchased our systems so that 'hot line' support can be provided if required, and users can be told of new releases or upgrades.

WARNING

If you do not register your purchase and you continue using an unregistered program disc, after a period of time the program will simply stop running and you will not be able to continue. Plenty of time is allowed, however, for you to contact Quest and obtain your CHECKSUM (PASS NUMBER) see below.

To become registered, follow the procedure to get the Master Menu (see Section 7), take option 11 - AMEND SYSTEM PARAMETERS.

Enter the TITLE, NAME. and Serial No. (TITLE will be displayed on all screen displays, and NAME will be printed at the top of all reports.)

The screen will then show

```
CHECKSUM INCONSISTENCY

PLEASE PHONE QUEST QUOTING THE NUMBER nnnn
TO OBTAIN YOUR PASS NUMBER IN ORDER TO PROCEED

PASS NUMBER - - - -
```

You tell us the number on the screen and your program serial number and we will give you the CHECKSUM (PASS NUMBER). You enter the PASS NUMBER followed by **[ENTER]**, and you are now registered and the system will run smoothly.

Just in case you need to repeat the exercise at any time in the future, keep an exact record of your TITLE, NAME and PASS NUMBER.

The first time user should also read Sections 10 and 11.

244
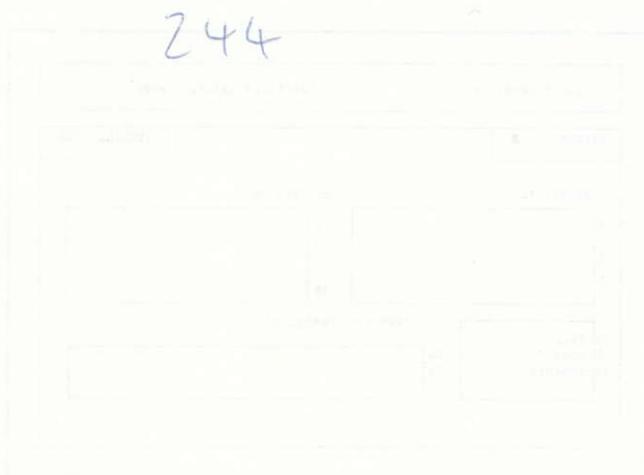
7 Master Menu

```
┌─────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────┐  │
│  │  A.S.I.S.          CAMBERLEY GARDEN CENTRE             │  │
│  │                                                        │  │
│  │   1.  ENTER INVOICES                                   │  │
│  │   2.  ENTER CREDIT NOTES                               │  │
│  │   3.  AMEND PRODUCT DETAILS                            │  │
│  │   4.  PRINT PRODUCT DETAILS                            │  │
│  │   5.  PRINT VAT SUMMARY                                │  │
│  │   6.  PRINT DAYBOOK LISTING                            │  │
│  │   7.  UPDATE SALES LEDGER                              │  │
│  │   8.  AMEND CUSTOMER DETAILS                           │  │
│  │   9.  DISPLAY CUSTOMER DETAILS                         │  │
│  │  10.  PRINT ALPHABETIC LISTING                         │  │
│  │  11.  RESET INVOICE / CRN NO. / MOVEMENTS             │  │
│  │  12.  AMEND TABLES / VAT RATES / CLASSES              │  │
│  │  13.  AMEND SYSTEM PARAMETERS                          │  │
│  │  14.  END PROGRAM                                      │  │
│  │                                                        │  │
│  │  [?] PLEASE SELECT THE OPTION REQUIRED                 │  │
│  └───────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

From this point on, select the option required (press **[ENTER]**) and refer to the relevant sections of the manual for instruction in their use.

7.1/7.2 Enter Invoices and Enter Credit Notes

1 Select Option 1 from the Master Menu for Invoices, and select Option 2 from the Master Menu for Credit Notes, i.e. enter 1 or 2 followed by **[ENTER]**.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌──────────────────────────────────────────────────────┐   │
│  │  1. ENTER INVOICES          CAMBERLEY GARDEN CENTRE   │   │
│  └──────────────────────────────────────────────────────┘   │
│  ┌────────────────┐                      ┌──────────────┐    │
│  │ ACCOUNT ?  ■    │                     │ INVOICE 1100 │    │
│  └────────────────┘                      └──────────────┘    │
│    INVOICE TO                 DELIVER TO                      │
│   1  ┌──────────────┐        6  ┌──────────────┐             │
│   2  │              │        7  │              │             │
│   3  │              │        8  │              │             │
│   4  │              │        9  │              │             │
│   5  └──────────────┘       10  └──────────────┘             │
│                    INVOICE / CRN MESSAGE                      │
│  11 DATED:              ┌──────────────────────────┐         │
│  12 OUR REF:        14  │                          │         │
│  13 YOUR REF:       15  │                          │         │
│                         └──────────────────────────┘         │
└─────────────────────────────────────────────────────────────┘
```

1.1 The screen for input of Invoice Header Details is displayed and the Account Number is prompted for. Select the required Account Number. The name and address of the customer is displayed in the appropriate box.

N.B. If the account number is not currently in use, a message to the effect will be displayed and you will have to re-select a current account.

1.2   You are required to complete the entry of Invoice Date, Our Reference, Your Reference and any Invoice messages. Press **[ENTER]** and the cursor will move onto the next field awaiting input.

N.B. If you press **[ENTER]** when prompted for the Invoice Date, the Date input at the start of the System will be used.

1.3   Delivery Name and Address may also be completed and any item on the screen may be amended by entering 1-15, then **[ENTER]**.

1.4   If you are happy with the Header Details, press **[ENTER]** to continue to the Invoice Line Section.

```
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
│  1. ENTER INVOICES                              CAMBERLEY GARDEN CENTRE │
│                                                                        │
│    [PROD]   [PRODUCT DESCRIPTION]V[- PRICE -] [-D%-][-QNTY-][LINE VALUE]│
│                                                                        │
│  1  1        GARDEN FORK         3    14.24    5.00    6.00      85.44  │
│  2  2        LARGE BOUQUET       0    17.09    5.00    1.00      17.09  │
│  3  6        TULIP BULBS         0     1.35   10.00   20.00      27.00  │
│  4  5        SMALL STONE GNOME   0     7.59    5.00    3.00      22.77  │
│  5  ABCD1234 WHEELBARROW         0    23.39   10.00   12.00     200.68  │
│  6                                                                     │
│  7                                                                     │
│  8  ?        EXTRA CHARGE FOR                                          │
│  9  ?        DELIVERY AS SENT                                          │
│ 10           BY SPECIAL COURIER  0    10.00    0.00    1.00      10.00  │
│ 11                                                                     │
│ 12                                                                     │
│ 13                                                                     │
│ 14                                                                     │
│ 15                                                                     │
│     [?] '1' - '15' TO AMEND, 'ENTER' TO CONTINUE ■                     │
└──────────────────────────────────────────────────────────────────────┘
```

1.5   To complete each Invoice Line simply enter the Product No. and then the Quantity.

The effect of entering the Product No. followed by **[ENTER]** is that the Product Description, Tax Code, Price and % Discount is automatically obtained from the Product File and displayed on the screen.

On any Invoice Line you may choose to override any field shown on the screen by simply pressing the **[ESC]** key to 'go back a stage'.

N.B. The Product Group Code is also obtained from the Product File, it is not displayed, but it is printed on the Invoice/Credit Note. This Product Group Code, i.e. in range 1-94 is used for updating the Control Accounts in the Sales Ledger System (ASLS) together with the overall Nominal/General Ledger Control Accounts.

1.6   You may enter free text as an Invoice Line by simply entering a Product Number of '?' followed by **[ENTER]**. You may then enter 39 characters of text per line.

1.7   You may also construct Invoice Lines using products which are not currently resident in the Product File by pressing **[ENTER]** in response to the Product Code Prompt. You will then be required to fill in all details of the Product Line. This is termed a non-standard product and will default to a Product Group Code of 93 for Control Accounts (see 7.1.5 above).

1.8   To finalise the input of Invoice Lines press the **[ESC]** key when the cursor is positioned on the screen awaiting a Product Code.

1.9   You may change any Invoice Line by selecting the Invoice Line Number, and you may also delete lines by selecting the Invoice Line Number and using **[ESC]** in response to the Product Code Prompt.

1.10   When you are happy with the Invoice body, press **[ENTER]** to continue to the bottom of the Invoice section.
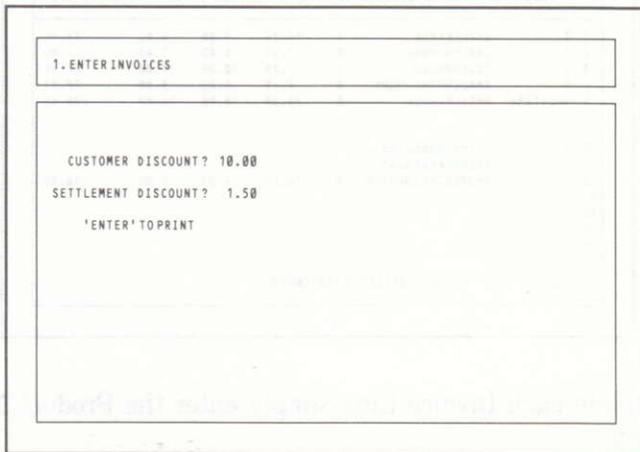
```
┌─────────────────────────────────────────────────┐
│ ┌─────────────────────────────────────────────┐ │
│ │ 1. ENTER INVOICES                           │ │
│ └─────────────────────────────────────────────┘ │
│ ┌─────────────────────────────────────────────┐ │
│ │                                             │ │
│ │   CUSTOMER DISCOUNT ?  10.00                │ │
│ │   SETTLEMENT DISCOUNT ?   1.50              │ │
│ │      'ENTER' TO PRINT                       │ │
│ │                                             │ │
│ │                                             │ │
│ │                                             │ │
│ │                                             │ │
│ └─────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────┘
```

1.11   Enter the Customer Discount percentage as required, and the Settlement Discount percentage as required, and finally press **[ENTER]** to print the Invoice.

Press **[ENTER]** if you want zero discount % values.

1.12   After the Invoice has been printed, you may reprint it by entering 'P', accept the Invoice and update files by pressing **[ENTER]**, or you may press **[ESC]** to change the Customer and Settlement Discount or to return to any section of the Invoice and amend any detail.

N.B. Simply, printing the Invoice/Credit Note does not update the files automatically because after printing an Invoice/Credit Note you may want to go back and change something. You can go back by using the **[ESC]** key, making the correction and then reprinting. Only when you are entirely happy with the Invoice/Credit Note should you then press **[ENTER]** to update all the files, i.e. Daybook, Product File, VAT Summary, Nominal or General Ledger Control Accounts.

7.3 Amend Product Details

Select Option 3 from the Master Menu followed by **[ENTER]**, and this Option allows you to view or amend the stock File.

```
┌─────────────────────────────────────────────────────────────────┐
│  3.AMEND PRODUCT DETAILS              CAMBERLEY GARDEN CENTRE      │
│  ┌─────────────────────────────────────────────────────────────┐ │
│  │  ┌──────────────────┐                                        │ │
│  │  │   ITEM? 1        │                                        │ │
│  │  └──────────────────┘        LAST ISSUE DATE      28.11.84   │ │
│  │   1 DESC. GARDEN FORK                T/O QTY          53.00   │ │
│  │                                      T/O VALUE       672.14   │ │
│  │   2 PRODUCT GROUP         40         C.O.S.          424.00   │ │
│  │   3 UNIT OF SALE           2                                  │ │
│  │   4 SELLING PRICE      14.99                                  │ │
│  │   5 COST PRICE          8.00         UNIT G.P.%       46.53   │ │
│  │   6 DISCOUNT %          5.00         G. PROFIT       248.14   │ │
│  │   7 VAT CODE               3         G.P.%            36.92   │ │
│  │   8 PHYSICAL STOCK     23.00                                  │ │
│  │   9 MINIMUM LEVEL          2         VALUE S.P.      344.77   │ │
│  │  10 RE-ORDER LEVEL         5         VALUE C.P.      184.00   │ │
│  │                                                              │ │
│  │  [?] 1-10  TO AMEND, 'ENTER' TO UPDATE, 'D' TO DELETE ■       │ │
│  └─────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────┘
```

Using this option, Products may be added, deleted, amended, or their details simply reviewed.

Adding a New Product

Simply select the Product (eight alphanumeric) you wish to use and if the Product Code is unused '**PRESS ENTER to ADD THE PRODUCT**' will appear at the base of the screen. Press **[ENTER]** to add the product.

If **[ENTER]** is pressed the cursor will position next to '**DESC**' and will allow you to enter this and all other product information.

When complete press **[ENTER]** to update the Stock File with this new entry.

N.B. Product Group can be created in the range 1-94, however Group Code 93 is used for non-standard products in this system (see 7.1.7) and Group Code 94 is a default code for Control Accounts in the Sales Ledger System (ASLS).

Amending a Product

Select the relevant Product Code and the Product Details will be displayed.

Select the numbers identifying the fields you wish to change, amend the items and when complete press **[ENTER]** to update the Stock File with the Amended entry.

Deleting a Product

Select the Product to be deleted and the Product Details are displayed.

If you now want to delete the Product enter '**D**' in response to the prompt at the base of the screen.

Important

You may still recover the Product if you have pressed '**D**' by using the **[ESC]** key after the fields on the screen for the deleted product are cleared. Press **[ENTER]** to confirm the deletion.

Note

[ENTER] must be pressed to save any new Product or amendment to an existing Product or confirm a deletion. The **[ESC]** key will reverse any addition, amendment or deletion instruction.

Press **[ESC]** at end to clear the screen and put the cursor alongside I T E M ? and press **[ESC]** again to take you back to the Master Menu.

7.4 Print Product Details

Select option 4 from the Master Menu, i.e. input 4 followed by **[ENTER]**. Select the range of Products to be reported on and the Stock File Listing will be produced.

i.e.   START PRODUCT ?   ('ENTER' TWICE TO LIST ALL)

         END PRODUCT ?

Enter Start and End Product followed by **[ENTER]** or press **[ENTER]** twice to print all.

[ESC] for Start Product will take you back to the Master Menu.

7.5 Print VAT Summary

Select Option 5 from the Master Menu followed by **[ENTER]** and the VAT Summary will be printed showing the Goods and VAT against the 10 VAT Codes and Rates.

The screen will show:

ARE YOU SURE (Y/N) ? ■

Y followed by **[ENTER]** will produce the report

N or **[ESC]** will send you back to the Master Menu.

7.6 Print Daybook Listing

Select Option 6 from the Master Menu, i.e. input **6** followed by **[ENTER]** and this Report shows all items where an Invoice or Credit Note has been produced and used to update the file, and where that item has not appeared on a previously printed Daybook Report.

This is your main Audit Trail Report, and must be printed before you can Update the Sales Ledger (i.e. Option 7 on Master Menu) with Invoice and/or Credit Notes.

```
ARE YOU SURE (Y/N) ? ■
```

will be displayed on the screen.

Y followed by **[ENTER]** will produce the report.

N or **[ESC]** will send you back to the Master Menu.

```
WAS THE DAYBOOK LISTING PRODUCED CORRECTLY Y/N?
```

will be displayed.

N followed by **[ENTER]** will produce another Daybook Listing if there has been a 'paper wreck' for example.

Y followed by **[ENTER]** will send you back to the Master Menu.

7.7 Update Sales Ledger

Select Option 7 from the Master Menu by entering 7 followed by **[ENTER]**.

The screen will then show:

```
ARE YOU SURE (Y/N) ? ■
```

Y followed by **[ENTER]** will update the Sales Ledger Accounts with Invoices and/or Credit Notes already printed out on the Daybook(s). Control Accounts etc., have already been updated when the Invoice/Credit Note is created, see explanation at end of Section 4.

N or **[ESC]** will take you back to the Master Menu.

Whilst the Sales/Debtors Ledger is being updated a count of which record is being processed e.g. (1 out of 100) will be displayed in the top right hand corner of the screen.

At end of update on the screen will be displayed the values for Goods and VAT.

To allow you to agree these figures the prompt:

TYPE 'ENTER' WHEN READY will be displayed on the screen.

Press **[ENTER]** to go back to the Master Menu.

7.8 Amend Customer Details

```
┌─────────────────────────────────────────────────────────────────┐
│  8. AMEND CUSTOMER DETAILS              CAMBERLEY GARDEN CENTRE    │
│                                                                   │
│   ACCOUNT ?        1                                              │
│                              ┌──────────────────────────────────┐ │
│                              │  NAME AND ADDRESS                │ │
│                              │                                  │ │
│                              │  1 FLEET NEW HOSPITAL            │ │
│                              │  2 NEW ROAD                     │ │
│                              │  3 FLEET                        │ │
│                              │  4 HANTS                        │ │
│                              │  5 GU12 3ER                     │ │
│                              └──────────────────────────────────┘ │
│   ┌──────────────────────────────────────────────┐              │
│   │  6 TELEPHONE                   02514 222222   │              │
│   │    LAST MOVEMENT DATE          01.11.84       │              │
│   │  7 CLASSIFICATION                      1      │              │
│   │  8 ALPHACODE                           D      │              │
│   │  9 OPEN ITEM                           N      │              │
│   └──────────────────────────────────────────────┘              │
│   [?] '1' - '9' TO AMEND, 'ENTER' TO UPDATE, 'D' TO DELETE ■     │
└─────────────────────────────────────────────────────────────────┘
```

Account

This is three numeric digits with a maximum of 200.

To set up a new ACCOUNT, type in the number followed by **[ENTER]**.

Name & Address

Each of the five lines of the Name & Address has a maximum of 30 characters. The maximum number of characters allowed for the complete name and address is 85 characters.

To set up a new NAME & ADDRESS type in **1** followed by **[ENTER]**. This will place the cursor in a position so that you can type in the first character at the start of the first line. When you have completed the line press **[ENTER]**, and the cursor will automatically skip down to the next line of input.

Pressing **[ESC]** at the end of any input line on the Name and Address will cause the program to skip automatically to TELEPHONE.

Telephone

This is a 12 character alphanumeric field. Enter the telephone number and press **[ENTER]**.

Pressing **[ESC]** at the end of the telephone number will take the cursor to the bottom line on the screen.

Classification

This is a 1 digit numeric field. The description associated with each code is set up in Option 12 - AMEND TABLES/VAT RATES/CLASSIFICATION. The description is displayed on the screen when you are ENTERING INVOICES and/or CREDIT NOTES and can be used for credit rating, credit limits, reminder for special terms or discounts etc. In fact you can use this code together with its description in a number of different ways. This field is a reminder code for the Account.

Alphacode

This is a 1 digit alphanumeric code, and is used to produce an alphabetic listing of accounts in Option 10 - PRINT ALPHABETIC LISTING.

Input an alpha character in the range A-Z followed by **[ENTER]**. Pressing **[ESC]** without entering an alphacode will cause a default to Z.

Open Item

Each account may be operated as an Open Item account (Y) or a Balance Brought Forward account (N) All accounts default to open item on creation. (See Sales Ledger: Run Month End Routine).

```
(?) 1-9 AMEND, ENTER to UPDATE, D to DELETE
```

By pressing **1-9** followed by **[ENTER]** then the cursor is moved to a position where the selected field can be changed.

[ENTER] will update the details on the Customer Account File

D will delete the Account from the Customer File, only if there is not a value due for payment.

[ESC] will clear the screen and take the cursor up alongside the ACCOUNT on the screen. Another **[ESC]** will take you back to the Master Menu for you to select the next option.

7.9 Display Customer Details

Select Option 9 from the Master Menu followed by **[ENTER]**, then select any Account Number followed by **[ENTER]** and the Name and Address, Balances etc. will be displayed on the screen. (For checking before the production of an Invoice).

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                 │
│  9.DISPLAY CUSTOMER DETAILS            CAMBERLEY GARDEN CENTRE   │
│  ┌───────────────────────────┐  ┌────────────────────────────┐ │
│  │ ACCOUNT ?    1            │  │ NAME AND ADDRESS           │ │
│  │                           │  │                            │ │
│  │                           │  │ FLEET NEW HOSPITAL         │ │
│  │                           │  │ NEW ROAD                   │ │
│  │                           │  │ FLEET                      │ │
│  │ TRANSACTIONS              │  │ HANTS                      │ │
│  │ LAST STAT          138.00 │  │ GU123ER                    │ │
│  │ TURNOVER         1,456.40 │  │                            │ │
│  └───────────────────────────┘  └────────────────────────────┘ │
│  ┌───────────────────────────┐  ┌────────────────────────────┐ │
│  │ TELEPHONE    02514222222  │  │ CURRENT MONTH       90.85  │ │
│  │ LAST MOVEMENT  01.11.84   │  │ MONTH 1             74.75  │ │
│  │ CLASSIFICATION        1   │  │ MONTH 2             63.25  │ │
│  │ ALPHACODE             D   │  │ MONTH 3+             0.00  │ │
│  │ OPEN ITEM             N   │  │ TOTAL BALANCE      228.85  │ │
│  └───────────────────────────┘  └────────────────────────────┘ │
│    [?] 'ENTER' TO EXIT        ■                                 │
│                                                                 │
└─────────────────────────────────────────────────────────────────┘
```

[ENTER] or **[ESC]** will clear the screen of customer details and move the cursor alongside the ACCOUNT.

[ESC] in response to ACCOUNT will take you back to the Master Menu.

7.10 Print Alphabetic List

Select Option 10 from the Master Menu followed by **[ENTER]**.

        ARE YOU SURE (Y/N) ? ■

will be displayed on the screen.

Y followed by **[ENTER]** will print out an ascending order alphabetic list of accounts, using the 1 digit Alphacode field on the Customer Accounts File.

N or **[ESC]** will take you back to the Master Menu.

THIS PROCESS WILL TAKE SOME TIME BECAUSE OF THE ALPHA SORT REQUIRED.

7.11 Reset Invoice/CRN Number/Movements

Select Option 11 from the Master Menu followed by **[ENTER]** if you want to reset Invoice No., Credit Note No., Zeroise Movements, Zeroise VAT Summary or Clear Daybook.

```
┌─────────────────────────────────────────────────────────┐
│ ┌─────────────────────────────────────────────────────┐ │
│ │ 11. RESET INVOICE / CRN NO. / MOVEMENTS    CAMBERLEY GARDEN CENTRE │ │
│ ├─────────────────────────────────────────────────────┤ │
│ │                                                     │ │
│ │  INVOICE NO. [I]  CREDIT NOTE NO.  [C]  MOVEMENTS [M] │ │
│ │                                                     │ │
│ │  ZERO VAT SUMMARY [V]   CLEAR  DAYBOOK  [D]      ■   │ │
│ │                                                     │ │
│ │                                                     │ │
│ │                                                     │ │
│ │                                                     │ │
│ │                                                     │ │
│ └─────────────────────────────────────────────────────┘ │
│                                                         │
└─────────────────────────────────────────────────────────┘
```

I or **C** followed by **[ENTER]** will give you

> **NEW INVOICE NO (XXXX) ?** ■

or

> **NEW CREDIT NOTE NO. (XXXX) ?** ■

Where **X** is the old number.

Input the new number followed by **[ENTER]**

M followed by **[ENTER]** will enable you to zeroise management information against all products, product groups or individual stock items.

Management information fields are Turnover Quantity, Turnover Value and Cost of Sales. This facility would normally be used at year end.

[ESC] will return you to the Master Menu.

V or **D** followed by **[ENTER]** will produce the display:

> **'This option should ONLY be used when SALES LEDGER system is not in use DO YOU WISH TO CONTINUE (Y/N) ?'**

Y followed by **[ENTER]** will zeroise VAT Summary or Daybook File, depending on your choice of **V** or **D** above.

7.12 Amend Tables, VAT, Clasification

Select the option required. These are semi-permanent pieces of data and it is not anticipated that they will alter very frequently. **[ESC]** will return you to the Main Menu.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────┐  │
│  │ 12. AMEND TABLES / VAT RATES / CLASSES    CAMBERLEY GARDEN CENTRE │  │
│  └───────────────────────────────────────────────────────┘  │
│  ┌───────────────────────────────────────────────────────┐  │
│  │ TABLES [T]  VAT RATES [V]   CLASSIFICATIONS [C]      ■  │  │
│  │                                                        │  │
│  │                                                        │  │
│  │                                                        │  │
│  │                                                        │  │
│  │                                                        │  │
│  │                                                        │  │
│  │                                                        │  │
│  └───────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

Classification

Classification entries 0-9 are displayed on the screen and the contents or code description may be changed as required. (These correspond to the classification code for the customer). Simply enter the line number to be altered followed by **[ENTER]**. Now enter the Classification Description for the chosen code followed by **[ENTER]**. The cursor will go back to the prompt at the bottom of the screen, where a further **[ENTER]** will update the information displayed on the screen to the disc.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────┐  │
│  │ 12. AMEND TABLES / VAT RATES / CLASSES    CAMBERLEY GARDEN CENTRE │  │
│  └───────────────────────────────────────────────────────┘  │
│  ┌───────────────────────────────────────────────────────┐  │
│  │ TABLE   CC   CONTENTS                                   │  │
│  │                                                        │  │
│  │   1      0   NO CREDIT ALLOWED                          │  │
│  │   2      1   PAYMENT TERMS 30 DAYS                      │  │
│  │   3      2   PAYMENT TERMS 60 DAYS                      │  │
│  │   4      3   PAYMENT TERMS 90 DAYS                      │  │
│  │   5      4   PAYMENT TERMS END FOLL MONTH               │  │
│  │   6      5   SLOW BUT RELIABLE PAYER                    │  │
│  │   7      6                                              │  │
│  │   8      7                                              │  │
│  │   9      8                                              │  │
│  │  10      9                                              │  │
│  │                                                        │  │
│  │  [?] '1' - '10' TO AMEND, 'ENTER' TO UPDATE     ■       │  │
│  └───────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

Tables

Table entries 1-14 are displayed on the screen and the contents of each line may be changed as required. (These entries correspond to the Logo on Invoices or Credit Notes). Simply enter the line number to be changed followed by **[ENTER]** and the contents of the line can be entered. **[ENTER]** again will move the cursor to the prompt at the bottom of the screen. **[ENTER]** will then update the information on the screen to the disc.

```
┌─────────────────────────────────────────────────────────────┐
│  12. AMEND TABLES / VAT RATES / CLASSES     CAMBERLEY GARDEN CENTRE  │
│                                                             │
│  ─────────────────────────────────────────────────────────  │
│  TABLE      CONTENTS                                        │
│                                                             │
│    1        CAMBERLEY GARDEN CENTRE                         │
│    2        710 GROVE ROAD                                 │
│    3        CAMBERLEY                                      │
│    4        SURREY                                         │
│    5        GU10 4RL                                       │
│    6        ================================               │
│    7        VAT REGISTRATION NUMBER                        │
│    8        529 5237 86                                    │
│    9        ================================               │
│   10        OPENING HOURS:-                               │
│   11        MONDAY TO FRIDAY 8.30 TO 6.00                  │
│   12        WEEKENDS 8.30 TO 7.30                          │
│   13        ================================               │
│   14        TEL CAMBERLEY (0276) 502134                    │
│  [?] '1' - '14' TO AMEND, 'ENTER' TO UPDATE     ■          │
└─────────────────────────────────────────────────────────────┘
```

VAT

VAT Rates may be altered as required (10 rates are available).

Simply enter the line number to be changed followed by **[ENTER]** and the contents of the VAT Code field may be entered in the range 00.01% to 99.99%. **[ENTER]** again will send the cursor to the prompt at the bottom of the screen. **[ENTER]** will then update the information on the screen to a disc.

VAT PRECISION is used in the system to control the accuracy of the split of Goods and VAT on a posting, in the Sales Ledger System (ASLS).

When set to, say 0.09 the VAT amount on an Invoice Line may be within plus or minus 0.08 of the Computer calculated amount, otherwise a warning will be displayed (while posting).

VAT Rates may not be altered if GOODS or VAT entries are outstanding for that code.

```
┌─────────────────────────────────────────────────────────────────┐
│  12. AMEND TABLES / VAT RATES / CLASSES        CAMBERLEY GARDEN CENTRE  │
│  ┌─────────────────────────────────────────────────────────────┐  │
│  │      CODE  [ % ]        [ ---GOODS--- ]    [ ----VAT---- ]   │  │
│  │       1    0   15.00          23,525.23         3,483.92     │  │
│  │       2    1    0.00              48.80             0.00     │  │
│  │       3    2    0.00               0.00             0.00     │  │
│  │       4    3    0.00             672.14             0.00     │  │
│  │       5    4    0.00               0.00             0.00     │  │
│  │       6    5    0.00               0.00             0.00     │  │
│  │       7    6    0.00               0.00             0.00     │  │
│  │       8    7    0.00               0.00             0.00     │  │
│  │       9    8    0.00               0.00             0.00     │  │
│  │      10    9    0.00               0.00             0.00     │  │
│  │                                                             │  │
│  │   11 VAT PRECISION?     0.01                                │  │
│  │                                                             │  │
│  │   [?] '1' - '11' TO AMEND, 'ENTER' TO UPDATE   ▪           │  │
│  └─────────────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────────┘
```

N.B. The value in the GOODS column does not include VAT Values.

7.13 Amend System Parameters

Please do not take this option unless you are one hundred percent certain of the functions of the system parameters.

This routine is vitally important to the smooth running of the system.

```
┌─────────────────────────────────────────────────────────────────┐
│  13. AMEND SYSTEM PARAMETERS                 CAMBERLEY GARDEN CENTRE  │
│  ┌─────────────────────────────────────────────────────────────┐  │
│  │                                                             │  │
│  │  ENTER 'YES' IF YOU WISH TO PROCEED   ▪                     │  │
│  │  [ ENTER ANYTHING ELSE TO RETURN TO THE MENU ]             │  │
│  │                                                             │  │
│  │                                                             │  │
│  │                                                             │  │
│  │                                                             │  │
│  │                                                             │  │
│  │                                                             │  │
│  └─────────────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────────┘
```

N.B. Y E S should be typed in using capital (upper case) characters.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────┐  │
│  │ 13.AMEND SYSTEM PARAMETERS           CAMBERLEY GARDEN CENTRE │  │
│  │                                                       │  │
│  │ TYPE[-------------OLD------------][-----------NEW---------------] │  │
│  │                                                       │  │
│  │   1.NAME  CAMBERLEY GARDEN CENTRE                      │  │
│  │   2.PRNT  45                                          │  │
│  │   3.ST%1  IF PAID WITHIN 7 DAYS                       │  │
│  │   4.ST%2  DISCOUNT WILL BE ALLOWED ->                 │  │
│  │   5.STAT                                              │  │
│  │   6.CHR 1 45                                          │  │
│  │   7.CHR 2 45                                          │  │
│  │   8.LINES 66                                          │  │
│  │   9.PAUSE N                                           │  │
│  │  10.TITLE CAMBERLEY GARDEN CENTRE                     │  │
│  │  11.REG   10000009                                   │  │
│  │                                                       │  │
│  │                                                       │  │
│  │ [?]'1'-'11'TO AMEND, 'ENTER' TO UPDATE    ■          │  │
│  └───────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

The screen shows all the parameters which the system requires to run successfully. Enter these parameters as required on instruction from the user and note carefully the following instructions.

1. NAME   30 Characters : User Name which will be printed at the top of all reports.

2. PRNT   Graphic character on Invoice or Credit Note. Set to 45.

3. ST%1   25 characters which are used to describe the terms of settlement discount.

4. ST%2   30 characters which describe the settlement discount amount

5. STAT   Set to P for preprinted stationery.

6. CHR 1   Format Character 1 (1-255 only).

7. CHR 2   Format Character 2 (1-255 only)
   Both above default to 45 and refer to special graphic print characters on Invoices and Reports.

8. LINES   Number of lines per page, normally 66.

9. PAUSE   Y or N for use with sheet fed printer.

10. TITLE   The screen title (30 characters).

11. REG   The serial number printed on the label of the Master Program Disc.

7.14 End Program

Select this option to end program by entering 14 followed by **[ENTER]** and the program closes all files and terminates processing.

We strongly advise you to take copies of data discs at this stage, see Section 10.

8 Sample Reports

```
-------------------------[ CAMBERLEY GARDEN CENTRE          ] -------------------------
------------------------- [INV] [ DAYBOOK LISTING / RUN 3 ] -------------------------
------- [ CP/M VERSION ---------- DATED 30.11.84 ---------- PAGE    1 ] -------

[A/C] [    TYPE    ] REF.1. [ DATE ] [ - AMOUNT - ] [ VAT / DISC ] REF.2.


     6  1  INVOICE    1091  20.11.84         176.54         22.73  999999
     1  1  INVOICE    1092  20.11.84          18.65          2.41  999999
     8  1  INVOICE    1093  20.11.84         152.31          4.95  999999
     5  1  INVOICE    1094  20.11.84          37.14          4.74  999999
     8  1  INVOICE    1095  20.11.84         446.22         47.54  999999
    14  2  CR.NOTE     969  24.11.84         151.19         19.72  999999
     9  1  INVOICE    1096  24.11.84          20.02          2.58  999999
     9  1  INVOICE    1097  24.11.84          30.03          3.87  999999
     9  1  INVOICE    1098  24.11.84          29.54          3.80  999999
     9  1  INVOICE    1099  24.11.84          99.64         12.83  999999
     6  1  INVOICE    1100  24.11.84          29.54          3.80  999999
     9  1  INVOICE    1101  24.11.84          17.65          2.27  999999
     8  1  INVOICE    1102  24.11.84         446.22         47.54  999999
     1  1  INVOICE    1103  24.11.84         185.61         23.89  999999
     6  1  INVOICE    1104  24.11.84          85.94         11.07  999999
     5  1  INVOICE    1105  24.11.84         463.82         54.77  999999
     4  1  INVOICE    1106  24.11.84         342.66         44.12  999999
     9  1  INVOICE    1107  24.11.84         236.31         30.42  999999
    10  1  INVOICE    1108  28.11.84       1,003.49         96.19  999999
    12  1  INVOICE    1109  28.11.84      17,753.23      2,285.37  999999
    14  1  INVOICE    1110  28.11.84         264.96         34.11  999999
     1  2  CR.NOTE     970  28.11.84         152.25         19.60  999999
-----------------------------------------------------------------------
        DAYBOOK TOTALS ->                   21,536.08      2,699.68
-----------------------------------------------------------------------
```

```
------------------------ [ CAMBERLEY GARDEN CENTRE        ] ------------------------
---------------------------- [INV] [ VAT SUMMARY ] ----------------------------
------- [ CP/M VERSION ----------- DATED 30.11.84 ----------- PAGE    1 ] -------

         [ CODE ]     [ RATE% ]     [ -- GOODS -- ]     [ --- VAT --- ]
------------------------------------------------------------------------------

            0          15.00          23,525.23          3,483.92

            1           0.00              48.80              0.00

            2           0.00               0.00              0.00

            3           0.00             672.14              0.00

            4           0.00               0.00              0.00

            5           0.00               0.00              0.00

            6           0.00               0.00              0.00

            7           0.00               0.00              0.00

            8           0.00               0.00              0.00

            9           0.00               0.00              0.00
------------------------------------------------------------------------------
         VAT TOTALS ->                 24,246.17          3,483.92
------------------------------------------------------------------------------
```

```
---------------------------- [ CAMBERLEY GARDEN CENTRE        ] ----------------------------
------------------- [INV] [ ALPHABETIC LIST OF ACCOUNTS ] -----------------------
--------- [ CP/M VERSION ---------- DATED 30.11.84 ---------- PAGE    1 ] ---------

[A/C] [ NAME AND ADDRESS ]
----------------------------------------------------------------------------------

A    11 AMERICAN ELECTRONICS LTD,AMERICAN HOUSE,STATEMAN SQUARE,GUILDFORD
        GU85 6QH
D     1 FLEET NEW HOSPITAL,NEW ROAD,FLEET,HANTS,GU12 3ER
E     8 EDWARDS,123 MAIN ROAD,ALDERSHOT,HANTS,GU76 3WQ
F     9 FLEET NURSING HOME,OLD TOWN ROAD,FLEET,HANTS,GU12 8LK
F    12 FOSTERS BREWERY,2 SOUTH ST,ALDERSHOT,HANTS,GU52 6PA
F    14 FARNBOROUGH HOME IMPROVEMENTS,3521 KINGSMEAD,FARNBOROUGH,HANTS,GU52 6KD
G     7 GERRY'S INDIAN RESTAURANT,HIGH ROAD,THE OLD SQUARE,WOKING,SURREY
M     2 MARTIN CLEANING LTD,THE SHOW ROOM,TREETOP LANE,BRACKNELL,BERKS
M     6 MINLEY FUNERAL DIRECTORS,523 MINLEY ROAD,COVE,FARNBOROUGH,HANTS
P    10 PRICELOW HYPERMARKET PLC,RUSHTON SQUARE,TOWN CENRE,WOKINGHAM,BERKS
R     4 ROLANDS FLORISTS,HIGH ST,WINDSOR,BERKS,WI11 2RT
T     3 TOP DRESSING LANDSCAPERS,220 CHERRY BUSH AVE,CAMBERLEY,SURREY,GU13 PLM
T    13 THE FOUR CRABTREES,FRIMLEY ROAD,CAMBERLEY,SURREY,GU14 2QW
W     5 WOOTTON WONDERS LTD,3524 LONDON ROAD,CAMBERLEY,SURREY,GU13 2WE

----------------------------------------------------------------------------------
NUMBER OF ACTIVE ACCOUNTS ON FILE -> 14
----------------------------------------------------------------------------------
```

```
LAST MVT    PG  US  DISC%  V    M.S.L ,R.O.L     PHYS.   SELL PRICE  COST PRICE
[ T/O. ] [T/O VAL.] [ C.O.S.  ] U GP% [ GROSS P ][ GP% ][ VALUE SP ][ VALUE CP ]
```

```
[ 1       ] [ GARDEN FORK           ]
28.11.84    40   2  5.00  3        2      5     23.00      14.99        8.00
    53.00      672.14      424.00  46.63   248.14  36.92    344.77      184.00

[ 2       ] [ LARGE BOUQUET         ]
28.11.84    70   1  5.00  3        0      0     20.00      17.99        6.00
    56.00      864.40      336.00  66.65   528.40  61.13    359.80      120.00

[ 3       ] [ SMALL BOUQUET         ]
28.11.84    70   1  3.00  0        0      0      8.00       9.99        3.00
    60.00      540.98      180.00  69.97   360.98  66.73     79.92       24.00

[ 4       ] [ LARGE STONE GNOME     ]
28.11.84    60   1  5.00  0        3      6     46.00      12.99        7.00
    31.00      338.11      217.00  46.11   121.11  35.82    597.54      322.00

[ 5       ] [ SMALL STONE GNOME     ]
28.11.84    60   1  5.00  0        5      8     19.00       7.99        4.50
    70.00      476.64      315.00  43.68   161.64  33.91    151.81       85.50

[ 6       ] [ TULIP BULBS           ]
28.11.84    20   4 10.00  0       20     10     12.00       1.50        0.70
   175.00      211.68      122.50  53.33    89.18  42.13     18.00        8.40

[ 7       ] [ DAFFODILS             ]
28.11.84    20   6  5.00  0        2      5     55.00       1.50        0.80
   208.00      263.40      166.40  46.67    97.00  36.83     82.50       44.00

[ 8       ] [ PLASTIC WATER LILLIES ]
28.11.84    60   2 10.00  0        2     10    150.00       2.00        0.30
   200.00      322.74       60.00  85.00   262.74  81.41    300.00       45.00

[ 9       ] [ PLASTIC TROWEL        ]
12.08.84    80   1  0.00  1        0      0    159.00       0.80        0.30
    80.00       48.80       24.00  62.50    24.80  50.82    127.20       47.70

[ 10      ] [ CARROT SEEDS          ]
24.11.84    10   3  1.00  0        5      5     76.00       0.60        0.40
   133.00       69.44       53.20  33.33    16.24  23.39     45.60       30.40

[ 11      ] [ POPPY SEEDS           ]
28.11.84    10   3  0.00  0        2      5     92.00       0.90        0.60
   157.00      125.14       94.20  33.33    30.94  24.72     82.80       55.20

[ 12      ] [ CAULIFLOWER SEEDS     ]
20.11.84    10   8  0.00  0        2     10     41.00       0.60        0.50
    20.00        9.60       10.00  16.67    -0.40   N/A       24.60       20.50
```

```
-------------------------------------------------------------------------------
------ INVOICE [ NUMBER 1101 ] ------
-------------------------------------------------------------------------------
  |-------------------------------------|    |-------------------------------------|
    INVOICE TO :-
                                              CAMBERLEY GARDEN CENTRE
    FLEET NURSING HOME                        710 GROVE ROAD
    OLD TOWN ROAD                             CAMBERLEY
    FLEET                                     SURREY
    HANTS                                     GU10 4QL
    GU12 8LK                                  ====================================
  |-------------------------------------|    VAT REGISTRATION NUMBER
  |-------------------------------------|    529 5237 86
  DELIVERED TO :-                            ====================================
                                             OPENING HOURS :-
                                             MONDAY TO FRIDAY 8.30 TO 6.00
                                             WEEKENDS 8.30 TO 7.30
                                             ====================================
                                             TEL CAMBERLEY (0276) 502134

  |-------------------------------------|    |-------------------------------------|
  DATE 24.11.84  OUR REF 479
  ACCOUNT    9 YOUR REF 1240
  |-----------------------------------------------------------------------------|
  [-ITEM-] PG [----- DESCRIPTION----] VAT [--PRICE--] [-QNTY-] [-- VALUE --]
  |-----------------------------------------------------------------------------|

  2        70 LARGE BOUQUET            0       17.09     1.00        15.38




  ALL ITEMS ABOVE - LINE TOTALS - INCLUDE AN OVERALL DISCOUNT OF  10.00%
  ---------------------------------------------------------------------
                                       GOODS TOTAL            15.38
             VAT SUMMARY               PLUS VAT.               2.27

  CODE  RATE% [  GOODS  ][  VAT  ]
   0  15.00%      15.38      2.27



  ---------------------------------      |-------------------------------------|
                 15.38      2.27         INVOICE TOTAL ->          17.65
  ---------------------------------      |-------------------------------------|
  If paid within 7 days    1.50% discount will be allowed ->       0.23
-------------------------------------------------------------------------------
```

AMSOFT SALES INVOICING SYSTEM

```
-------------------------------------------------------------------------
----- INVOICE [ NUMBER 1102 ] -----
-------------------------------------------------------------------------
  |---------------------------------|   |---------------------------------|
   INVOICE TO :-
                                         CAMBERLEY, GARDEN CENTRE
   EDWARDS                               710 GROVE ROAD
   123 MAIN ROAD                         CAMBERLEY
   ALDERSHOT                             SURREY
   HANTS                                 GU10 4QL
   GU76 3WQ                              ================================
  |---------------------------------|   VAT REGISTRATION NUMBER
  |---------------------------------|   529 5237 86
  DELIVERED TO :-                        ================================
                                         OPENING HOURS :-
                                         MONDAY TO FRIDAY 8.30 TO 6.00
                                         WEEKENDS 8.30 TO 7.30
                                         ================================
                                         TEL CAMBERLEY (0276) 502134

  |---------------------------------|   |---------------------------------|
  DATE 24.11.84  OUR REF 481
  ACCOUNT    8 YOUR REF 52\MB\12
  |---------------------------------------------------------------------|
  [-ITEM-] PG [----- DESCRIPTION----] VAT [--PRICE--] [-QNTY-] [-- VALUE --]
  |---------------------------------------------------------------------|

  1         40 GARDEN FORK            3       14.24      6.00         76.90
  2         70 LARGE BOUQUET          0       17.09      1.00         15.38
  6         20 TULIP BULBS            0        1.35     20.00         24.30
  5         60 SMALL STONE GNOME      0        7.59      3.00         20.49
  ABCD1234  90 WHEELBARROW            0       23.39     12.00        252.61


             EXTRA CHARGE FOR
             DELIVERY AS SENT
          93 BY SPECIAL COURIER       0       10.00      1.00          9.00




  ALL ITEMS ABOVE - LINE TOTALS - INCLUDE AN OVERALL DISCOUNT OF  10.00%
  ----------------------------------------------------------------------
                                      GOODS TOTAL                  398.68
                                      ----------------------------------
              VAT SUMMARY             PLUS VAT.                     47.54
  ----------------------------------------------------------------------
  CODE  RATE% [  GOODS  ][   VAT   ]

   0  15.00%     321.78      47.54
   3   0.00%      76.90       0.00


  ----------------------------------   |---------------------------------|
              398.68      47.54        INVOICE TOTAL ->             446.22
  ----------------------------------   |---------------------------------|

  If paid within 7 days    1.50% discount will be allowed ->         5.98
  ----------------------------------------------------------------------
```

```
--------------------------------------------------------------------
----- INVOICE [ NUMBER 1103 ] -----
--------------------------------------------------------------------
  |---------------------------------|   |---------------------------------|
    INVOICE TO :-                          CAMBERLEY GARDEN CENTRE
                                           710 GROVE ROAD
    FLEET NEW HOSPITAL                     CAMBERLEY
    NEW ROAD                               SURREY
    FLEET                                  GU10 4QL ,
    HANTS                                  ================================
    GU12 3ER                               VAT REGISTRATION NUMBER
  |---------------------------------|      529 5237 86
  |---------------------------------|      ================================
  DELIVERED TO :-                          OPENING HOURS :-
                                           MONDAY TO FRIDAY 8.30 TO 6.00
                                           WEEKENDS 8.30 TO 7.30
                                           ================================
                                           TEL CAMBERLEY (0276) 502134

  |---------------------------------|   |---------------------------------|
  DATE 24.11.84  OUR REF 486
  ACCOUNT    1 YOUR REF PP.223.AS
  |--------------------------------------------------------------------|
  [-ITEM-] PG [----- DESCRIPTION----] VAT [--PRICE--] [-QNTY-] [-- VALUE --]
  |--------------------------------------------------------------------|

  2        70 LARGE BOUQUET          0      17.09     5.00        76.90
  3        70 SMALL BOUQUET          0       9.69     5.00        43.60
  6        20 TULIP BULBS            0       1.35    20.00        24.30
  7        20 DAFFODILS              0       1.43    10.00        12.87
  11       10 POPPY SEEDS            0       0.90     5.00         4.05




  ALL ITEMS ABOVE - LINE TOTALS - INCLUDE AN OVERALL DISCOUNT OF  10.00%
  ------------------------------------------------------------------------
                                       GOODS TOTAL            161.72
                VAT SUMMARY            PLUS VAT.                23.89
  ------------------------------------------------------------------------
  CODE  RATE% [  GOODS  ][   VAT    ]

   0  15.00%      161.72     23.89



  ------------------------------         |---------------------------------|
              161.72     23.89           | INVOICE TOTAL ->        185.61  |
  ------------------------------         |---------------------------------|

  If paid within 7 days    1.50% discount will be allowed ->       2.43
--------------------------------------------------------------------
```

```
----------------------------------------------------------------------------------
----- INVOICE [ NUMBER 1104 ] -----
----------------------------------------------------------------------------------
|----------------------------------|          |----------------------------------|
  INVOICE TO :-                                  CAMBERLEY GARDEN CENTRE
                                                 710 GROVE ROAD
  MINLEY FUNERAL DIRECTORS                       CAMBERLEY
  523 MINLEY ROAD                                SURREY
  COVE                                           GU10 4QL
  FARNBOROUGH                                    ==================================
  HANTS                                          VAT REGISTRATION NUMBER
|----------------------------------|             529 5237 86
|----------------------------------|            ==================================
DELIVERED TO :-                                  OPENING HOURS :-
                                                 MONDAY TO FRIDAY 8.30 TO 6.00
  ST PAUL'S CHURCH                               WEEKENDS 8.30 TO 7.30
  CHURCH HILL                                    ==================================
  BRACKNELL
  BERKS                                          TEL CAMBERLEY (0276) 502134

|----------------------------------|          |----------------------------------|
DATE 24.11.84  OUR REF 489
ACCOUNT    6 YOUR REF 44219
|--------------------------------------------------------------------------------|
[-ITEM-] PG [----- DESCRIPTION----] VAT [--PRICE--] [-QNTY-] [-- VALUE --]
|--------------------------------------------------------------------------------|

  2        70 LARGE BOUQUET            0       17.09      3.00          46.14
  3        70 SMALL BOUQUET            0        9.69      3.00          26.16
  7        20 DAFFODILS                0        1.43      2.00           2.57
                                              --------

  ALL ITEMS ABOVE - LINE TOTALS - INCLUDE AN OVERALL DISCOUNT OF  10.00%
  ------------------------------------------------------------------------------
                                          GOODS TOTAL              74.87
                                          ----------------------------------
              VAT SUMMARY                 PLUS VAT.                11.07
  ------------------------------------------------------------------------------
  CODE  RATE% [ GOODS ][  VAT  ]
  ------------------------------------------
   0  15.00%      74.87      11.07



  ------------------------------------      |----------------------------------|
                  74.87      11.07          INVOICE TOTAL ->         85.94
  ------------------------------------      |----------------------------------|

  If paid within 7 days    1.50% discount will be allowed ->        1.12
----------------------------------------------------------------------------------
```

AMSOFT SALES INVOICING SYSTEM   **Page 37**

```
------------------------------------------------------------------------
----- INVOICE [ NUMBER 1105 ] -----
------------------------------------------------------------------------
|-------------------------------------|   |----------------------------------|
  INVOICE TO :-
                                          CAMBERLEY GARDEN CENTRE
  WOOTTON WONDERS LTD                     710 GROVE ROAD
  3524 LONDON ROAD                        CAMBERLEY
  CAMBERLEY                               SURREY
  SURREY                                  GU10 4QL
  GU13 2WE                                ==================================
|-------------------------------------|   VAT REGISTRATION NUMBER
|-------------------------------------|   529 5237 86
DELIVERED TO :-                           ==================================
                                          OPENING HOURS :-
  WOOTTON WONDERS LTD                     MONDAY TO FRIDAY 8.30 TO 6.00
  44-49 ANGLESEY ROAD                     WEEKENDS 8.30 TO 7.30
  ALTON                                   ==================================
  HANTS                                   TEL CAMBERLEY (0276) 502134

|-------------------------------------|   |----------------------------------|
DATE 24.11.84  OUR REF 490      SPECIAL OFFER PRICES ARE FOR THIS
ACCOUNT    5 YOUR REF 25\MT\2224 MONTH ONLY (NOVEMBER 1984)
|-------------------------------------------------------------------------|
[-ITEM-] PG [----- DESCRIPTION----] VAT [--PRICE--] [-QNTY-] [-- VALUE --]
|-------------------------------------------------------------------------|

 1       40 GARDEN FORK              3      14.24     3.00         38.45
 2       70 LARGE BOUQUET           0      17.09     2.00         30.76
 3       70 SMALL BOUQUET           0       9.69     1.00          8.72
 4       60 LARGE STONE GNOME       0      12.34     4.00         44.42
 5       60 SMALL STONE GNOME       0       7.59    20.00        136.62
 6       20 TULIP BULBS             0       1.35    30.00         36.45
 7       20 DAFFODILS               0       1.43     3.00          3.86
 8       60 PLASTIC WATER LILLIES   0       1.80    50.00         81.00
10       10 CARROT SEEDS            0       0.59    13.00          6.90
11       10 POPPY SEEDS             0       0.90    27.00         21.87




   ALL ITEMS ABOVE - LINE TOTALS - INCLUDE AN OVERALL DISCOUNT OF  10.00%
   ---------------------------------------------------------------------
                                    GOODS TOTAL              409.05
                                    ---------------------------------------
             VAT SUMMARY            PLUS VAT.                 54.77
                                    ---------------------------------------
CODE  RATE% [   GOODS  ][   VAT   ]

  0   15.00%     370.60     54.77
  3    0.00%      38.45      0.00


   ---------------------------------   |----------------------------------|
             409.05     54.77          INVOICE TOTAL ->        463.82
   ---------------------------------   |----------------------------------|

 If paid within 7 days    1.50% discount will be allowed ->       6.14
------------------------------------------------------------------------
```

```
----------------------------------------------------------------------
----- INVOICE [ NUMBER 1106 ] -----
----------------------------------------------------------------------

  |----------------------------------------|   |-------------------------------|
   INVOICE TO :-
                                                 CAMBERLEY GARDEN CENTRE
   ROLANDS FLORISTS                              710 GROVE ROAD
   HIGH ST                                       CAMBERLEY
   WINDSOR                                       SURREY
   BERKS                                         GU10 4QL
   WI11 2RT                                      ===============================
  |----------------------------------------|   VAT REGISTRATION NUMBER
  |----------------------------------------|   529 5237 86
  DELIVERED TO :-                              ===============================

   ROLAND FLORISTS                              OPENING HOURS :-
   665 POPULAR AVE                              MONDAY TO FRIDAY 8.30 TO 6.00
   MAIDENHEAD                                   WEEKENDS 8.30 TO 7.30
   BERKS                                        ===============================
                                                TEL CAMBERLEY (0276) 502134

  |----------------------------------------|   |-------------------------------|
  DATE 24.11.84  OUR REF 492     THE GARDEN CENTRE WILL BE CLOSED FOR THE
  ACCOUNT    4 YOUR REF 25\25\ADS  WHOLE OF CHRISTMAS WEEK.
  |--------------------------------------------------------------------------|
  [-ITEM-] PG [----- DESCRIPTION----] VAT [--PRICE--] [-QNTY-] [-- VALUE --]
  |--------------------------------------------------------------------------|

  2       70 LARGE BOUQUET           0      17.09    10.00        153.81
  3       70 SMALL BOUQUET           0       9.69    10.00         87.21
  7       20 DAFFODILS               0       1.43    10.00         12.87
          93 NEW PRODUCT 1           0       2.41    10.00         21.69
          93 NEW PRODUCT 2           0       1.21     7.00          7.62
          93 NEW PRODUCT 3           0       3.41     5.00         15.34




  ALL ITEMS ABOVE - LINE TOTALS - INCLUDE AN OVERALL DISCOUNT OF  10.00%
  ------------------------------------------------------------------------
                                       GOODS TOTAL            298.54
                                       -------------------------------
            VAT SUMMARY                PLUS VAT.               44.12
  ---------------------------------    -------------------------------
  CODE  RATE% [  GOODS  ][  VAT  ]

   0   15.00%    298.54      44.12



  -----------------------------------   |-------------------------------|
            298.54      44.12           | INVOICE TOTAL ->      342.66 |
  -----------------------------------   |-------------------------------|

  If paid within 7 days    1.50% discount will be allowed ->        4.48
  ------------------------------------------------------------------------
```

```
-------------------------------------------------------------------
----- INVOICE [ NUMBER 1107 ] -----
-------------------------------------------------------------------
  |----------------------------------|   |----------------------------------|
   INVOICE TO :-
                                          CAMBERLEY GARDEN CENTRE
   FLEET NURSING HOME                     710 GROVE ROAD
   OLD TOWN ROAD                          CAMBERLEY
   FLEET                                  SURREY
   HANTS                                  GU10 4QL
   GU12 8LK                               ==================================
  |----------------------------------|   VAT REGISTRATION NUMBER
  |----------------------------------|   529 5237 86
  DELIVERED TO :-                         ==================================
                                          OPENING HOURS :-
                                          MONDAY TO FRIDAY 8.30 TO 6.00
                                          WEEKENDS 8.30 TO 7.30
   (AS INVOICE ADDRESS)                   ==================================
                                          TEL CAMBERLEY (0276) 502134

  |----------------------------------|   |----------------------------------|
  DATE 24.11.84  OUR REF 495        TERMS OF PAYMENT :- 30 DAYS FROM DATE
  ACCOUNT    9 YOUR REF 23864       IF INVOICE
  |----------------------------------------------------------------------|
  [-ITEM-] PG [----- DESCRIPTION----] VAT [--PRICE--] [-QNTY-] [-- VALUE --]
  |----------------------------------------------------------------------|

   2        70 LARGE BOUQUET            0      17.09      5.00      76.90
   3        70 SMALL BOUQUET            0       9.69      6.00      52.33
   7        20 DAFFODILS                0       1.43     13.00      16.73
            93 NEW PRODUCT 1            0       2.29      6.00      12.37
            93 NEW PRODUCT 2            0       0.86     20.00      15.48
            93 NEW PRODUCT 3            0       3.24     11.00      32.08


           SPECIAL PRICE ON NEW PRODUCT 2
           AS AGREED WITH MR J SAUNDERS




   ALL ITEMS ABOVE - LINE TOTALS - INCLUDE AN OVERALL DISCOUNT OF  10.00%
  ------------------------------------------------------------------------
                                     GOODS TOTAL            205.89
                 VAT SUMMARY         ---------------------------------------
  ------------------------------------ PLUS VAT.             30.42
  CODE  RATE% [  GOODS  ][   VAT   ]
  ------------------------------------
   0  15.00%     205.89     30.42



  ------------------------------------    |----------------------------------|
                205.89     30.42          INVOICE TOTAL ->        236.31
  ------------------------------------    |----------------------------------|

  If Paid within 7 days    1.50% discount will be allowed ->        3.09
-------------------------------------------------------------------
```

```
------------------------------------------------------------------------
----- INVOICE [ NUMBER 1108 ] -----
------------------------------------------------------------------------
|--------------------------------------|    |--------------------------------------|
  INVOICE TO :-                              CAMBERLEY GARDEN CENTRE
                                             710 GROVE ROAD
  PRICELOW HYPERMARKET PLC                   CAMBERLEY.
  RUSHTON SQUARE                             SURREY
  TOWN CENRE                                 GU10 40L
  WOKINGHAM                                  ==================================
  BERKS                                      VAT REGISTRATION NUMBER
|--------------------------------------|     529 5237 86
|--------------------------------------|    ==================================
DELIVERED TO :-                              OPENING HOURS :-
                                             MONDAY TO FRIDAY 8.30 TO 6.00
  GOODS ENTRANCE                             WEEKENDS 8.30 TO 7.30
  19 RUSHTON TRADING ESTATE                  ==================================
  WOKINGHAM                                  TEL CAMBERLEY (0276) 502134

|--------------------------------------|    |--------------------------------------|
DATE 28.11.84  OUR REF 497    JANUARY SALE STARTS ON 5TH JANUARY 1985
ACCOUNT   10 YOUR REF 6325\WD
|------------------------------------------------------------------------|
[-ITEM-] PG [----- DESCRIPTION----] VAT [--PRICE--] [-QNTY-] [-- VALUE --]
|------------------------------------------------------------------------|

1       40 GARDEN FORK              3      14.24     20.00      256.32
2       70 LARGE BOUQUET            0      17.09      4.00       61.52
3       70 SMALL BOUQUET            0       9.69      4.00       34.88
4       60 LARGE STONE GNOME        0      12.34     20.00      222.12
5       60 SMALL STONE GNOME        0       7.59     20.00      136.62
6       20 TULIP BULBS              0       1.35     50.00       60.75
7       20 DAFFODILS                0       1.43     10.00       12.87
8       60 PLASTIC WATER LILLIES    0       1.80     50.00       81.00
        93 NEW PRODUCT 1            0       2.29     20.00       41.22

           NEW PRICE LIST WILL BE AVAILABLE
           ON 5TH JANUARY 1985




  ALL ITEMS ABOVE - LINE TOTALS - INCLUDE AN OVERALL DISCOUNT OF  10.00%
  --------------------------------------------------------------------
                                        GOODS TOTAL          907.30

              VAT SUMMARY               PLUS VAT.             96.19
  --------------------------------------------------------------------
  CODE  RATE% [  GOODS  ][   VAT   ]

   0  15.00%     650.98      96.19
   3   0.00%     256.32       0.00



  --------------------------------       |------------------------------|
              907.30      96.19          INVOICE TOTAL ->     1,003.49
  --------------------------------       |------------------------------|

  If paid within 7 days    1.50% discount will be allowed ->      13.61
------------------------------------------------------------------------
```

```
---------------------------------------------------------------------
----- INVOICE [ NUMBER 1110 ] -----
---------------------------------------------------------------------
  |--------------------------------|    |--------------------------------|
   INVOICE TO :-
                                          CAMBERLEY GARDEN CENTRE
   FARNBOROUGH HOME IMPROVEMENTS          710 GROVE ROAD
   3521 KINGSMEAD                         CAMBERLEY
   FARNBOROUGH                            SURREY
   HANTS                                  GU10 4QL
   GU52 6KD                               ================================
  |--------------------------------|     VAT REGISTRATION NUMBER
  |--------------------------------|     529 5237 86
  DELIVERED TO :-                        ================================
                                         OPENING HOURS :-
                                         MONDAY TO FRIDAY 8.30 TO 6.00
                                         WEEKENDS 8.30 TO 7.30
                                         ================================
                                         TEL CAMBERLEY (0276) 502134

  |--------------------------------|    |--------------------------------|
  DATE 28.11.84  OUR REF 513
  ACCOUNT    14 YOUR REF 523649
  |--------------------------------------------------------------------|
  [-ITEM-] PG [----- DESCRIPTION----] VAT [--PRICE--] [-QNTY-] [-- VALUE --]
  |--------------------------------------------------------------------|



             THIS IS AN EXAMPLE OF A FREE FORMAT
             INVOICE THAT CAN EASILY BE PRODUCED
             USING THE SPECIAL FEATURE INCORPORATED
             IN THIS SYSTEM.

             FOR EXAMPLE:-

             FOR LANDSCAPING OF CUSTOMERS GARDEN
             AS PER CUSTOMERS SPECIAL INSTRUCTIONS
       93                                0      237.50    1.00       213.75
       93 CARRIAGE OF ACCESSORIES        0       19.00    1.00        17.10


  ALL ITEMS ABOVE - LINE TOTALS - INCLUDE AN OVERALL DISCOUNT OF  10.00%
  -----------------------------------------------------------------------
                                        GOODS TOTAL            230.85
                      ------------------------------------------------
                   VAT SUMMARY          PLUS VAT.               34.11
  -----------------------------------------------------------------------
  CODE  RATE% [  GOODS  ][   VAT   ]
  --------------------------------
    0  15.00%    230.85     34.11




  ---------------------------------   |--------------------------------|
               230.85     34.11       | INVOICE TOTAL ->       264.96 |
  ---------------------------------   |--------------------------------|
  If paid within 7 days     1.50% discount will be allowed ->        3.46
  -----------------------------------------------------------------------
```

```
----- INVOICE [ NUMBER 1109 ] -----

 |------------------------------------|    |------------------------------------|
   INVOICE TO :-
                                             CAMBERLEY GARDEN CENTRE
   FOSTERS BREWERY                           710 GROVE ROAD
   2 SOUTH ST                                CAMBERLEY
   ALDERSHOT                                 SURREY
   HANTS                                     GU10 4OL
   GU52 6PA                                  ====================================
 |------------------------------------|      VAT REGISTRATION NUMBER
 |------------------------------------|      529 5237 86
 DELIVERED TO :-                             ====================================

                                             OPENING HOURS :-
                                             MONDAY TO FRIDAY 8.30 TO 6.00
   (DELIVERY TO INVOICE ADDRESS)             WEEKENDS 8.30 TO 7.30
                                             ====================================
                                             TEL CAMBERLEY (0276) 502134

 |------------------------------------|    |------------------------------------|
 DATE 28.11.84  OUR REF 506           PROMPT PAYMENT OF THIS INVOICE WOULD
 ACCOUNT   12 YOUR REF 236197         BE GREATLY APRECIATED
 |------------------------------------|    |------------------------------------|
 [-ITEM-] PG [----- DESCRIPTION----] VAT [--PRICE--] [-QNTY-] [-- VALUE --]
 |------------------------------------------------------------------------------|

 6        20 TULIP BULBS              0       1.35    20.00        22.95
 7        20 DAFFODILS                0       1.43    20.00        24.31
 8        60 PLASTIC WATER LILLIES    0       1.80    10.00        15.30
 11       10 POPPY SEEDS              0       0.90     5.00         3.82
 ABCD1234 90 WHEELBARROW              0      23.39     1.00        19.88
          93 GARDEN SET               0     120.64   150.00    15,381.60
             AN EXTRA DISCOUNT IS ALLOWED FOR
             BULK ORDER



   ALL ITEMS ABOVE - LINE TOTALS - INCLUDE AN OVERALL DISCOUNT OF  15.00% :
 -------------------------------------------------------------------------------
                                         GOODS TOTAL            15,467.86
              VAT SUMMARY                PLUS VAT.               2,285.37
 CODE  RATE% [ GOODS  ][  VAT   ]

  0  15.00%   15467.86   2285.37


 ---------------------------------      |------------------------------------|
            15467.86   2285.37          INVOICE TOTAL ->       17,753.23
 ---------------------------------      |------------------------------------|

 If paid within 7 days    1.50% discount will be allowed ->        232.02
 -------------------------------------------------------------------------------
```

AMSOFT SALES INVOICING SYSTEM   **Page 43**

```
-------------------------------------------------------------------
----- CREDIT NOTE [ NUMBER 970 ] -----
-------------------------------------------------------------------
:--------------------------------:    :--------------------------------:
  CREDIT TO :-                          CAMBERLEY GARDEN CENTRE
                                        710 GROVE ROAD
  FLEET NEW HOSPITAL                    CAMBERLEY
  NEW ROAD                              SURREY
  FLEET                                 GU10 4QL
  HANTS                                ================================
  GU12 3ER                              VAT REGISTRATION NUMBER
:--------------------------------:      529 5237 86
:--------------------------------:    ================================
  RECEIVED FROM :-                      OPENING HOURS :-
                                        MONDAY TO FRIDAY 8.30 TO 6.00
                                        WEEKENDS 8.30 TO 7.30
                                       ================================
                                        TEL CAMBERLEY (0276) 502134
                                      :--------------------------------:
:--------------------------------:    :--------------------------------:
DATE 28.11.84  OUR REF 1103
ACCOUNT    1 YOUR REF PP.223.AS
                                                                      :
[-ITEM-] PG [----- DESCRIPTION----] VAT [--PRICE--] [-QNTY-] [-- VALUE --]
:-----------------------------------------------------------------------:

2       70 LARGE BOUQUET            0      17.09    5.00      76.90
3       70 SMALL BOUQUET            0       9.69    5.00      43.60
6       20 TULIP BULBS              0       1.35   10.00      12.15

           ISSUED AGAINST ITEMS 1, 2 AND 3
           ON INVOICE NO. 1103 DATED 24.11.84.




  ALL ITEMS ABOVE - LINE TOTALS - INCLUDE AN OVERALL DISCOUNT OF 10.00%
  --------------------------------------------------------------------
                                    GOODS TOTAL            132.65
                                    ---------------------------------
             VAT SUMMARY            PLUS VAT.               19.60
  --------------------------------  ---------------------------------
CODE  RATE% [ GOODS  ][  VAT  ]
  --------------------------------
  0   15.00%    132.65      19.60




  -----------------------------------  :--------------------------------:
            132.65      19.60          : CR.NOTE TOTAL ->       152.25
  -----------------------------------  :--------------------------------:
  If paid within 7 days     1.50% discount will be allowed ->       1.99
  --------------------------------------------------------------------
```

9 Error Messages and Their Explanation

Code	Message	What to Do
<50	Unrecoverable Error	Contact QUEST immediately. Do not do anything else to the computer.
700	Product Not On File	Product Code not set-up, re-select or exit and set up the Product.
701	Invalid Product Code	The Product Code selected is incorrect. Re-try.
702	Product File Full	You have reached the Product File Limit and cannot set up any more Product codes. Delete 'dead' Products from the file.
703	Table Number must be between 1 and 14	Re-enter in the range 1-14
704	Please take the Daybook Listing first	You have tried to update the Sales Ledger before taking a Daybook Listing. Take a Daybook Listing first.
705	Transaction File Full	No space free on the Sales Ledger Transactions File. Run the Month End Routine in ASLS (Sales Ledger).
706	Account must be between 1 and 200	Invalid Account Number entered. Re-try.
707	Invalid Date	Date entered is invalid. Re-try
708	Account not currently in use	The Account has not been set up. Create the account or re-select the account.
709	Daybook contains postings (CLEAR)	Too many Invoices on the Daybook File. Run the update to the Sales Ledger and then continue. Clear Daybook, see Section 7.11.
710	Name and address exceeds maximum 85 characters	Name and address may only be 81-85 characters long in total (depending on the number of Address lines used). Correct and retry.

711	Non-zero stock	Stock item may not be deleted whilst stock quantity is non-zero.
712	Code must be between 1 and 99	Re-enter in the range 1-99
713	Alphacode must be between A-Z	Re-enter
714	Account may not be deleted	An account may only be deleted when all balances are zero and no transactions exist for it.
715	Invoice/CRN number too large	Invoice/CRN number restricted to range 1 to 32000
716	Table number must be between 1 and 10	Re-enter
717	Rate may not be changed	You may not change the VAT % rate while the goods total remains non-zero. If necessary to do so, then Print VAT Report and zeroise VAT totals in section 7.11.
718	Code must be in range 1-94	Re-enter in range 1-94
719	'Open Item' must be 'Y' or 'N'	Enter 'Y' for open Item account or 'N' to operate the Account in Balance Brought Forward mode
995	Set up printer type **ENTER** to continue	The system parameter option has been set to make the printer pause in between each page. Check printer and paper are ready then type **[ENTER]**
996	Invalid Option	Re-enter valid option
997	Minus invalid	Minus value not allowed for this field. Re-enter the value.
998	Invalid Input	Retype the entry.

10 Backing Up/Taking Copies of Discs

The ABC master disc is supplied in vendor format, and should not be used as a work disc. A working copy should be made by copying the files onto a new blank disc, and then copying the system and boot sectors from your CP/M system disc to the newly copied disc. To create a working copy follow steps 1 to 5 below.

1. If you are not already in CP/M, load your CP/M system disc into drive A then type I c p m **[ENTER]**.

2. With your CP/M system disc in disc drive A and new blank disc in drive B, type C O P Y D I S C **[ENTER]**.

3. When requested replace the CP/M system disc in drive A with the ABC master disc and follow the prompts on the screen.

4. Type S Y S G E N **[ENTER]**, follow the screen prompts, and insert your CP/M system disc (Source) and newly copied disc (Destination) as requested.

5. Type B O O T G E N **[ENTER]**, follow the screen prompts, and insert your CP/M system disc (Source) and newly copied disc (Destination) as requested.

You should now have a working copy of the master disc. Keep the original in a safe place and only use the copy.

To make backup copies of your ABC data discs, follow steps 6 to 8 below.

6. If you are not already in CP/M, load your CP/M system disc into drive A then type I c p m **[ENTER]**.

7. With your CP/M system disc in disc drive A and new blank disc in drive B, type C O P Y D I S C **[ENTER]**.

8. When requested replace the CP/M system disc in drive A with the ABC data disc and follow the prompts on the screen.

It is recommended that you make backup copies of your data discs regularly.

11 Notes and Checklist for First Time Users

11.1 Use of ENTER and ESCAPE Key

As an operating standard throughout the Amsoft Business Control system the operator uses the ENTER key on the keyboard to have an input entry accepted, or to continue processing.

ENTER will be signified by **[ENTER]** throughout this manual.

To go back a stage or to cancel an error on input use the ESCAPE key. The ESCAPE key can be freely and repeatedly used to 'back out' of any situation and return to the Master Menu.

ESCAPE will be signified by **[ESC]** throughout this manual.

11.2 Entering Values

Enter the whole number and press **[ENTER]**, the program will insert decimal places and zeros as required.

e.g. 99 **[ENTER]** for goods value will be displayed as 99.00, 99.9 **[ENTER]** will be displayed as 99.90.

11.3 Printer and Paper Wreck Problems resolved

All reports are on demand, are range selectable and will not update the disc files. If something goes wrong with the printer or you run out of paper, correct the problem and simply re-print.

Where the printing of a report is important (i.e. Daybook Listing or Audit Trail), displayed on the screen at the end of the listing is the prompt IS DAYBOOK LIST OK (Y/N) ? By replying N followed by **[ENTER]** then a duplicate listing is produced. This is particularly useful when you have a 'paper wreck' or things go wrong with the printer.

11.4 Printing High Values on Reports

Printout of values normally allow for 99999999.99 ± but where values are greater than this the correct value will be printed with a % in front. This may cause some misalignment of values in the rest of the print line, but this will be a very unusual occurrence.

11.5 Make sure you read Section 10 on Taking Copies of Discs. Remember to take regular copies of discs just in case things go wrong, like spilling coffee on discs or someone kicking the plug out of the wall in the middle of you making a posting.

You can always go back to your 'back-up' discs and start again from the time you took the last copy.

11.6 Checklist for First Time User

Essential at Start

1) Copy Program Discs and know how and when to take regular copies of discs (see Section 10)

3) Register as a user and get CHECKSUM (PASS NUMBER) from QUEST to run system without UNREGISTERED flashing all over the screen.

Set Up Prior to Processing anything

2) AMEND SYSTEM PARAMETERS (see Section 7.13)

4) AMEND TABLES/TAX RATES/CLASSIFICATION CODES AND DESCRIPTIONS (see Section 7.12)

5) Transfer from your existing system.

12 Copyright Clause

Amsoft Business Control

Amsoft Sales Ledger System (ASLS)

Running Under Amsoft CP/M 2.2

CP/M is trademark of Digital Research Inc.

Amsoft Business Control

Amsoft Sales Ledger System (ASLS)

Running Under Amsoft CP/M 2.2

Published by **AMSOFT**, a division of

Amstrad Consumer Electronics plc
Brentwood House
169 Kings Road
Brentwood
Essex

CP/M is a trademark of Digital Research Inc.

INDEX

1 Introduction

Welcome to the Amsoft Sales Ledger System running under CP/M*. This system is part of an integrated business applications suite of programs, i.e. Amsoft Business Control System, yet it can also be run by itself if required.

This manual will show you how to use the system, and will also give you examples, full reference and guidance.

If you are new to Computers or you are using the Sales/Debtors Ledger System for the first time, you may feel overwhelmed by the many components and manuals available but don't worry. This manual will take you, step by step explaining how to use the Amsoft Sales Ledger System. If you have registered with the customer help service (see enclosed card) you can get answers to your questions about the Amsoft Sales Ledger by calling QUEST on Camberley (0276) 63189

The best way to learn to use the Amsoft Sales Ledger System (ASLS) is to try it. Do not be afraid to experiment and make mistakes, you cannot hurt the Computer or the ASLS Program no matter what you type at the keyboard. As you practice you will gain familiarity and confidence in using some of the features of ASLS which will help you in your business. If you are a first time user and you have not had the benefit of using an Amsoft Business System before please refer to sections 10 and 11.

For first time users of the Amsoft Business Control System (ABC) we would like you to register with us that you have purchased this package. You will need to run Amend System Parameters (see section 7.13) and enter the title and the name in System Parameters. You will be asked to telephone Quest on Camberley 63189 to obtain your CHECKSUM number. When you have entered the correct CHECKSUM you can proceed with operating this system without messages being displayed on the screen stating that this is an unregistered package.

You can operate this system for a limited period of time without entering anything in the title and name fields in Amend System Parameters, but if you continue to operate without having registered yourself as a user with Amsoft, after a period of time the system will stop operating.

*CP/M is a trademark of Digital Research.

2 What is ASLS

ASLS is a suite of programs that will enable you to easily and accurately record details of your Customer Accounts.

ASLS is one of the elements in Amsoft's Business Control System (ABC) an therefore integrates automatically with the Invoicing System as well as the Nominal/General Ledger Systems. ASLS, however, has been designed to run independently from the other systems in the ABC system if so desired, and is a complete Sales/Debtors Ledger System in its own right.

Major characteristics of ASLS are that individual accounts can be either Open Item or Balance Brought Forward and that postings, i.e. invoices, credit notes, payments received, etc. are made to customer accounts in a similar way to writing in a ledger. You choose the account to be posted to, make the posting, and immediately the entry is recorded to the account. Automatically the Balance Outstanding is updated for the account, overall Control Accounts for the whole ledger are updated, Daybook Files are updated to provide the audit trail, and the Value Added Summaries are also automatically updated. In short full accounting control is maintained.

You can view an account and associated postings on the screen at any time and produce reports on demand. The main reports are Statements of Account for your customers in a 'Balance Brought Forward' or 'Open Item' format, with the debt aged over four months. Other reports provide complete auditable control over your customer accounts as well as providing reports that identify good and bad payers, non buying customers etc.

Reports from ASLS can be produced on demand. The various reports that can be obtained are as follows:

* Sales/Debtors Ledger Report
* Transaction Listing
  i.e. provides the same information as Statements of Account but in a condensed form.
* Alphabetic Listing
* V.A.T. Summary
* Control Accounts (these can be used for linking to Nominal/General Ledger if you do not have the Amsoft Nominal Ledger System)
* Daybook Listing
* Audit Trail
  i.e. like the Daybook Listing but it gives breakdowns of each individual posting over tax codes with their values as well as nominal control accounts in the range 1-94
* Aged Debtors Reports
* Non-Buying Customers Report
* Statements of Account printed on plain or pre-printed stationery.

To run ASLS you need an Amstrad CPC464 computer with 2 disk drives and a printer.

Amsoft CP/M Systems are noted for their speed, ease of use, reliability, user friendliness and quality of systems design.

N.B.   The difference between 'Open Item' and ' Balance Brought Forward' Accounts is as follows:

a) On the 'Balance Brought Forward' accounts, when running the Month-End procedure, outstanding transactions are consolidated each month into past month balances. i.e. unpaid transactions are not shown individually if they are older than the current month. All cash allocation facilities available in Open Item Accounts are available to balance Brought Forward Accounts.

b) On the 'Open Item' Accounts, when running the Month-End procedure, transactions are retained on file, and printed on customers' statements, all the while there is a balance on the transaction still to be matched off. Transactions are aged up to ten months. Overall age analysis of each customers' account remains as 0 to 3 + months.

3 General Operation

Displays on the Monitor together with responses keyed in on the conole keyboard enable you to operate the ASLS system.

The normal flow wll be:

To Modify Customer Details
(i.e. set up Names and Addresses etc.)
Option 2 on Master Menu
↓
Enter Postings
(Invoices, Credit Notes, Payments, Journals etc.)
Option 1 on Master Menu
↓
At end of day take a Daybook Listing
for Audit Trail Purposes. Option 8 on Master Menu
↓
At end of day take a VAT List
Option 8 on Master Menu
↓
Produce Reports on Demand or display information
Options 4, 5, 7 & 10 on Master Menu
↓
MONTH END ROUTINE   Produce Statements
Option 11 on Master Menu
↓
Produce Transaction Listing
Option 6 on Master Menu
(This is the same as Daybook List but organised by customer)
↓
Aged Debt Report
Option 9 on Master Menu
↓
Integrate to Nominal (ANLS)
↓
Run Month End Routine
Option 3 on Master Menu
(This clears the previous month's transactions, Ages Debts, etc.)

4 Systems Outline of ASLS

The object of the system is to produce a complete and accurate Balance Brought Forward Sales Ledger, for up to 200 Accounts and 1000 Transactions per month. Meaningful reports are available on demand for current debtor analysis, yet the system is flexible enough to give the user control over when and how to process the information.

The Sales Ledger program is 'loaded in' from a diskette and requires about 143K of disc space on drive A. The data files will be on drive B disk.

Postings from source documents e.g. Invoices, Credit Notes, Journals etc., are posted to the appropriate Accounts and are updated immediately. This means that any enquiries on an Account either through the display shown on the Monitor or through the printer are up to date. Postings can be made at any time.

The Balance Outstanding on an Account is broken down over current month, and months 1, 2 and 3. Payments can be allocated to these months so that an accurate Aged Debt Analysis is presented at the bottom of Statements and also on a separate report called Aged Debtors Report.

Accurate overall control of the ledger is maintained via control accounts.

a) Sales Ledger Control has a total of all Balances Outstanding from every credit customer account. It is therefore the total amount of money owed.

b) Sales Revenue is the total value of goods sold excluding tax.

c) VAT Output is the total value of tax charged on goods sold.

d) Bank Account is the total value of money received from credit customer accounts.

e) Discount Allowed is the total value of settlement discount allowed on money received from credit customer accounts.

Proof of overall control is shown when the value for Sales Ledger Control is equal to Sales less Money Received.

i.e. $a = (b+c) - (d+e)$

It is normal to post the control totals at the end of each month to a Nominal/General Ledger, and re-set them back to zero for the start of next month's trading.

i.e. overall control of Debtors, Creditors, Bank Accounts etc., is normally maintained in the Nominal/General Ledger.

The Sales Revenue figure above (item b) can be broken down over Control Accounts in the range 1-94. Again proof of accuracy of overall control is maintained because the total of all the values for Control Accounts 1-94 will agree with the value in Sales Revenue. When updating to the Nominal/General Ledger either post the values from Control Accounts 1-94 to Nominal/General Ledger Accounts or post the value for Sales Revenue i.e Code 96. Do not post both because you will be duplicating the same values.

Automatic updating to the Nominal/General Ledger is available using the Amsoft Nominal Ledger System (ANLS) or if you have some other system these Control Account values can be displayed or printed at any time (see Section 7.8 and 7.12). After updating the Nominal/General Ledger the values in the Control Accounts will need to be set back to zero by taking the Month End Routine Option in this system (see Section 7.3).

The VAT Summary is primarily an aid to support and agree with the Daybook Listing and control totals produced in the Summary to Nominal reports. It is not essential but with the facility for analysis over 10 VAT Codes the system is capable of handling multiple VAT rates.

The user decides when to produce Statements and if the user does not want pre-printed stationery then the user's name/address etc., together with a message can be input to the system and printed at the top right hand side of each Statement (see Amend Tables Section 7.12). Pre-printed Statements are available and can be used with this program (see Amend System parameters Section 7.13 item STAT).

Single sheet feeding printers can also be used, and paused between pages to insert letterheads etc. (see Amend System Parameters Section 7.13 item PAUSE).

All reports are carefully formatted so that they do not overflow in an uncontrolled manner from one page to the next and stationery length can be set to any length from 9" to 60" (see Amend System Parameters Section 7.13 item LINES).

As well as Name/Address, Telephone etc., details of each Account can be displayed on the monitor at any time, and will give the up to date position on Balances, Transactions, Turnover and last Invoice Date. Accounts can be created, amended, and deleted (only if zero balance and no transactions) as required.

Comprehensive error trapping, checking, reconciliation routines are used, which together with informative screen displays and error messages ensure that the operator does not make a mistake.

The system is extremely easy to use, but to give some overall idea of what happens when a posting is made, the following details show the normal flow of events.
Posting an Invoice/Credit Note/Journal debit or Credit/Cash Sale to an Account

Posting an Invoice/Credit Note/Journal Debit or Credit/Cash Sale to an Account

Operator enters Account No., Reference No(s), Value, Month and Nominal Ledger Control Account (in range 1-94).

A facility is then available for splitting the posting value over more than one Nominal Ledger Code, whilst identifying the Value Added Tax Rate and separating goods and Tax values Default values are used for Month, Nominal Ledger Control account and Tax Codes, i.e. Current Month, Code 94, and 0.

Posting a Payment Received/Payment Refund to an Account

Operator enters Account No., Reference No(s), Total Value to be posted and Settlement Discount, if any, already included in Total Value. The operator can then allocate the Total Value (i.e. Cash and Settlement Discount) to specific months thus accurately ageing the debt.

Files that are updated when Operator enters postings

Customer File

a) Update Balance Outstanding
b) Update Individual Month's Balance Outstanding
c) Update Date of Last Movement
d) Update Turnover field

Transactions File

Add Posting record to the file

Summary Nominal/General

Overall accumulation and control of Monies Owing Revenue Control, Tax Output Bank/Cash and Discount

Control Accounts File

Goods value only accumulated for Control Accounts in the range 1-94.

Audit File

Add breakdown of Posting by Tax Code and Nominal/General Ledger Code to the file.

Value Added Tax File

Goods and Tax Values accumulated for various Tax Rates.

OPERATOR ENTERS POSTINGS

Reports Produced

Input Files	Reports Out	Brief Description
1) Customer File	Sales Ledger Report	A listing of the Customer File
2) Customer File	Aged Debtors Report	Total Amount Owed Analysed over 0, 1, 2, 3 Months and for each individual customer
3) Customer File Transactions File	Transactions Listing	Summarized listing of Statement of Account
4) Customer File Transactions File Tables File	Statements of Account	Send to customers for them to pay monies owing
5) Customer File	Non-buying Customer Report	Identify customers who haven't bought since a certain date.
6) Transactions File	Daybook Listing	Listing of Transactions posted to Accounts from the Last Daybook Listing
7) Audit File	Sales Ledger Control/ VAT Audit Report	Complete Audit Trail non-cash postings
8) Nominal/General Ledger File	Nominal/General Ledger Report	Sales Analysed to Control Accounts in the range 1-94
9) Nominal/General Ledger File	Nominal/General Ledger Summary	Overall Control Totals for Monies Owing, Revenue Control, Tax Output, Bank/ Cash and Discount
10) Value Added Tax File	Value Added Tax Summary	Up to 10 Value Added Tax Rates with Accumulation of Goods and VAT Values.
11) Customer File	Alphabetic Listing	Names/Addresses and Account Nos. in ascending Alphabetic sequence used for cross ref. to Account No. if required.

All reports are on demand and where necessary are range selectable e.g. from Account No., to Account No. Reports can be prematurely terminated by pressing the **[ESC]** or **BREAK** key. (For machines without keyboard buffer, hold the key down).

* TABLES FILE is used for plain stationery where the user wants to put his company's details onto the Statement.

* SYSTEMS PARAMETERS FILE is used for specifying page length, continuous forms printing or sheet fed printing, special print characters etc.

Month End Procedure - Option 3 on Master Menu, see section 7.3.

Input Files	Description of Procedure
Customer File	a) Automatic Ageing of Months Balances outstanding b) Update Last Statement Value c) Option to zeroise Turnover field on each Customer Account if required.
Transactions File and Audit File	Clear all transactions from the file leaving a blank file ready for the next month.
VAT File	Option to set to zero the values for Goods and VAT.
Nominal/General Ledger File	Option to set to zero the values for Control Accounts in the range 1-94 and the overall Nominal/General Ledger Control Accounts in range 95-99.

Bridging to Nominal Ledger

Control accounts in the Nominal/General Ledger File 1-99 can have a three digit Nominal Ledger Code associated with each one so that the Nominal/General Ledger can be updated directly.

The actual update of these amounts is via Amsoft Nominal Ledger System.

Nominal/General Ledger Codes range is 100-499.

5 Disc Files used in ASLS and Their Contents

5.1 Customer Account File

Field Name	Field Characteristics	How Created
Account No. Name & Address Telephone	Min = 1 Max = 200 5 lines Max = 85 Ch's 12 characters	Option 2 of Master Menu, Amend Customer Details, see 7.2
Last Movement Date	DD.MM.YY	Date of Last Posting, see Option 1 - Enter Postings, see 7.1
Classification Code Alphacode	Min = 0 Max = 9 1 Alpha character	Option 2 of Master Menu, Amend Customer Details,
Open Item Account	(Y/N) 1 Alpha character	Option 2
Current Month Value Month 1 Month 2 Month 3 Total Balance	Min = 0 Max = 99999999.99 ± Same Same Same Same	Updated immediately postage is made Option 1 - Enter Postings, see 7.1 Aged by 1 Month in Option 3. Run Month End Routine. See 7.3.
Last Statement Value	Same	Total Balance Outstanding Automatically updated to this field in Option 3 - Run Month End Routine, see 7.3.
Turnover Value	Same	Accumulated immediately a posting is made. Option 1 - Enter Postings, see 7.1

5.2 Transactions File - Created when Entering Postings - Option 1, see 7.1

Field Name	Field Characteristics	
Account No.	In range 1-200	1=Invoice, 2=Credit Note
Transactions Type	In range 1-7	3=Payment
Reference No. 1	6 Alphanumeric	4=Cash Transaction
Reference No. 2	6 Alphanumeric	5=Journal Dr.
Date	DD.MM.YY.	6=Journal Dr.,
Amount	999999.99	7=Cash Refund
Tax/Discount Amount	999999.99	8=Cash Reallocation
Month-Age of Debt	In range 0-3	
Nominal/Control Account	In range 1-94	

5.3 Audit File - Created When Entering Postings - Option 1, see 7.1

Same Format as Transactions File but including Value Added Tax Code in the range 0-9, and having one record per Tax Code and/or Nominal/Control Account within a Transaction.

5.4 Value Added Tax File

Set up in Option 12, see 7.12

Field Name	Field Characteristics	
VAT Code	In range 0-9	Created when
Rate %	In range 00.00% to 99.99%	Entering
Goods Value	Min = 0, Max = 99999999.99	Postings,
Tax Value	"	Option 1, see 7.1
Tax Precision	Min = 0, Max = 9.9. (This allows for any rounding problems associated with VAT breakdowns over multiple rates).	

5.5 Control Accounts File - Set up in Option 12, see 7.12

Field Name	Field Characteristics
Control Account No.	In range 1-94
Nominal/General Ledger Account No.	In the range defined by the nominal ledger normally 100-299 (Trading Profit & Loss) 300 -499 Balance Sheet)
Description	21 Alphanumeric characters for describing the Control Account.
Value	Min. 0, Max. 99999999.99 + or − Updated when entering Postings - Option 1, see 7.1.

5.6 Summary Nominal/General Control File

Set up in Option 12, see 7.12

Field Name	Field Characteristics
Control Account No.	In range 95-99
	95 = Sales/Debtors Ledger Control, i.e. monies owing.
	96 = Revenue Control, i.e. Total Goods value sold.
	97 = Value Added Tax Output for all goods sold.
	98 = Bank/Cash Account i.e. monies received in or refunded
	99 = Settlement Discount Allowed on monies received in
Nominal/General Code	In range 100-499 These have been pre-set according to the code numbers used in Amsoft's Nominal Ledger System (ANLS) but can be changed to suit the end user.
Description	21 Alphanumeric Characters used to describe the Control Account.
Value	Min. 0, Max. 99999999.99 + or −. Updated when Entering Postings - Option 1, see section 7.1.

6 Normal Running

Ensure you have CP/M in the computer and your program and data discs are in their Disk drive(s). Type in **A B C** followed by **[ENTER]**.

The screen for ASLS will be displayed.

```
┌─────────────────────────────────────────────────┐
│                                                 │
│           ┌──────────────────────┐              │
│           │    **** AMSOFT ****   │              │
│           │                      │              │
│           │                      │              │
│   ┌───────┤ BUSINES CONTROL SYSTEM├────────┐     │
│   │       │      BY QUEST        │         │     │
│   │       └──────────────────────┘         │     │
│   │                                        │     │
│   ┌─────────────┐        ┌────────────────────┐  │
│   │   A.S.L.S.   │        │ SALES LEDGER SYSTEM │  │
│   └─────────────┘        └────────────────────┘  │
│                                                 │
│   ┌───────────────────────────────────────────┐ │
│   │ TODAYS DATE (DD.MM.YY)        ▓▓▓▓▓▓▓▓▓▓   │ │
│   └───────────────────────────────────────────┘ │
│                                                 │
└─────────────────────────────────────────────────┘
```

Enter the date and, if valid, the Master Menu will be displayed (see Section 7.)

6.1 First Time User Registration

The program discs supplied are in UNREGISTERED form. This means that the user will be reminded via screen displays that the purchase of the programs has not been registered at QUEST International. We would like to know who has purchased our systems so that 'hot line' support can be provided if required and users can be told of new releases or upgrades.

Warning.

If you do not register your purchase and you continue using an unregistered program disc, after a period of time the program will simply stop running and you will not be able to continue. Plenty of time is allowed, however, for you to contact QUEST and obtain your CHECKSUM (PASS NUMBER) see below.

To become registered, follow the procedure to get the Master Menu (see Section 7), take option 13 - AMEND SYSTEM PARAMETERS.

Enter the TITLE, NAME and Serial No.. (TITLE will be displayed on all screen displays, and NAME will be printed at the top of all reports).

The screen will then show

```
CHECKSUM INCONSISTENCY

PLEASE PHONE QUEST, QUOTING THE NUMBER nnnn
TO OBTAIN YOUR PASS NUMBER IN ORDER TO PROCEED

PASS NUMBER----
```

You tell us the number on the screen and your program and serial number and we will give you the CHECKSUM (PASS NUMBER). You enter the PASS NUMBER followed by **[ENTER]**, and you are now registered and the system will run smoothly.

Just in case you need to repeat the exercise at any time in the future, keep an exact record of your TITLE, NAME and PASS NUMBER.

The first time user should also read Sections 10 and 11.

7 Master Menu and Detailed Operating Instructions

```
A.S.L.S.              CAMBERLEY GARDEN CENTRE


        1. ENTER POSTINGS
        2. AMEND CUSTOMER DETAILS
        3. RUN MONTH END ROUTINE
        4. DISPLAY CUSTOMER DETAILS
        5. PRINT SALES LEDGER REPORT
        6. PRINT TRANSACTIONS LISTING
        7. PRINT ALPHABETIC LISTINGS
        8. PRINT DAYBOOK, NOMINAL, VAT, AUDIT
        9. PRINT AGED DEBTS
       10. PRINT NON-BUYING CUSTOMERS REPORT
       11. PRINT STATEMENTS OF ACCOUNT
       12. AMEND TABLES, NOM. CLASS, VAT RATES
       13. AMEND SYSTEM PARAMETERS
       14. END PROGRAM

     [?] PLEASE SELECT THE OPTION REQUIRED  ■
```

From this point on, select the option required by entering the number followed by **[ENTER]** and refer to the following sections of this manual for instruction in their use.

N.B. (**[ENTER]**) means press the blue ENTER key, (**[ESC]**) means press the red ESC key.

7.1 Select Option - Enter Postings from the Menu

```
1. ENTER POSTINGS                    CAMBERLEY GARDEN CENTRE


 A/C  [POSTING]   [REF1]   [REF2]  [ DATE ]  [AMOUNT]   M   CL

  1     1 INVOICE   1112      517   30.11.84    20.18    1   10

                                  ?  [RATE%] [-GOODS-] [--VAT--]  CL
 ACCOUNT NAME AND ADDRESS       1  0  15.00%   17.55      2.63    10
                                2
 FLEET NEW HOSPITAL             3
 NEW ROAD                       4
 FLEET                          5
 HANTS                          6
 GU12 3ER                       7
 CREDIT LIMIT      1,000.00     8
 PAYMENT DUE 30 DAYS            9
 BALANCE            115.26     10

 [?] '1' - '10' to AMEND, 'ENTER' to UPDATE   ■
```

1.1 Enter the ACCOUNT NUMBER (This may be in the range 1-200). If the ACCOUNT is not in use or the code you input is invalid, an error message will be displayed and the Account asked for again.

Press **[ESC]** to return to the MENU.

1.2   The Name and Address will be displayed together with the Account Balance and the description associated with the Classification Code set up for the chosen account, e.g. Credit Limit 20,000 (See Section 7.12, Classification Section for setting up Code Descriptions).

1.3   Press **[ESC]** to return to Step 1.1 Enter the POSTING TYPE (This may be in the range 1-8) 1 = INVOICE, 2 = CREDIT NOTE, 3 = PAYMENT, 4 = CASH SALE, 5 = JOURNAL DEBIT, 6 = JOURNAL CREDIT, 7 = CASH REFUND, 8 = RE-ALLOCATION OF CASH.

The description of the TYPE selected is displayed and on the right of the screen a display corresponding to the TYPE is shown.

1.4   Enter REFERENCE 1 (typically Invoice Number, Cash Book Reference, etc.)

Press **[ESC]** to return to Step 1.3

1.5   Enter REFERENCE 2

Press **[ESC]** to return to Step 1.4.

1.6   Enter the DATE in the format DD.MM.YY.

If **[ENTER]** is pressed by itself the DATE will be made to TODAYS DATE that was entered at the start of the system.

Press **[ESC]** to return to Step 1.5

1.7   Enter the AMOUNT (max 999999.99). This is the Gross Amount, i.e. for Invoices, Credit Notes, etc. It includes VAT, whereas for Payment or Cash Reversal transactions it includes Settlement Discount.

Press **[ESC]** to return to Step 1.6.

1.8   If the POSTING TYPE is 3 (PAYMENT) or 7 (CASH REVERSAL), continue from Step 1.17.

1.9   Enter the Month Number in the range 0-3, that the posting relates to. If **[ENTER]** is pressed by itself the MONTH will be made equal to 0 (CURRENT).

Press **[ESC]** to return to Step 1.7.

1.10   Enter the CONTROL A/C (for Sales Revenue).

This may be in the range 1-94. By pressing **[ENTER]** the default is automatically Control Account 94.

Press **[ESC]** to return to step 1.9.

ENTRY OF BASIC INFORMATION PLUS THE GROSS AMOUNT IS NOW COMPLETE. ALL THAT REMAINS IS TO BREAK DOWN THIS GROSS AMOUNT BY VAT CODE AND FOR CONTROL A/C.

1.11 The oblong headed:

```
? RATE GOODS VAT CL
```

is displayed at the right hand side of the screen, the cursor being positioned at the top left of the box against 1.

1.12 Enter the VAT Code followed by **[ENTER]** (the rate is displayed). Enter the Goods Value followed by **[ENTER]**.

Press **[ESC]** to return to step 1.11 (for that line!)

1.13 Press **[ENTER]** and the VAT Amount will be automatically calculated and displayed, otherwise enter the VAT Amount. If this is at variance with the computer calculated amount (see VAT PRECISION Section 7.12), the difference will be displayed at the bottom of the screen and the cursor will be positioned alongside the VAT RATE. Press **[ENTER]** to accept any variance and continue, otherwise press **[ESC]** to re-enter the VAT Amount.

1.14 Enter the Control Account **[ENTER]** will set the Control Account for this line equal to the Control Account at Step 1.10).

1.15 Continue entering the Invoice Breakdown as required. PRESS **[ESC]** IN RESPONSE TO THE PROMPT FOR THE VAT CODE TO GET TO THE NEXT STEP, otherwise continue from Step 1.12.

1.16 `'1' - '10' to AMEND/,'ENTER' to UPDATE`

[ENTER] to accept the posting or 1-10 to correspond to a breakdown line, allowing you to change the detail on that line.

Press **[ESC]** to ignore the posting and return to Step 1.1.

1.17 Continue from 1.8 of this section, where it only relates to Payments or Cash Reversals (i.e. Posting Type 3 or 7).

```
┌──────────────────────────────────────────────────────────┐
│ ┌────────────────────────────────────────────────────────┐ │
│ │ 1. ENTER POSTINGS         CAMBERLEY GARDEN CENTRE        │ │
│ └────────────────────────────────────────────────────────┘ │
│                                                            │
│ ┌────────────────────────────────────────────────────────┐ │
│ │ A/C  [POSTING]   [REF1]   [REF2]   [DATE]   [AMOUNT]  M  CL│ │
│ │                                                          │ │
│ │  1   3 PAYMENT    476     1099    30.11.84   336.01      │ │
│ └────────────────────────────────────────────────────────┘ │
│                                                            │
│ ┌──────────────────────────┐ ┌─────────────────────────┐  │
│ │ ACCOUNT NAME AND ADDRESS  │ │ SETTLEMENT DISCOUNT  19.25│  │
│ │                           │ │                          │ │
│ │ FLEET NEW HOSPITAL        │ │ MTH [--AMOUNT--] [--BALANCE--]│ │
│ │ NEW ROAD                  │ │                          │ │
│ │ FLEET                     │ │ C               52.01    │ │
│ │ HANTS                     │ │ 1               74.75    │ │
│ │ GU12 3ER                  │ │ 2               63.25    │ │
│ │ CREDIT LIMIT    1,000.00  │ │ 3              -74.75    │ │
│ │ PAYMENT DUE 30 DAYS       │ │                          │ │
│ │ BALANCE          115.26   │ │                          │ │
│ └──────────────────────────┘ └─────────────────────────┘  │
│                                                            │
│ 'D' - DISPLAY DETAILS/'M' - ALLOCATE BY MONTH/ 'RET' to UPDATE ■ │
└──────────────────────────────────────────────────────────┘
```

1.18   The oblong headed: SETTLEMENT DISCOUNT is displayed on the right hand side of the screen.

1.19   Enter the Settlement Discount (if any)

1.20   Cash can be allocated either to clear outstanding months balances or to match off individual account items. Both type 3-Cash, and type 7 - Cash Reversal postings can be allocated immediately, in the 'Enter Postings' routine or cash can be stored as unallocated and allocated at a later date using a type 8 posting. Type 8 postings may also be used to correct previous allocations and to match off non-cash items such as credit-notes and credit adjustments.

```
┌───────────────────────────────────────────────────────────────┐
│ 1. ENTER POSTINGS                    CAMBERLEY GARDEN CENTRE    │
│                                                                │
│  ┌──────────────────────────────────────────────────────────┐ │
│  │ A/C  [POSTING]   [REF 1]  [REF 2]  [DATE]    [AMOUNT]  M  CL│ │
│  │  1    3 PAYMENT   1234AB   6789CD  11.10.82   319.25       │ │
│  └──────────────────────────────────────────────────────────┘ │
│                                                                │
│  ACCOUNT NAME AND ADDRESS           SETTLEMENT DISCOUNT  19.25  │
│                                                                │
│  H.T. WILLIS & SONS LTD             MTH   VAT   VAT  AMT VAT TOTAL│
│  WEST ST TRADING ESTATE             C                   -385.00 │
│  PARKSIDE RD                        1                  6,967.00 │
│  FARNHAM                            2                    319.25 │
│  SURREY, TR5 6KH                    3                      0.00 │
│  CREDIT LIMIT      20,000.00                                    │
│  BALANCE            6,901.25                                    │
│                                                                │
│  'D' DISPLAY DETAILS/'M' ALLOCATE BY MONTH/'RET' TO UPDATE      │
└───────────────────────────────────────────────────────────────┘
```

The above screen is displayed when either a type 3 - Cash, type 7 - Cash reversal or type 8 - Cash Re-allocation posting is entered. The value entered in the Amount field is the total amount to be allocated, i.e. the cash receipt amount plus settlement discount amount. The amount of settlement discount is also entered, as shown, so as to appear on the customer's next statement.

'D' - DISPLAY DETAILS:

- This prompt enable account details to be displayed and cash to be allocated against specific account items. Enter **D**, press **[ENTER]**.

'M' - ALLOCATE BY MONTH:

- enter **M**, press **[ENTER]** to allocate the cash automatically to specific months. Select the month to be allocated, either 0,1,2, or 3, press **[ENTER]**, the balance allocated against the month will then be displayed, and the balance left still unallocated will be displayed at the top of the screen. (Note: C may be used instead of 0 for current month; T may be used to allocate across all outstanding months shown. To cancel an entry, just enter the month number again).

'RET' - to Update

- Press **[ENTER]** on its own to update the customer's account, matching-off all transactions in the months specified. As each transaction is processed, a count is displayed at the bottom of the screen.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                                                                           │
│   ALLOCATE CASH                          ACC 1 - FLEET INTERNATIONAL       │
│                                                                           │
│   [REF1 6789CD]  [AMOUNT TO ALLOCATE] 319.25 [BALANCE]        0.00         │
│   (c)  -385.00 (1)              6967.00 (2)     319.25 (3)  0.00           │
│                                                                           │
│         TYPE  M REF 1    DATE     AMOUNT BALANCE    ALLOCATED BALANCE      │
│     1  1-INV 2 000001  08.08.84   200.00  200.00     200.00     0.00       │
│     2  1-INV 2 000002  12.08.84   119.25  119.25     119.25     0.00       │
│     3  1-INV 1 001015  01.09.84  2000.00 2000.00                2000.00    │
│     4  2-CN  1 010009  16.09.84  -500.00 -500.00               -500.00     │
│     5  1-INV 1 010010  17.09.84  5467.00 5467.00                5467.00    │
│     6  2-CN  0 011001  08.10.84  -385.00 -385.00               -385.00     │
│     7                                                                     │
│     8                                                                     │
│     9                                                                     │
│    10                                                                     │
│    11                                                                     │
│    12                                                                     │
│                                                                           │
│  '1'-'12' AMEND/'R'-REF/'M'-MTH/'F' OR 'B'-PAGE/'I'-IGNORE/'ENTER'-UPDATE  │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

The above screen display shows details of the transactions in the customer's account. The value of the cash posting to be allocated and the balance remaining after each allocation are shown at the top of the screen. The value of each transaction in the account and the balance still outstanding are displayed on the left of the screen; the balance after the current cash is posted and the amount allocated are displayed on the right of the screen.

The following options are available on Screen 2 for allocating the cash:

- Enter a value 1 to 12 to select the appropriate item on the screen. The prompt 'Allocate Amount-->' is then displayed (see below).

'ALLOCATE AMOUNT-->'

- enter the amount to be allocated against the selected item. If allocating cash (posting type 3), the amount entered cannot exceed the balance outstanding on the transaction, shown on the right of the screen. If reversing cash (posting type 7), then the amount entered cannot exceed the matched amount of the transaction, i.e. Amount less the balance shown on the right of the screen. (Note: minus values may be entered to adjust allocations just made, i.e. they may not exceed the amount showing under Allocated). If **[ENTER]** is pressed on its own, instead of entering an amount, then the selected item is automatically cleared in full.

'R' - REF

- This option allows a transaction reference to be entered and located automatically in the customer's account. It is displayed, when found, as the first item shown on the screen. To select a particular posting, first enter R, Press [ENTER], then, when requested, enter the reference number. You may then enter the amount to be allocated. (Note: START press **[ENTER]** will take you back to the first transaction in the customers account.

'M' - MTH

- Enter M, press **[ENTER]** to select a month to be allocated on the screen. Then enter a month - 0 to 9 ('A' for all months), press **[ENTER]**. The sytem will automatically match-off every item on the current screen display in the month selected.

'F' or 'B' - PAGE

- Enter F to display further transactions from the customer's account on the screen. enter B to go back to the previous display. (Note: B is limited to ten backward displays.)

I - Ignore

- Enter I , press **[ENTER]** to ignore all allocations just made, and return to screen 1.

'ENTER' - Update

- Press **[ENTER]** on its own, to update the files with the allocations just made. If any part of the cash posting is still unallocated then the operator is informed and asked to confirm. If cash is over-allocated, then processing may not continue and allocations must be corrected.

- Before the customer's account is updated, a check is performed to make sure there is enough room on the Audit file for each of the allocations made. If there is not, an error message is displayed; the operator should either reject the cash posting (I-Ignore above) or adjust the number of allocations made. (Note: at any time a count of the number of allocations made and the amount of audit file space available can be seen at the bottom left of the screen.)

Points

1. Posting type 8 is useful for making allocations at any time either of cash already stored in the sytem or of non-cash items, e.g. credit-notes and credit adjustments. Use a type 8 posting, also, to make adjustments to allocations, for example, to correct wrongly matched items.

2. Up to one hundred individual allocations can be entered on a single cash posting on screen 2. The operator is informed if this value is exceeded and he has the choice of either abandoning the cash posting altogether or accepting the allocations as they stand and retaining the cash balance as unallocated.

3. In order to complete a posting, sufficient space must be available on the Audit File to print an Audit Trail. At least ten available records are required on the Audit File to print an Audit Trail (to cater for the maximum size invoice posting possible), before posting can begin. Three records are used for a cash allocation by month on Screen 1; one record is required for each individual allocation made on Screen 2 plus one extra record at the end for control purposes.

4. 'Aged Debts (Y/N)'-The Month-End routine (see main instruction manual - section 7.3) has the extra option, in open-item, to consolidate transactions at any time without ageing any balances. This is a useful facility should the transaction file become full and additional space is required for further postings. Select this option at any time - all matched transactions will be removed from file.

5. Customers credit limit is setup in the Amend Customer Details routine and shown printed on the Trasactions and Aged Debts reports. It is also checked when entering postings. Enter customer credit limit in multiples of £100 (maximum value allowed £999,900.00.

6. Invoices and credit notes can be aged up to ten months old, for an open-item account, when entering postings. Enter a value in the range 0-9.

Explanation of Posting Types

1—INVOICE	Sales Invoice
2—CREDIT NOTE	Credit Note - defective/returned goods
3—PAYMENT	Cash-Cheque or otherwise
4—CASH	Cash transaction to a Credit Account i.e. Cash Sales. This will generate the invoice and the corresponding cash entry on the credit account as well as updating Turnover etc.
5—JOURNAL DR	Debit Adjustment - misposting correction or constructing Opening Balances
6—JOURNAL CR	Credit Adjustment - as above. — *Use for wrongly invoiced to remove invoice*
7—CREDIT CASH	Cash Reversal/Contra Cash used to correct misposted Cash entries (type 3's), or enter a cash refund.
8-CASH REALLOCATION	Can be used for allocating previous postings of cash and to match off non-cash items.

7.2 Amend Customer Details

This option allows Accounts to be added to the Sales Ledger, existing Accounts details changed and/or closed Accounts deleted.

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│  2. AMEND CUSTOMER DETAILS           CAMBERLEY GARDEN CENTRE       │
│                                                                   │
│  ┌───────────────────────────────────────────────────────────┐   │
│  │                                                             │   │
│  │  ACCOUNT?         14          NAME & ADDRESS                │   │
│  │                                                             │   │
│  │                               1 FARNBOROUGH HOME IMPROVEMENTS│  │
│  │                               2 3521 KINGSMEAD              │   │
│  │                               3 FARNBOROUGH                 │   │
│  │                               4 HANTS                       │   │
│  │                               5 GU12 6KD                    │   │
│  │                                                             │   │
│  ├───────────────────────────────────────────────────────────┤   │
│  │  6 TELEPHONE                  0252 564 258                  │   │
│  │    LAST MOVEMENT DATE         18.11.84                      │   │
│  │  7 CLASSIFICATION                        4                  │   │
│  │  8 ALPHACODE                             F                  │   │
│  │  9 CREDIT LIMIT (100's)                 10                  │   │
│  │ 10 OPEN ITEM (Y/N)                       Y                  │   │
│  ├───────────────────────────────────────────────────────────┤   │
│  │  [?] '1' - '10' to AMEND, 'ENTER' to UPDATE, 'D' to DELETE ■│   │
│  └───────────────────────────────────────────────────────────┘   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

The above screen format is used for all three following functions.

To ADD an Account

Select the Account Number to be allocated to the Customer and enter it in response to the prompt A C C O U N T ? followed by **[ENTER]**.

If the Account is currently unused only **N / A** will appear as the DATE OF LAST MOVEMENT. If the account is already used, details will be displayed on the screen.

Fill in Account details as required by selecting the number against the field you wish to create, i.e. 8 for ALPHA CODE. For a new account it is recommended you start at line 1 and at the end of each line press **[ENTER]** and the prompt will automatically move down to the next line. If there are less than 5 lines on the name and address, to skip to line 6 simply press **[ESC]** at the start of the first blank line. If the cursor is at lines 6, 7 or 8 or 9 then pressing **[ESC]** will move the cursor to the line at the bottom of the screen where you can press **[ENTER]** to update or press **[ESC]** to cancel the previous entries.

To CHANGE an Account

Enter the Account Number, details of which you wish to change, and current data held against the account will be displayed. Change each field as required by selecting the number shown against that field description as described above when adding an Account.

To DELETE an Account

Enter the Account Number followed by **[ENTER]** and the details of the account will be displayed on the screen.

To delete the Account type in 'D'. If there are no postings against the Account and no balances the system will clear all details held for that Account number thus allowing it to be reallocated at some later point.

NOTE

If you ADD or make any amendments, to save that addition or change, press **[ENTER]** to update the Disk with the new details. If **[ESC]** is pressed all amendments are ignored.

7.3 Run Month End Routine

Displayed on the screen will be the following prompts:

```
┌─────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────┐  │
│  │ 3. RUN MONTH END ROUTINE      CAMBERLEY GARDEN CENTRE │ │
│  └───────────────────────────────────────────────────┘  │
│  ┌───────────────────────────────────────────────────┐  │
│  │                                                     │  │
│  │   ┌─────────────────────────────────────────────┐  │  │
│  │   │  AGED DEBTS (Y/N) ?              ■           │  │  │
│  │   │  ZEROISE TURNOVER (Y/N) ?                    │  │  │
│  │   │  ZEROISE VAT SUMMARY (Y/N) ?                 │  │  │
│  │   │  CLEAR SUMMARY TO NOMINAL (Y/N) ?            │  │  │
│  │   └─────────────────────────────────────────────┘  │  │
│  │                                                     │  │
│  │                                                     │  │
│  └───────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────┘
```

This routine cannot be run if the Daybook Listing and Audit Trail have not been taken (see Section 7.8).

This routine will Age Debts and clear the transactions in preparation for the next period's processing. This option will enable the VAT Summary to be zeroised (normally on Quarterly Basis), the Nominal Summary to be cleared (normally monthly) and the Turnover Value maintained against each Account to be cleared (normally annually). Enter Y or N for your choice followed by **[ENTER]**.

Whilst this routine is being run the following message is also displayed on the screen, where 'nnn' (max. no. of accounts) is the actual account being processed at that time:

```
ACCOUNT BEING PROCESSED 'nnn'
```

7.4 Display Customer Details

Select the Account you wish to view and enter the Account Number. The System will display general details of the Account and balances on the screen.

```
┌─────────────────────────────────────────────────────────┐
│  4. DISPLAY CUSTOMER DETAILS          CAMBERLEY GARDEN CENTRE │
│                                                           │
│  ┌──────────────────────┐  ┌─────────────────────────┐   │
│  │ ACCOUNT ?        1   │  │ NAME AND ADDRESS        │   │
│  │                      │  │ FLEET NEW HOSPITAL      │   │
│  │                      │  │ NEW ROAD                │   │
│  │ TRANSACTIONS         │  │ FLEET                   │   │
│  │ LAST STMT    138.00  │  │ HANTS                   │   │
│  │ TURNOVER   1,431.96  │  │ GU12 3ER                │   │
│  │                      │  │                         │   │
│  │ TELEPHONE  02514 222222 │ CURRENT MONTH    52.01  │   │
│  │ LAST MOVEMENT 24.11.84  │ MONTH 1 .....    74.75  │   │
│  │ CLASSIFICATION      1   │ MONTH 2 .....    63.25  │   │
│  │ ALPHACODE           D   │ MONTH 3 .....   -74.75  │   │
│  │ CREDIT LIMIT 1,000.00   │ TOTAL BALANCE   115.26  │   │
│  │ OPEN ITEM (Y/N)     N   │                         │   │
│                                                           │
│  [?] 'ESC' - BACK, 'ENTER' FOR TRANSACTIONS         ■     │
└─────────────────────────────────────────────────────────┘
```

Explanation of Fields on the Customer Record

Name and Address	Maximum of 85 characters split over 5 lines (max 30 characters on any one line)
Telephone	Telephone Number (or as required) 12 characters maximum
Last Movement	The date of the last Invoice Posting made to the Account (automatically updated within the program when Entering Postings, see Option 1 Section 7.1.6).
Classification	Account Classification (0-9) i.e. Export, Stop Credit etc. May be used as required, (see Classification Table - Section 7.12)
Alphacode	First character of Surname or Account Trading Name i.e. TESCO = T, Mr J. Thomas = T, this is used for controlling the PRINT ALPHABETIC LISTING (see Section 7.7).
Credit Limit	In multiples of £100 (maximum value £999.900.00)
Open Item Y/N	Y = Open Item N = Balance Brought Forward

To display the Postings attached to the Account press **[ENTER]** in response to the prompt at the base of the screen. Maximum number of transactions per screenful is 17, and there can be 'n' number of screens for an Account. To get to the next screenful of transactions for the chosen Account simply press **[ENTER]**.

```
┌──────────────────────────────────────────────────────────────┐
│  4. DISPLAY CUSTOMERS DETAILS           CAMBERLEY GARDEN CENTRE │
│                                                                │
│  1 FLEET NEW HOSPITAL                                          │
│  (C)      52.01(1)       74.75(2)    63.25(3)`      -74.75     │
│  [TYPE]     REF.1.   M [DATE]    [AMOUNT] [VAT/DISC] [UNALLOC] REF.2 │
│                                                                │
│  5-JIL DR.  B. FWD  2 09.10.84    63.25    0.00    63.25  (  1) │
│  5-JIL DR.  B. FWD  1 09.10.84    74.75    0.00    74.75  (  0) │
│  1-INVOICE  1089    0 01.11.84    90.85   11.85     0.00   409  │
│  1-INVOICE  1088    0 01.11.84    48.30    6.30    48.30   412  │
│  2-CR.NOTE  966     0 01.11.84   -48.30   -6.30   -48.30   108  │
│  1-INVOICE  1092    0 20.11.84    18.65    2.51    18.65  999999 │
│  1-INVOICE  1103    0 24.11.84   115.61   23.89   185.61  999999 │
│  2-CR.NOTE  970     0 28.11.84  -152.25  -19.60  -152.25  999999 │
│  4-CASH-SL  TILL A  0 30.11.84     8.63    1.13     0.00    35  │
│             TILL A  0 30.11.84    -8.63   -1.13     0.00    35  │
│  2-CR.NOTE  971     0 30.11.84    -2.88   -0.38    -2.88   551  │
│  2-CR/CASH  551     0 30.11.84     2.88    0.00     2.88   971  │
│  5-JIL CR.  642     3 30.11.84   -74.75    0.00   -74.75  817WD │
│                                                                │
│  [?] 'ENTER' - MORE ■                                          │
└──────────────────────────────────────────────────────────────┘
```

You may alternate between screen displays by pressing **[ESC]** at the conclusion of each screen page.

N.B. The value in the AMOUNT column is the gross value of the transaction an therefore includes VAT and Settlement Discount Values.

7.5 Print Sales Ledger

Select the Accounts Range to be printed, pressing **[ENTER]** twice will print all Accounts. Press **[ESC]** at any time to return to the MAIN MENU.

Displayed on the screen will be the following prompts

```
┌──────────────────────────────────────────────────────────────┐
│  5. PRINT SALES LEDGER REPORT        CAMBERLEY GARDEN CENTRE    │
│                                                                │
│                                                                │
│                                      ['ENTER' TWICE TO LIST ALL] │
│  START ACCOUNT?   ████████                                     │
│                                                                │
│  END ACCOUNT?                                                  │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
└──────────────────────────────────────────────────────────────┘
```

7.6 Print Transaction Listing

Select the Account Range to be printed and whether or not FULL ACCOUNT DETAILS are required. Pressing **[ENTER]** twice will print all Accounts.

Press **[ESC]** at any time to return to the MAIN MENU.

Displayed on the screen will be the following prompts

```
┌─────────────────────────────────────────────────────────────┐
│ ┌───────────────────────────────────────────────────────────┐ │
│ │  6. PRINT TRANSACTIONS LISTING       CAMBERLEY GARDEN CENTRE│ │
│ └───────────────────────────────────────────────────────────┘ │
│ ┌───────────────────────────────────────────────────────────┐ │
│ │                                                           │ │
│ │  START ACCOUNT?                 ['ENTER' TWICE WILL LIST ALL]│ │
│ │  END ACCOUNT?                                             │ │
│ │  FULL ACCOUNT DETAILS (Y/N)?                              │ │
│ │                                                           │ │
│ │                                                           │ │
│ │                                                           │ │
│ │                                                           │ │
│ └───────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────┘
```

'**N**' followed by **[ENTER]** will print limited customer account details like Account No., first line of name/address, total balance outstanding, current month's balance outstanding only, together with all transaction details.

'**Y**' followed by **[ENTER]** will print all customer account details together with all transaction details.

7.7 Print Alphabetic Listing

All Accounts are sorted by Alpha Code and printed. 'N' followed by [ENTER] will take you to the Main Menu.

Press [ESC] at any time to return to the MAIN MENU.

Displayed on the screen will be the following prompts.

```
┌─────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────┐  │
│  │ 7. PRINT ALPHABETIC LISTINGS    CAMBERLEY GARDEN CENTRE │ │
│  └───────────────────────────────────────────────────┘  │
│  ┌───────────────────────────────────────────────────┐  │
│  │                                                     │  │
│  │       ARE YOU SURE (Y/N) ?  ■                       │  │
│  │                                                     │  │
│  │                                                     │  │
│  │                                                     │  │
│  │                                                     │  │
│  │                                                     │  │
│  │                                                     │  │
│  └───────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────┘
```

NOTE: This selection may take some time to run because of the alpha sorting process.

7.8 Print Daybook, Nominal, VAT Summary

These reports are collected under this heading as they provide the fundamental information to control and substantiate the system totals.

Displayed on the screen will be the following prompts.

```
┌─────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────┐  │
│  │ 8. PRINT DAYBOOK, NOMINAL, VAT, AUDIT   CAMBERLEY GARDEN CENTRE │ │
│  └───────────────────────────────────────────────────┘  │
│  ┌───────────────────────────────────────────────────┐  │
│  │                                                     │  │
│  │   VAT SUMMARY (Y/N)?           ■                    │  │
│  │   DAYBOOK LISTING (Y/N)?                            │  │
│  │   NOMINAL (CL) SUMARY Y/N)?       FULL (Y/N)?       │  │
│  │   CONTROL AUDIT (Y/N)?                              │  │
│  │                                                     │  │
│  │                                                     │  │
│  └───────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────┘
```

Daybook Listing

This will list postings to the ledger, and provides totals to aid the control of input if you choose to batch postings. Once a posting has appeared on this listing it will be excluded from subsequent Daybook Reports.

At the end of the Daybook Listing, displayed on the screen will be the message IS DAYBOOK LISTING OK (Y/N)? N followed by **[ENTER]** will cause the Daybook Listing to be re-printed, **Y** followed by **[ENTER]** will enable the program to continue.

Nominal

The Control Accounts maintained by the system (95-99) are printed together with the Sales Revenue Accounts 1-94. A full listing may be produced, enter **Y**, or only those Accounts with non-zero balances, enter **N**.

Control Account 96, i.e. Sales Revenue must be equal to the total of Accounts 1-94.

VAT

The ten VAT Rates are printed showing the Goods Value and VAT value against each code (0-9). These values are held by the system until cleared during the month end routine (optional). Normally this report would be printed every quarter as the VAT Return from the Sales Ledger.

Audit

All postings (except 3 and 7 - Cash) are printed showing the values assigned to Control Accounts and VAT Codes, thus enabling these totals to be proved if required.

At the end of the Audit List, displayed on the screen will be the message IS AUDIT LIST OK (Y/N)? followed by **[ENTER]** will cause the Audit List to be re-printed, **Y** followed by **[ENTER]** will enable the program to continue.

7.9 Aged Debts

The option will print the Aged Debts detail of the Accounts selected, in a choice of formats. Press **[ESC]** at any time to return to the MAIN MENU.

Displayed on the screen will be the following prompts.

```
┌─────────────────────────────────────────────────────────────┐
│ ┌─────────────────────────────────────────────────────────┐ │
│ │ 9. PRINT AGED DEBTS           CAMBERLEY GARDEN CENTRE    │ │
│ └─────────────────────────────────────────────────────────┘ │
│ ┌─────────────────────────────────────────────────────────┐ │
│ │                                                         │ │
│ │  START ACCOUNT?              ['ENTER' TWICE WILL LIST ALL]│ │
│ │    END ACCOUNT?                                         │ │
│ │  ZERO BALANCES (Y/N)?                                   │ │
│ │  SUMMARISED (Y/N)?                                      │ │
│ │                                                         │ │
│ │                                                         │ │
│ │                                                         │ │
│ │                                                         │ │
│ └─────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────┘
```

Y to Summarised will have one print line per customer account and only 20 characters of the first line of the name/address.

N to Summarised will have two print lines per customer account with a fuller name/address as well as the telephone number of the account in case you want to 'phone to hasten payment of the outstanding balance.

7.10 Non Buying Customers

By entering a Date this report will be produced showing details of customers who have not been invoiced since that date.

Displayed on the screen will be the following prompts.

```
┌─────────────────────────────────────────────────────────────┐
│ ┌───────────────────────────────────────────────────────┐   │
│ │ 10. PRINT NON-BUYING CUSTOMERS REPORT   CAMBERLEY GARDEN CENTRE │
│ └───────────────────────────────────────────────────────┘   │
│ ┌───────────────────────────────────────────────────────┐   │
│ │                                                       │   │
│ │                                                       │   │
│ │   START ACCOUNT?      1        ['ENTER' TWICE WILL LIST ALL] │
│ │                                                       │   │
│ │   END ACCOUNT?       30                               │   │
│ │   LAST MOVEMENT DATE (DD.MM.YY)   ███████████         │   │
│ │                                                       │   │
│ │                                                       │   │
│ │                                                       │   │
│ │                                                       │   │
│ │                                                       │   │
│ └───────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────┘
```

Accounts will be reported on with a Last Movement Date on the Customer File equal to or older than the Date input via the keyboard.

7.11 Print Statement of Account

Statements are printed for the range of Accounts specified. (On either plain or pre-printed stationery, See Section 7.13 item STAT).

Press **[ESC]** at any time to return to the MAIN MENU.

N.B. The printing of Statements does not affect the ageing of debts, it does not clear any Control Accounts etc., it is simply a report and can be repeated as many times as required.

```
┌─────────────────────────────────────────────────────────────┐
│ ┌───────────────────────────────────────────────────────┐   │
│ │ 11. PRINT STATEMENTS OF ACCOUNT     CAMBERLEY GARDEN CENTRE │
│ └───────────────────────────────────────────────────────┘   │
│ ┌───────────────────────────────────────────────────────┐   │
│ │                                                       │   │
│ │   START ACCOUNT?            ['ENTER' TWICE WILL LIST ALL] │
│ │   END ACCOUNT?                                        │   │
│ │                                                       │   │
│ │                                                       │   │
│ │                                                       │   │
│ │                                                       │   │
│ │                                                       │   │
│ │                                                       │   │
│ └───────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────┘
```

7.12 Amend Tables, Nominal, Classification VAT Rates

Select the option required. These are semi-permanent pieces of data and it is not anticipated that they will alter very frequently. **[ESC]** will return you to the Main Menu.

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│  ┌───────────────────────────────────────────────────────┐  │
│  │ 12. AMEND TABLES, NOM. CLASS, VAT RATES   CAMBERLEY GARDEN CENTRE │  │
│  └───────────────────────────────────────────────────────┘  │
│  ┌───────────────────────────────────────────────────────┐  │
│  │                                                       │  │
│  │  TABLES [T]  NOMINAL [N]  VAT RATES [V]  CLASSIFICATIONS [C] │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  │                                                       │  │
│  └───────────────────────────────────────────────────────┘  │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

Classification

Classification entries 1-9 are displayed on the screen and the contents or code description may be changed as required. (These correspond to the classification code for the customer.) Simply enter the line number to be altered followed by **[ENTER]**. Now enter the Classification Description for the chosen code followed by **[ENTER]**. The Cursor will go back to the prompt at the bottom of the screen, where a further **[ENTER]** will update the information displayed on the screen to the disc.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────┐  │
│  │ 12. AMEND TABLES, NOM. CLASS, VAT RATES   CAMBERLEY GARDEN CENTRE │  │
│  └───────────────────────────────────────────────────────┘  │
│                                                             │
│   TABLE CL CONTENTS                                          │
│                                                             │
│    1   0   NO CREDIT ALLOWED                                 │
│    2   1   PAYMENT DUE IN 30 DAYS                            │
│    3   2   PAYMENT DUE IN 60 DAYS                            │
│    4   3   PAYMENT DUE IN 90 DAYS                            │
│    5   4   PAYMENT TERMS END F011 MONTH                      │
│    6   5   SLOW BUT RELIABLE PAYER                           │
│    7   6                                                     │
│    8   7                                                     │
│    9   8                                                     │
│   10   9                                                     │
│                                                             │
│                                                             │
│   [?] '1' - '10' TO AMEND, 'ENTER' TO UPDATE    ■           │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

Tables

Table entries 1-14 are displayed on the screen and the contents of each line may be changed as required. (These entries correspond to the 'Logo' on Statements). Simply enter the line number to be changed followed by **[ENTER]** and the contents of the line can be entered. **[ENTER]** again will move the cursor to the prompt at the bottom of the screen. **[ENTER]** will then update the information on the screen to the disc.

```
┌─────────────────────────────────────────────────────────────┐
│                                                              │
│  ┌───────────────────────────────────────────────────────┐  │
│  │  12. AMEND TABLES, NOM. CLASS, VAT RATES  CAMBERLEY GARDEN CENTRE │  │
│  └───────────────────────────────────────────────────────┘  │
│                                                              │
│  ┌───────────────────────────────────────────────────────┐  │
│  │  TABLE       CONTENTS                                  │  │
│  │  1           CAMBERLEY GARDEN CENTRE                   │  │
│  │  2           710 GROVE RD                              │  │
│  │  3           CAMBERLEY                                 │  │
│  │  4           SURREY                                    │  │
│  │  5           GU10 4QL                                  │  │
│  │  6           ===============================           │  │
│  │  7           VAT REGISTRATION NUMBER                   │  │
│  │  8           529 5237 86                               │  │
│  │  9           ===============================           │  │
│  │  10          OPENING HOURS;-                           │  │
│  │  11          MONDAY TO FRIDAY 8.30 TOP 6.00            │  │
│  │  12          WEEKENDS 8.30 TO 7.30                     │  │
│  │  13          ===============================           │  │
│  │  14          TEL CAMBERLEY (0276) 502134              │  │
│  │                                                       │  │
│  │  [?] '1' - '14' TO AMEND, 'ENTER' TO UPDATE    ■      │  │
│  └───────────────────────────────────────────────────────┘  │
│                                                              │
└─────────────────────────────────────────────────────────────┘
```

VAT

VAT Rates may be altered as required (10 rates are available).

Simply enter the line number to be changed followed by **[ENTER]** and the contents of the VAT Code field may be entered in the range 00.01% to 99.99%. **[ENTER]** again will send the cursor to the prompt at the bottom of the screen. **[ENTER]** will then update the information on the screen to a disc.

VAT PRECISION is used in the system to control the accuracy of the split of Goods and VAT on a posting.

When set to, say 0.09 the VAT amount on an Invoice Line may be within plus or minus 0.08 of the Computer calculated amount, otherwise a warning will be displayed (while posting).

VAT Rates may not be altered if GOODS or VAT entries are outstanding for that code.

```
      12. AMEND TABLES, NOM. CLASS, VAT RATES   CAMBERLEY GARDEN CENTRE


   TABLE CODE     [ % ]        [ -- GOODS -- ]           [ --- VAT --- ]
    1     0       15.00            23,530.23                  3,484.67
    2     1        0.00               -61.55                      0.00
    3     2        0.00                 0.00                      0.00
    4     3        0.00               672.14                      0.00
    5     4        0.00                 0.00                      0.00
    6     5        0.00                 0.00                      0.00
    7     6        0.00                 0.00                      0.00
    8     7        0.00                 0.00                      0.00
    9     8        0.00                 0.00                      0.00
   10     9        0.00                 0.00                      0.00

   11    VAT PRECISION?     0.01


   [?] '1' - '11' TO AMEND, 'ENTER' TO UPDATE    ■
```

N.B. The value in the GOODS column does not include VAT Values.

Nominal

Two digit Control Accounts (CL) can be specifically allocated to three digit Nominal (General) Ledger Accounts bridging and updating to the Nominal (General) Ledger. The overall Control Accounts are shown (95-99) and their Nominal Codes may be amended to your coding structure. Sales revenue control A/Cs (1-94) Nominal Codes may also be changed together with their descriptions. Simply enter the Control Account in range 1-94 followed by **[ENTER]**, enter the three digit Nominal (General) Ledger Account associated with the Control Account followed by **[ENTER]** and enter the Description followed by **[ENTER]**. More than one Control Account (CL) can be allocated to one Nominal (General) Ledger Account and vice versa.

```
      12. AMEND TABLES, NOM. CLASS, VAT RATES   CAMBERLEY GARDEN CENTRE


   CL  N/C   [ -- DESCRIPTION -- ]              [ -- AMOUNT -- ]

   95  375   SALES CONTROL                           2,599.36
   96  100   SALES REVENUE CONTROL                 -18,868.05
   97  420   VAT OUTPUT                             -2,720.98
   98  381   BANK/CASH ACCOUNT                      18,988.17
   99  125   DISCOUNT PAYABLE                            1.50


   [?] '1' - '99' TO AMEND, 'ENTER' TO UPDATE    ■
```

Individual Nominal Code settings and totals can be reviewed and displayed on the screen with this feature by entering the Control Account Number followed by **[-ENTER]** and then exiting (using **[ESC]**) without altering the Nominal Codes.

Summary of Controls

The Summary to Nominal Control Report has 5 overall Control Accounts (95-99) into which postings are accumulated. To help you understand these controls below are details of where they are accumulated

Debit or Credit values are taken from the posting type.

	1 Inv	2 Cr. Note	3 Pment Disc	4 Cash Tran	5 Jnl Dr.	6 Jnl Cr.	7 Credit Cash
Sales Ledger Control	+	−	−		+	−	+
Sales Revenue	−	+		−		+	
VAT Output	−	+		−	−	+	
Bank account			+	+			−
Discount Payable			+				−

a) Sales Ledger Control figures will include VAT.

b) On the Summary to Nominal Report, Sales Ledger Control Amount less the Total of Sales Revenue, VAT Output plus Bank Account and Discount Payable should equal zero.

c) You have an option of breaking down Sales Revenue over 94 Analysis Heads. Your individual postings can be made to these user selectable Sales Revenue Codes.

Complete control over the system is maintained via the Nominal Ledger, at the end of each month.

The Sales Ledger Control value is posted to the Current Assets section of the Nominal Ledger. The Nominal Ledger Code selected will show the total sum outstanding at any one time.

The total Sales Revenue Account may be posted to the Nominal Ledger or the breakdown of that Account (i.e. Analysis Heads 1-94).

The VAT OUTPUT amount is posted to the VAT Nominal code.

The BANK ACCOUNT amount is posted to the Bank Current Account Nominal Code.

The DISCOUNT PAYABLE value can be posted to its own Nominal Code but it is more likely to be shown as a positive value to Sales Nominal Code.

7.13 Amend System Parameters

Please do not take this option unless you are one hundred percent certain of the functions of the systems parameters.

Systems Parameters

Displayed on the screen is:

```
13. AMEND SYSTEM PARAMETERS          CAMBERLEY GARDEN CENTRE




ENTER 'YES' IF YOU WISH TO PROCEED ■

[ ENTER ANYTHING ELSE TO RETURN TO THE MENU ]
```

N.B. Yes must be in upper case characters.

```
13. AMEND SYSTEM PARAMETERS          CAMBERLEY GARDEN CENTRE


TYPE        [ ---------- OLD ---------- ] [ ---------- NEW ---------- ]

 1.NAME     CAMBERLEY GARDEN CENTRE
 2.PRNT     45
 3.STAT
 4.CHR 1    45
 5.CHR 2    45
 6.LINES    66
 7.PAUSE    N
 8.TITLE    CAMBERLEY GARDEN CENTRE
 9.REF.?    REF.1. REF.2.
10.REG      10000009



[?] '1' - '10' TO AMEND, 'ENTER' TO UPDATE     ■
```

The screen shows all the parameters which the system requires to run successfully. Enter these parameters as required on instruction from the user and note carefully the following instructions.

NAME   30 Characters: User Name. This will print at the top of all reports

PRNT   Graphic character on Statement set to 45 by default.

STAT   Set to P for preprinted stationery

CHR 1   Format Character 1 (1-255 only). Set to 45 by default.

CHR 2   Format Character 2 (1-255 only). Set to 45 by default.

LINES   Lines per page. Normally 66 but if your printer is adding 1 line to page overflows set this to 65. Do not set to less than 64 or statements will be ridiculous.

PAUSE   Y/N if printer is to be paused between pages (e.g. with single sheet fed printers).

TITLE   The screen title (30 characters).

REF   Title for Statement's heading line. (13 characters).

N.B. PRNT, CHR1 and CHR2 are graphic print characters used to improve the appearance of reports. These print characters can be identified where CHR1 and CHR2 are the horizontal print lines above and below the name and address on the Statement.

PRNT is the character printed at the end of CHR1 and CHR2. Different printers require different ASCII values for these characters therefore they are under the control of the end user.

REG.   This is the Registration Number of the label of the program disk.

7.14 End Program

The program closes all files and terminates processing, after a few seconds the following display is shown.

```
┌─────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────┐  │
│  │ 14. END PROGRAM          CAMBERLEY GARDEN CENTRE │  │
│  ├───────────────────────────────────────────┤  │
│  │                                           │  │
│  │                                           │  │
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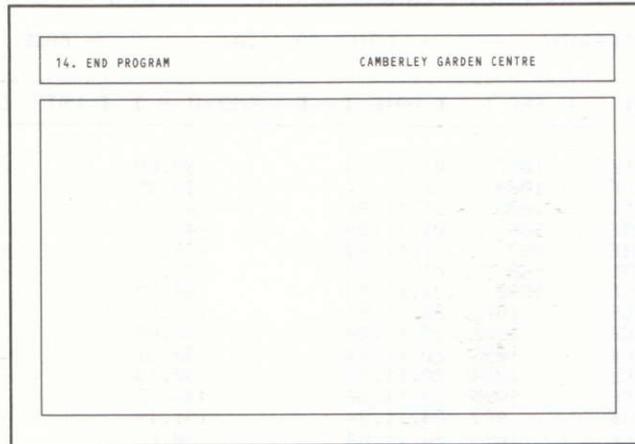
Remove your data discs, if necessary replace the system disc and then type **[ENTER]**.

Remember it is wise to BACKUP your data discs if posting or end of month routines have been used.

8 Sample Reports

```
---------------------- [ CAMBERLEY GARDEN CENTRE          ] ----------------------
---------------------- [S/L] [ DAYBOOK LISTING / RUN 13 ] ----------------------
------- [ CP/M VERSION ----------- DATED 30.11.84 ----------- PAGE   1 ] -------

[A/C] [    TYPE    ] REF.1. [ DATE ] [ - AMOUNT - ] [ VAT / DISC ] REF.2.
----------------------------------------------------------------------------------

    5  1 INVOICE     1087   01.11.84         230.00        30.00 399
    1  1 INVOICE     1089   01.11.84          90.85        11.85 409
    1  1 INVOICE     1088   01.11.84          48.30         6.30 412
    1  2 CR.NOTE      966   01.11.84         -48.30        -6.30 1088
    9  2 CR.NOTE      967   01.11.84         -78.20       -10.20 1086
    5  2 CR.NOTE      968   01.11.84        -230.00       -30.00 1087
    6  1 INVOICE     1090   01.11.84         144.90        18.90 426
    6  1 INVOICE     1091   20.11.84         176.54        22.73 999999
    1  1 INVOICE     1092   20.11.84          18.65         2.41 999999
    8  1 INVOICE     1093   20.11.84         152.31         4.95 999999
    5  1 INVOICE     1094   20.11.84          37.14         4.74 999999
    8  1 INVOICE     1095   20.11.84         446.22        47.54 999999
   14  2 CR.NOTE      969   24.11.84        -151.19       -19.72 999999
    9  1 INVOICE     1096   24.11.84          20.02         2.58 999999
    9  1 INVOICE     1097   24.11.84          30.03         3.87 999999
    9  1 INVOICE     1098   24.11.84          29.54         3.80 999999
    9  1 INVOICE     1099   24.11.84          99.64        12.83 999999
    6  1 INVOICE     1100   24.11.84          29.54         3.80 999999
    9  1 INVOICE     1101   24.11.84          17.65         2.27 999999
    8  1 INVOICE     1102   24.11.84         446.22        47.54 999999
    1  1 INVOICE     1103   24.11.84         185.61        23.89 999999
    6  1 INVOICE     1104   24.11.84          85.94        11.07 999999
    5  1 INVOICE     1105   24.11.84         463.82        54.77 999999
    4  1 INVOICE     1106   24.11.84         342.66        44.12 999999
    9  1 INVOICE     1107   24.11.84         236.31        30.42 999999
   10  1 INVOICE     1108   28.11.84       1,003.49        96.19 999999
   12  1 INVOICE     1109   28.11.84      17,753.23     2,285.37 999999
   14  1 INVOICE     1110   28.11.84         264.96        34.11 999999
    1  2 CR.NOTE      970   28.11.84        -152.25       -19.60 999999
    8  3 PAYMENT      471   30.11.84        -175.95         0.00 1088\9
    7  6 J/L CR.      641   30.11.84         -35.60         0.00 1071
    1  4 CASH SL    TILL A  30.11.84           8.63         1.13 35
                    TILL A  30.11.84          -8.63        -1.13 35
    1  2 CR.NOTE      971   30.11.84          -2.88        -0.38 551
    1  7 CR/CASH      551   30.11.84           2.88         0.00 971
    8  7 CR/CASH     1088   30.11.84          85.10         0.00
    6  3 PAYMENT    1070/9  30.11.84        -483.50         0.00
    1  6 J/L CR.      642   30.11.84         -74.75         0.00 B\FWD
    1  3 PAYMENT      472   30.11.84         -90.85         0.00 1089
    2  3 PAYMENT      473   30.11.84        -550.00         0.00 B\FWD
    2  8 RE.ALLC            30.11.84           0.00         0.00
   10  3 PAYMENT      474   30.11.84      -1,003.49         0.00 1108
   12  3 PAYMENT      475   30.11.84     -15,765.23        -1.50 1109
   12  3 PAYMENT      475   30.11.84      -1,000.00         0.00
```

```
---------------------- [ CAMBERLEY GARDEN CENTRE      ] ----------------------
---------------------- [S/L] [ DAYBOOK LISTING / RUN 13 ] ----------------------
------- [ CP/M VERSION ----------- DATED 30.11.84 ------------ PAGE    2 ] -------

-------------------------------------------------------------------------------
    [ POSTING TYPE ]      QTY          [ - AMOUNT - ]    [ VAT / DISC ]
-------------------------------------------------------------------------------

    1    INVOICE TOTAL ->     24           22,353.57         2,806.05
    2    CR.NOTE TOTAL ->      6             -662.82           -86.20
    3    PAYMENT TOTAL ->      7          -19,069.02            -1.50
    4    CASH SL TOTAL ->      1                8.63             1.13
                                             -8.63            -1.13
    5    J/L DR. TOTAL ->      0                0.00             0.00
    6    J/L CR. TOTAL ->      2             -110.35             0.00
    7    CR/CASH TOTAL ->      2               87.98             0.00

-------------------------------------------------------------------------------
    TOTALS                                  2,599.36 [T/O     18,868.05]
-------------------------------------------------------------------------------

-------------------------------------------------------------------------------
DAYBOOK PRINTOUT COMPLETE
-------------------------------------------------------------------------------
```

```
---------------------- [ CAMBERLEY GARDEN CENTRE        ] ----------------------
------------------------- [S/L] CONTROL / VAT AUDIT ----------------------------
------- [ CP/M VERSION ----------- DATED 30.11.84 ----------- PAGE    1 ] --------

REF.1. [AC] T VC [RATE%] [-- GOODS --] [--- VAT ---] [CL] [--- DESCRIPTION ---]

1087      5 1  0   15.00      200.00        30.00    90   GARDENING ACCESSORIES
1089      1 1  0   15.00       79.00        11.85    20   SALES OF PLANTS
1088      1 1  0   15.00       42.00         6.30    20   SALES OF PLANTS
966       1 2  0   15.00      -42.00        -6.30    20   SALES OF PLANTS
967       9 2  0   15.00      -68.00       -10.20    94
968       5 2  0   15.00     -200.00       -30.00    94
1090      6 1  0   15.00      126.00        18.90    20   SALES OF PLANTS

471       8 3 PAYMENT   175.95  DISCOUNT      0.00   UNALLOCATED       0.00
[CASH ALLOCATED AS BELOW]
    (0)        0.00    (1)    175.95    (2)      0.00    (3)       0.00

641       7 6  1    0.00      -35.60         0.00    90   GARDENING ACCESSORIES
TILL A    1 4  0   15.00        7.50         1.13    10   SALES OF PLANTS
971       1 2  0   15.00       -2.50        -0.38    94

1088      8 1 INVOICE     85.10  ALLOCATED     -85.10  OLD BALANCE       0.00
[CASH REF -> 1088  ]                                  NEW BALANCE      85.10

 B\F      6 5 J/L DR.    110.40  ALLOCATED     110.40  OLD BALANCE     110.40
[CASH REF -> 1070/9]                                  NEW BALANCE       0.00

 B\F      6 5 J/L DR.    242.65  ALLOCATED     242.65  OLD BALANCE     242.65
[CASH REF -> 1070/9]                                  NEW BALANCE      -0.00

1070      6 1 INVOICE    213.70  ALLOCATED     213.70  OLD BALANCE     213.70
[CASH REF -> 1070/9]                                  NEW BALANCE       0.00

959       6 2 CR.NOTE    -83.25  ALLOCATED      83.25  OLD BALANCE     -83.25
[CASH REF -> 1070/9]                                  NEW BALANCE       0.00

642       1 6  1    0.00      -74.75         0.00    90   GARDENING ACCESSORIES

1089      1 1 INVOICE     90.85  ALLOCATED      90.85  OLD BALANCE      90.85
[CASH REF -> 472  ]                                   NEW BALANCE       0.00

B. FWD    2 5 J/L DR.    369.15  ALLOCATED     369.15  OLD BALANCE     369.15
[CASH REF -> 473  ]                                   NEW BALANCE       0.00

B. FWD    2 5 J/L DR.     91.95  ALLOCATED      91.95  OLD BALANCE      91.95
[CASH REF -> 473  ]                                   NEW BALANCE      -0.00

474      10 3 PAYMENT  1003.49  DISCOUNT       0.00   UNALLOCATED       0.00
[CASH ALLOCATED AS BELOW]
    (0)     1003.49    (1)      0.00    (2)      0.00    (3)       0.00

1075     12 1 INVOICE     12.00  ALLOCATED      12.00  OLD BALANCE      12.00
[CASH REF -> 475  ]                                   NEW BALANCE       0.00
```

```
---------------------- [ CAMBERLEY GARDEN CENTRE         ] ----------------------
-------------------------- [S/L] CONTROL / VAT AUDIT ---------------------------
------- [ CP/M VERSION ---------- DATED 30.11.84 ---------- PAGE    2 ] --------

REF.1. [AC] T VC [RATE%] [-- GOODS --] [--- VAT ---] [CL] [--- DESCRIPTION ---]

475     12 3 PAYMENT   1000.00  DISCOUNT      0.00  UNALLOCATED    1000.00
[CASH ALLOCATED AS BELOW]
    (0)       0.00    (1)      0.00    (2)       0.00    (3)     0.00


-------------------------------------------------------------------------------
AUDIT PRINT COMPLETE
-------------------------------------------------------------------------------
```

```
---------------------- [ CAMBERLEY GARDEN CENTRE         ] ----------------------
---------------------------- [S/L] [ VAT SUMMARY ] -----------------------------
------- [ CP/M VERSION ---------- DATED 30.11.84 ---------- PAGE    1 ] --------
```

[CODE]	[RATE%]	[-- GOODS --]	[--- VAT ---]
0	15.00	23,530.23	3,484.67
1	0.00	-61.55	0.00
2	0.00	0.00	0.00
3	0.00	672.14	0.00
4	0.00	0.00	0.00
5	0.00	0.00	0.00
6	0.00	0.00	0.00
7	0.00	0.00	0.00
8	0.00	0.00	0.00
9	0.00	0.00	0.00
VAT TOTALS ->		24140.82	3484.67

AMSOFT SALES/DEBTORS LEDGER SYSTEM   **Page 43**

```
---------------------- [ CAMBERLEY GARDEN CENTRE      ] ----------------------
------------------------ [S/L] [ TRANSACTION LISTING ] -----------------------
------- [ CP/M VERSION ----------- DATED 30.11.84 ----------- PAGE   1 ] -------

-------------------------------------------------------------------------------
[A/C] [ TYPE   ] REF.1. M [ DATE ] [ -AMOUNT- ] [ VAT/DISC ] [UNALLOC]  REF.2
-------------------------------------------------------------------------------

  1     FLEET NEW HOSPITAL                     52.01 (C)               24.11.84
        NEW ROAD                               74.75 (1)          02514 222222
        FLEET                                  63.25 (2)    1/D/
        HANTS                                 -74.75 (3)                 138.00
        GU12 3ER                              115.26 (T)               1,431.96
                                           1,000.00 (C.LMT)    N (OI)

 1 5 -J/L DR. B. FWD 2 09.10.84      63.25            0.00        63.25 ( 1)
 1 5 -J/L DR. B. FWD 1 09.10.84      74.75            0.00        74.75 ( 0)
 1 1 -INVOICE 1089   0 01.11.84      90.85           11.85         0.00 409
 1 1 -INVOICE 1088   0 01.11.84      48.30            6.30        48.30 412
 1 2 -CR.NOTE 966    0 01.11.84     -48.30           -6.30       -48.30 1088
 1 1 -INVOICE   1092 0 20.11.84      18.65            2.41        18.65 999999
 1 1 -INVOICE   1103 0 24.11.84     185.61           23.89       185.61 999999
 1 2 -CR.NOTE    970 0 28.11.84    -152.25          -19.60      -152.25 999999
 1 4 -CASH SL TILL A 0 30.11.84       8.63            1.13         0.00 35
           TILL A 0 30.11.84         -8.63           -1.13         0.00 35
 1 2 -CR.NOTE 971    0 30.11.84      -2.88           -0.38        -2.88 551
 1 7 -CR/CASH 551    0 30.11.84       2.88            0.00         2.88 971
 1 6 -J/L CR. 642    3 30.11.84     -74.75            0.00       -74.75 B\FWD
 1 3 -PAYMENT 472    0 30.11.84     -90.85            0.00         0.00 1089


  2     MARTIN CLEANING LTD                   -88.90 (C)               01.08.84
        THE SHOW ROOM                           0.00 (1)          0256 886622
        TREETOP LANE                            0.00 (2)    2/M/
        BRACKNELL                               0.00 (3)                 461.10
        BERKS                                 -88.90 (T)                 401.22
                                           1,000.00 (C.LMT)    N (OI)

 2 5 -J/L DR. B. FWD 4 09.10.84     369.15            0.00         0.00 ( 3)
 2 5 -J/L DR. B. FWD 3 09.10.84      91.95            0.00        -0.00 ( 2)
 2 3 -PAYMENT 473    0 30.11.84    -550.00            0.00       -88.90 B\FWD


  3     TOP DRESSING LANDSCAPERS                0.00 (C)               01.09.84
        220 CHERRY BUSH AVE                     0.00 (1)          0123 45654
        CAMBERLEY                              85.10 (2)    3/T/
        SURREY                                 74.67 (3)                 159.77
        GU13 PLM                              159.77 (T)                 142.33
                                           1,000.00 (C.LMT)    N (OI)

 3 5 -J/L DR. B. FWD 3 09.10.84      74.67            0.00        74.67 ( 2)
 3 5 -J/L DR. B. FWD 2 09.10.84      85.10            0.00        85.10 ( 1)
```

```
A/C.  NAME AND ADDRESS                [ -- AMOUNT -- ]      [ACCOUNT DETAILS]
```

```
 1    FLEET NEW HOSPITAL               52.01 (C)              24.11.84
      NEW ROAD                         74.75 (1)          02514 222222
      FLEET                            63.25 (2)   1/D/
      HANTS                           -74.75 (3)              138.00
      GU12 3ER                        115.26 (T)            1,431.96
                                    1,000.00 (C.LMT)   N (OI)

 2    MARTIN CLEANING LTD             -88.90 (C)              01.08.84
      THE SHOW ROOM                     0.00 (1)          0256-886622
      TREETOP LANE                      0.00 (2)   2/M/
      BRACKNELL                         0.00 (3)              461.10
      BERKS                           -88.90 (T)              401.22
                                    1,000.00 (C.LMT)   N (OI)

 3    TOP DRESSING LANDSCAPERS          0.00 (C)              01.09.84
      220 CHERRY BUSH AVE               0.00 (1)          0123 45654
      CAMBERLEY                        85.10 (2)   3/T/
      SURREY                           74.67 (3)              159.77
      GU13 PLM                        159.77 (T)              142.33
                                    1,000.00 (C.LMT)   N (OI)

 4    ROLANDS FLORISTS                342.66 (C)              24.11.84
      HIGH ST                           0.00 (1)          0234 67676
      WINDSOR                           0.00 (2)   4/R/
      BERKS                            73.48 (3)               73.48
      WI11 2RT                        416.14 (T)              362.44
                                    1,000.00 (C.LMT)   N (OI)

 5    WOOTTON WONDERS LTD             500.96 (C)              24.11.84
      3524 LONDON ROAD                319.70 (1)          0264 15423
      CAMBERLEY                       105.80 (2)   5/W/
      SURREY                          382.57 (3)              808.07
      GU13 2WE                      1,309.03 (T)            1,614.33
                                    1,000.00 (C.LMT)   N (OI)
      >>> CREDIT LIMIT EXCEEDED <<<   309.03 (*)

 6    MINLEY FUNERAL DIRECTORS        436.92 (C)              24.11.84
      523 MINLEY ROAD                   0.00 (1)          0252 561234
      COVE                              0.00 (2)   6/M/
      FARNBOROUGH                       0.00 (3)              483.50
      HANTS                           436.92 (T)              801.23
                                    1,000.00 (C.LMT)   Y (OI)

 7    GERRY'S INDIAN RESTAURANT       -35.60 (C)              12.08.84
      HIGH ROAD                         0.00 (1)          0874 8697869
      THE OLD SQUARE                    0.00 (2)   7/G/
      WOKING                           35.60 (3)               35.60
      SURREY                            0.00 (T)               -3.60
                                    1,000.00 (C.LMT)   Y (OI)
```

AMSOFT SALES/DEBTORS LEDGER SYSTEM

```
----------------------- [ CAMBERLEY GARDEN CENTRE        ] -----------------------
----------------------- [S/L] [ NOMINAL (CONTROL) SUMMARY ] -----------------------
------- [ CP/M VERSION ----------- DATED 30.11.84 ----------- PAGE   1 ] -------
----------------------------------------------------------------------------------
   [CL]      [N/L]      [ -- DESCRIPTION -- ]              [ -- AMOUNT -- ]
----------------------------------------------------------------------------------

     1        100                                                 0.00
     2        100                                                 0.00
     3        100                                                 0.00
     4        100                                                 0.00
     5        100                                                 0.00
     6        100                                                 0.00
     7        100                                                 0.00
     8        100                                                 0.00
     9        100                                                 0.00
    10        110       SALES OF PLANTS                         -77.58
    11        100                                                 0.00
    12        100                                                 0.00
    13        100                                                 0.00
    14        100                                                 0.00
    15        100                                                 0.00
    16        100                                                 0.00
    17        100                                                 0.00
    18        100                                                 0.00
    19        100                                                 0.00
    20        110       SALES OF PLANTS                        -562.07
    21        100                                                 0.00
    22        100                                                 0.00
    23        100                                                 0.00
    24        100                                                 0.00
    25        100                                                 0.00
    26        100                                                 0.00
    27        100                                                 0.00
    28        100                                                 0.00
    29        100                                                 0.00
    30        110       SALES OF PLANTS                           0.00
    31        100                                                 0.00
    32        100                                                 0.00
    33        100                                                 0.00
    34        100                                                 0.00
    35        100                                                 0.00
    36        100                                                 0.00
    37        100                                                 0.00
    38        100                                                 0.00
    39        100                                                 0.00

    87        100                                                 0.00
    88        100                                                 0.00
    89        100                                                 0.00
    90        114       GARDENING ACCESSORIES                  -614.75
    91        100                                                 0.00
    92        100                                                 0.00
    93        100                                             -15,644.78
    94        100                                                270.50
----------------------------------------------------------------------------------
SALES REVENUE TOTAL (MUST BALANCE TO ACCOUNT 96) -->          -18,868.05
----------------------------------------------------------------------------------
    95        375       SALES CONTROL                          2,599.36
    96        100       SALES REVENUE CONTROL                -18,868.05
    97        420       VAT OUTPUT                             -2,720.98
    98        381       BANK / CASH ACCOUNT                    18,988.17
    99        125       DISCOUNT PAYABLE                           1.50
```

```
--------------------- [ CAMBERLEY GARDEN CENTRE          ] ----------------------
--------------------- [S/L] [ AGED DEBTORS REPORT ] ----------------------------
------- [ CP/M VERSION ----------- DATED 30.11.84 ---------- PAGE    1 ] --------
--------------------------------------------------------------------------------
[CURRENT MONTH] [---MONTH 1---] [---MONTH 2---] [---MONTH 3---] [TOTAL BALANCE]
--------------------------------------------------------------------------------

[     1] [ NAME -> FLEET NEW HOSPITAL ] [ TEL: 02514 222222 ]
         52.01            74.75           63.25          -74.75             115.26

[     2] [ NAME -> MARTIN CLEANING LTD ] [ TEL: 0256 886622  ]
        -88.90             0.00            0.00            0.00             -88.90

[     3] [ NAME -> TOP DRESSING LANDSCAPERS ] [ TEL: 0123 45654   ]
          0.00             0.00           85.10           74.67             159.77

[     4] [ NAME -> ROLANDS FLORISTS ] [ TEL: 0234 67676   ]
        342.66             0.00            0.00           73.48             416.14

[     5] [ NAME -> WOOTTON WONDERS LTD ] [ TEL: 0264 15423    ]
        500.96           319.70          105.80          382.57           1,309.03
>>> CREDIT EXCEEDED BY        309.03 <<<
[     6] [ NAME -> MINLEY FUNERAL DIRECTORS ] [ TEL: 0252 561234   ]
        436.92             0.00            0.00            0.00             436.92

[     7] [ NAME -> GERRY'S INDIAN RESTAURANT ] [ TEL: 0874 8697869 ]
        -35.60             0.00            0.00           35.60               0.00

[     8] [ NAME -> EDWARDS ] [ TEL: 075 78 87878 ]
      1,044.75            85.10            0.00            0.00           1,129.85
>>> CREDIT EXCEEDED BY        129.85 <<<
[     9] [ NAME -> FLEET NURSING HOME ] [ TEL: 0562 824531   ]
        354.99            78.20           49.45           27.05             509.69

[    11] [ NAME -> AMERICAN ELECTRONICS LTD ] [ TEL: 0202 56123    ]
          0.00             0.00          134.55           14.40             148.95

[    12] [ NAME -> FOSTERS BREWERY ] [ TEL: 056 884 379   ]
      1,000.00             0.00            0.00            0.00           1,000.00
>>> CREDIT EXCEEDED BY          0.00 <<<
[    14] [ NAME -> FARNBOROUGH HOME IMPROVEMENTS ] [ TEL: 0252 564258   ]
        113.77             0.00            0.00          428.97             542.74
--------------------------------------------------------------------------------
      3,721.56           557.75          438.15          961.99           5,679.45
--------------------------------------------------------------------------------
```

```
---------------------- [ CAMBERLEY GARDEN CENTRE        ] ----------------------
------------------- [S/L] [ ALPHABETIC LIST OF ACCOUNTS ] -----------------------
--------- [ CP/M VERSION ----------- DATED 30.11.84 ----------- PAGE    1 ] ------


   [A/C] [ NAME AND ADDRESS ]
--------------------------------------------------------------------------------

A     11 AMERICAN ELECTRONICS LTD,AMERICAN HOUSE,STATEMAN SQUARE,GUILDFORD
         GU85 60H
D      1 FLEET NEW HOSPITAL,NEW ROAD,FLEET,HANTS,GU12 3ER
E      8 EDWARDS,123 MAIN ROAD,ALDERSHOT,HANTS,GU76 3WQ
F      9 FLEET NURSING HOME,OLD TOWN ROAD,FLEET,HANTS,GU12 8LK
F     12 FOSTERS BREWERY,2 SOUTH ST,ALDERSHOT,HANTS,GU52 6PA
F     14 FARNBOROUGH HOME IMPROVEMENTS,3521 KINGSMEAD,FARNBOROUGH,HANTS,GU52 6KD
G      7 GERRY'S INDIAN RESTAURANT,HIGH ROAD,THE OLD SQUARE,WOKING,SURREY
M      2 MARTIN CLEANING LTD,THE SHOW ROOM,TREETOP LANE,BRACKNELL,BERKS
M      6 MINLEY FUNERAL DIRECTORS,523 MINLEY ROAD,COVE,FARNBOROUGH,HANTS
P     10 PRICELOW HYPERMARKET PLC,RUSHTON SQUARE,TOWN CENRE,WOKINGHAM,BERKS
R      4 ROLANDS FLORISTS,HIGH ST,WINDSOR,BERKS,WI11 2RT
T      3 TOP DRESSING LANDSCAPERS,220 CHERRY BUSH AVE,CAMBERLEY,SURREY,GU13 PLM
T     13 THE FOUR CRABTREES,FRIMLEY ROAD,CAMBERLEY,SURREY,GU14 2QW
W      5 WOOTTON WONDERS LTD,3524 LONDON ROAD,CAMBERLEY,SURREY,GU13 2WE

--------------------------------------------------------------------------------
NUMBER OF ACTIVE ACCOUNTS ON FILE -> 14
--------------------------------------------------------------------------------
```

```
---------------------- [ CAMBERLEY GARDEN CENTRE        ] ----------------------
----------------- [S/L] [ NON BUYING CUSTOMERS REPORT -           ] ------------
--------- [ CP/M VERSION ----------- DATED 30.11.84 ----------- PAGE    1 ] ------


A/C.   NAME AND ADDRESS            [ -- AMOUNT -- ]        [ACCOUNT DETAILS]
--------------------------------------------------------------------------------

13     THE FOUR CRABTREES                 0.00 (C)                       N/A
       FRIMLEY ROAD                       0.00 (1)             0276 45325
       CAMBERLEY                          0.00 (2)     2/T/
       SURREY                             0.00 (3)                      0.00
       GU14 2QW                           0.00 (T)                      0.00
                                      1,000.00 (C.LMT)    Y (OI)



       ** GRAND TOTALS **                 0.00 (C)
                                          0.00 (1)
                                          0.00 (2)
                                          0.00 (3)
                                          0.00 (T)
```

```
----- STATEMENT -----
                                    |------------------------------------|
                                    | CAMBERLEY GARDEN CENTRE             |
                                    | 710 GROVE ROAD                      |
                                    | CAMBERLEY                           |
                                    | SURREY                              |
                                    | GU10 4OL                            |
                                    |====================================|
                                    | VAT REGISTRATION NUMBER             |
                                    | 529 5237 86                         |
                                    |====================================|
                                    | OPENING HOURS :-                    |
                                    | MONDAY TO FRIDAY 8.30 TO 6.00       |
                                    | WEEKENDS 8.30 TO 7.30               |
                                    |====================================|
                                    | TEL CAMBERLEY (0276) 502134         |
     |------------------------------|  |------------------------------------|
     | FLEET NEW HOSPITAL           |
     | NEW ROAD                     |
     | FLEET                        |
     | HANTS                        |
     | GU12 3ER                     |
     |------------------------------|


----- ACCOUNT   1 ------------------------- DATED 30.11.84 ------ PAGE   1 ---

  DATE    REF.1. REF.2.AGE DESCRIPTION       AMOUNT      ALLOCATED   CUMULATIVE

 09.10.84 B. FWD ( 1)   2  J/L DR.             63.25        0.00        63.25
 09.10.84 B. FWD ( 0)   1  J/L DR.             74.75        0.00       138.00
 01.11.84 1089   409    0  INVOICE            90.85        90.85       138.00
 01.11.84 1088   412    0  INVOICE            48.30         0.00       186.30
 01.11.84 966   1088    0  CR.NOTE           -48.30         0.00       138.00
 20.11.84   1092 999999 0  INVOICE            18.65         0.00       156.65
 24.11.84   1103 999999 0  INVOICE           185.61         0.00       342.26
 28.11.84    970 999999 0  CR.NOTE          -152.25         0.00       190.01
 30.11.84 TILL A 35     0  CASH SL             8.63
                           CASH (RECVD)..     -8.63                     190.01
 30.11.84 971    551    0  CR.NOTE            -2.88         0.00       187.13
 30.11.84 551    971    0  CR/CASH             2.88         0.00       190.01
 30.11.84 642    B\FWD  3  J/L CR.           -74.75         0.00       115.26
 30.11.84 472   1089    0  PAYMENT           -90.85       -90.85       115.26




 ---------------------------------------------------------------------------
                      BALANCE OUTSTANDING ->                       115.26
 ---------------------------------------------------------------------------
 MONTHLY      52.01[C]     74.75[1]    63.25[2]    -74.75[3]
 ---------------------------------------------------------------------------
```

```
----- STATEMENT ------
-----------------------------------------------------------------------
                                      !-------------------------------------!
                                        CAMBERLEY GARDEN CENTRE
                                        710 GROVE ROAD
                                        CAMBERLEY
                                        SURREY
                                        GU10 4QL
                                        =================================
                                        VAT REGISTRATION NUMBER
                                        529 5237 86
                                        =================================
                                        OPENING HOURS :-
                                        MONDAY TO FRIDAY 8.30 TO 6.00
                                        WEEKENDS 8.30 TO 7.30
                                        =================================
                                        TEL CAMBERLEY (0276) 502134
     !-----------------------------------!  !-------------------------------------!
       MARTIN CLEANING LTD
       THE SHOW ROOM
       TREETOP LANE
       BRACKNELL
       BERKS
     !-----------------------------------!

---- ACCOUNT    2 ----------------------------- DATED 30.11.84 ------ PAGE    1 ---
-----------------------------------------------------------------------
  DATE    REF.1. REF.2.AGE DESCRIPTION       AMOUNT       ALLOCATED  CUMULATIVE
-----------------------------------------------------------------------
 09.10.84 B. FWD ( 3)   4  J/L DR.           369.15        369.15       0.00
 09.10.84 B. FWD ( 2)   3  J/L DR.            91.95         91.95      -0.00
 30.11.84 473    B\FWD  0  PAYMENT          -550.00       -461.10     -88.90




-----------------------------------------------------------------------
                        BALANCE OUTSTANDING ->                        -88.90
-----------------------------------------------------------------------
MONTHLY        -88.90[C]       0.00[1]       0.00[2]       0.00[3]
-----------------------------------------------------------------------
```

AMSOFT SALES/DEBTORS LEDGER SYSTEM

```
------ STATEMENT ------


                                        |----------------------------------|
                                        | CAMBERLEY GARDEN CENTRE           |
                                        | 710 GROVE ROAD                    |
                                        | CAMBERLEY                         |
                                        | SURREY                            |
                                        | GU10 4QL                          |
                                        |==================================|
                                        | VAT REGISTRATION NUMBER           |
                                        | 529 5237 86                       |
                                        |==================================|
                                        | OPENING HOURS :-                  |
                                        | MONDAY TO FRIDAY 8.30 TO 6.00     |
                                        | WEEKENDS 8.30 TO 7.30             |
                                        |==================================|
                                        | TEL CAMBERLEY (0276) 502134       |
        |----------------------------|  |----------------------------------|
        | TOP DRESSING LANDSCAPERS    |
        | 220 CHERRY BUSH AVE         |
        | CAMBERLEY                   |
        | SURREY                      |
        | GU13 PLM                    |
        |----------------------------|


----- ACCOUNT    3 ------------------------- DATED 30.11.84 ------ PAGE    1 ---


 DATE    REF.1. REF.2.AGE DESCRIPTION         AMOUNT       ALLOCATED   CUMULATIVE


 09.10.84 B. FWD ( 2)   3   J/L DR.            74.67          0.00        74.67
 09.10.84 B. FWD ( 1)   2   J/L DR.            85.10          0.00       159.77
```

```
                        BALANCE OUTSTANDING ->                           159.77
 MONTHLY         0.00[C]         0.00[1]      85.10[2]      74.67[3]
```

```
----- STATEMENT -----
--------------------------------------------------------------------
                                 |------------------------------------|
                                   CAMBERLEY GARDEN CENTRE
                                   710 GROVE ROAD
                                   CAMBERLEY
                                   SURREY
                                   GU10 4QL
                                   ==================================
                                   VAT REGISTRATION NUMBER
                                   529 5237 86
                                   ==================================
                                   OPENING HOURS :-
                                   MONDAY TO FRIDAY 8.30 TO 6.00
                                   WEEKENDS 8.30 TO 7.30
                                   ==================================
                                   TEL CAMBERLEY (0276) 502134
     |------------------------------------|   |------------------------------------|
       ROLANDS FLORISTS
       HIGH ST
       WINDSOR
       BERKS
       WI11 2RT
     |------------------------------------|

---- ACCOUNT    4 -------------------------- DATED 30.11.84 ------ PAGE    1 ---
--------------------------------------------------------------------
  DATE    REF.1. REF.2.AGE DESCRIPTION       AMOUNT      ALLOCATED   CUMULATIVE
--------------------------------------------------------------------

 09.10.84 B. FWD ( 2)   3  J/L DR.            73.48         0.00       73.48
 24.11.84   1106 999999 0  INVOICE           342.66         0.00      416.14











-------------------------------------------------------------------
                      BALANCE OUTSTANDING ->                          416.14
-------------------------------------------------------------------
 MONTHLY       342.66[C]        0.00[1]        0.00[2]     73.48[3]
-------------------------------------------------------------------
```

```
------ STATEMENT ------
================================================================
                                |--------------------------------------------|
                                |  CAMBERLEY GARDEN CENTRE                    |
                                |  710 GROVE ROAD                             |
                                |  CAMBERLEY                                  |
                                |  SURREY                                     |
                                |  GU10 4QL                                   |
                                |============================================ |
                                |  VAT REGISTRATION NUMBER                    |
                                |  529 5237 86                                |
                                |============================================ |
                                |  OPENING HOURS :-                           |
                                |  MONDAY TO FRIDAY 8.30 TO 6.00              |
                                |  WEEKENDS 8.30 TO 7.30                       |
                                |============================================ |
                                |  TEL CAMBERLEY (0276) 502134                |
  |--------------------------------|   |--------------------------------------------|
  |   WOOTTON WONDERS LTD          |
  |   3524 LONDON ROAD             |
  |   CAMBERLEY                    |
  |   SURREY                       |
  |   GU13 2WE                     |
  |--------------------------------|

------ ACCOUNT      5 ---------------------------- DATED 30.11.84 ------ PAGE     1 ---

  DATE    REF.1. REF.2.AGE DESCRIPTION        AMOUNT      ALLOCATED   CUMULATIVE
---------------------------------------------------------------------------------
 09.10.84 B. FWD ( 2)   3   J/L DR.           382.57        0.00        382.57
 09.10.84 B. FWD ( 1)   2   J/L DR.           105.80        0.00        488.37
 09.10.84 B. FWD ( 0)   1   J/L DR.           319.70        0.00        808.07
 01.11.84 1087   399    0   INVOICE           230.00        0.00       1038.07
 01.11.84 968    1087   0   CR.NOTE          -230.00        0.00        808.07
 20.11.84        1094 999999 0  INVOICE        37.14        0.00        945.21
 24.11.84        1105 999999 0  INVOICE       463.82        0.00       1309.03

---------------------------------------------------------------------------------
                       BALANCE OUTSTANDING ->                           1309.03
 MONTHLY      500.96[C]        319.70[1]     105.80[2]      382.57[3]
```

9 Error Messages and Their Explanation

Code	Message	What to do
900	Account Number must be between 1 and 200	Re-select the account number you require.
901	Invalid date	Re-enter date in the correct format, i.e. DD/MM/YY.
902	Control Account must be between 1 and 94	Re-enter the Control Account. (95-99 are inaccessible).
903	Account not currently in use	Customer Account not set-up, re- select or exit and set up the Account
904	Posting Type must be between 1-8	Only 8 Posting Types are available. Re-select.
905	Month Number Invalid	Month must be 0, 1, 2 or 3 to correspond to the Ageing periods.
906	VAT ‹› calculated value (ENTER override)	The VAT Amount entered is at variance with the M/C calculated amount (within the limit defined by VAT Precision - see Amend VAT Rates). 'Enter' will accept the difference.
907	Summary does not balance to gross	VAT Breakdown does not Balance to the Gross Amount. Correct and retry.
908	Discount exceeds total amount	Settlement Discount is greater than the Payment Value. Re-enter.
909	Monthly Balance now negative	This is permissible, and simply warns you that an Aged Period has gone into CREDIT.
910	Aged Amounts do not balance to Gross	Allocation of the Payment over Aged Period does not total back to the Payment Amount. Correct and Retry.
911	Alphacode must be between A-Z	Re-enter
912	Name and address exceeds maximum 85 characters	Name and address may only be 81-85 characters long in total. (Depending on the number of Address lines used). Correct and retry.

913	Account may not be deleted	An account may only be deleted when all balances are zero and no transactions exist for it.
914	Open Item must be Y or N	Re-enter
915	Table Number must be between 1 and 14	Re-enter
916	Code must be between 100 and 499	Re-enter
917	Account Range invalid	The range selected is incorrect. Retry.
918	(?) transactions on file	You have reached the transactions limit and cannot post any more transactions. Run the Month End routine.
919	Control-Audit File Full - please print	Print the AUDIT File and re-enter the posting
920	Rate may not be changed	You may not change the VAT % rate while the goods total remains non zero. If necessary to do so, then print VAT report and run Month End Routine first to zeroise VAT totals.
921	Table number must be between 1 and 10	Re-enter
922	Please take Daybook Listing first	You must print the Daybook Listing before running Month End Routine. Use Menu Option 8 (see 7.8).
923	Please print audit trail first	You must print the audit trail before running Month End Routine. Use Menu Option 8 (see 7.8).
924	100 Allocations Made Press 'Enter' to continue	An attempt has been made to enter more than the maximum one hundred allocations possible on a single cash posting. Press [ENTER] the operator should then decide whether to cancel all the allocations or accept the one hundred entries and store the cash balance as unallocated.
925	Allocation too high, or negative allocation too low	Amount entered either exceeds the unmatched amount of the transaction or, in the case of a cash reversal, exceeds the matched amount. Or a minus adjustment exceeds the amount just allocated.

926	Insuffient room on Audit File for number of allocations made	Either reduce the number of allocations entered or reject the cash posting and print off the Audit File.
927	Cash over-allocated	Check allocations entered and correct.
930	Allocations do not balance to zero	Allocations entered on a type 8 posting do not balance to zero. Check and adjust.
931	Allocations completed for this page	All items on the current screen display, related to the selected month, have been processed. To continue processing in this way, page forward and reselect month option.
933	File Status(n) - A previous failure occurred which was overridden	Message 933 or 934 is displayed by entering a * instead of an option number when the menu is displayed. 933 is displayed if a previous security failure (see error 936) occurred and was overridden - (n) is the number of times a failure has occurred and been overridden. message
934	File Status - no previously overridden failure recorded	934 indicates that no security failure has ever previously occurred on these files.
936	Security failure - previous update improperly ended	The 'Enter Postings' or 'Month-End' routine was not completed properly either through operator or hardware error and the system's files are not updated correctly. It is possible to override this error, however, by entering two full-stops (..) instead of an option number, but should this course of action be taken, QUEST Computer Services cannot undertake to provide the same level of support on the disks as normally supplied. Your normal course of action should be to revert to back-up disks.
937	Selection invalid on current files - please recreate from backup	Options 1 and 3 are invalid once error message 936 above hs been displayed. All other options are valid. (Note: provision to override error 936, see above.)
939	No postings for customer on file	There are no postings in the customer's account - unable to allocate cash.
940	Reference not on file	Required posting reference not present in customer's account
941	Allocs nnn has exceeded available audit space nnn	Insufficient room onthe Audit File for the number of cash allocations entered. Either reduce the number of allocations or reject posting and print off Audit Trail.

| 997 | Invalid Input | Retype the entry. |
| 998 | Minus invalid | Minus value not allowed for this field. Re-enter the value. |

10 Backing Up/Taking Copies of Discs

The ABC master disc is supplied in vendor format, and should not be used as a work disc. A working copy should be made by copying the files onto a new blank disc, and then copying the system and boot sectors from your CP/M system disc to the newly copied disc. To create a working copy follow steps 1 to 5 below.

1. If you are not already in CP/M, load your CP/M system disc into drive A then type l c p m **[ENTER]**.

2. With your CP/M system disc in disc drive A and new blank disc in drive B, type C O P Y D I S C **[ENTER]**.

3. When requested replace the CP/M system disc in drive A with the ABC master disc and follow the prompts on the screen.

4. Type S Y S G E N **[ENTER]**, follow the screen prompts, and insert your CP/M system disc (Source) and newly copied disc (Destination) as requested.

5. Type B O O T G E N **[ENTER]**, follow the screen prompts, and insert your CP/M system disc (Source) and newly copied disc (Destination) as requested.

You should now have a working copy of the master disc. Keep the original in a safe place and only use the copy.

To make backup copies of your ABC data discs, follow steps 6 to 8 below.

6. If you are not already in CP/M, load your CP/M system disc into drive A then type l c p m **[ENTER]**.

7. With your CP/M system disc in disc drive A and new blank disc in drive B, type C O P Y D I S C **[ENTER]**.

8. When requested replace the CP/M system disc in drive A with the ABC data disc and follow the prompts on the screen.

It is recommended that you make backup copies of your data discs regularly.

11 Notes and Checklist for the First Time Users

11.1 Use of RETURN and ESCAPE Key

As an operating standard throughout ABC Systems the operator uses the blue [ENTER] key on the keyboard to have an input entry accepted, or to continue processing.

ENTER will be signified by **[ENTER]** throughout this manual.

To go back a stage or to cancel an error on input use the red ESCAPE key. On your machine this key is identified by **[ESC]**. The ESCAPE key can be freely and repeatedly used to 'back out' of any situation and return to the Master menu.

ESCAPE will be signified by **[ESC]** throughout this manual.

11.2 Entering Values

Enter the whole number and press **[ENTER]**, the program will insert decimal places and zeros as required.

e.g. 99 **[ENTER]** for goods value will be displayed as 99.00, 99.9 **[ENTER]** will be displayed as 99.90.

11.3 Printer and Paper wreck problems resolved

All reports are on demand, are range selectable and will not update the disc files. If something goes wrong with the printer or you run out of paper, correct the problem and simply re-print.

Where the printing of a report is important (i.e. Daybook Listing or Audit Trail), displayed on the screen at the end of the listing is the prompt IS DAYBOOK LIST OK (Y / N) ? By replying N followed by **[ENTER]** then a duplicate listing is produced. This is particularly useful when you have a 'paper wreck' or things go wrong with the printer.

11.4 Printing High Values on Reports

Printout of values normally allow for 99999999.99 + or − but where values are greater than this the correct value will be printed with a % in front. This may cause some misalignment of values in the rest of the print line, but this will be a very unusual occurrence.

11.5

Make sure you read Section 10 on Taking Copies of Discs. Remember to take regular copies of discs just in case things go wrong, like spilling coffee on discs or someone kicking the plug out of the wall in the middle of you making a posting.

You can always go back to your 'backup' discs and start again from the time you took the last copy.

11.6 Checklist for First Time User

Essential at start

1) Copy Program Discs and know how and when to take regular copies of discs (see section 10)

3) Register as a user and get CHECKSUM (PASS NUMBER) from Quest to run system normally, without UNREGISTERED flashing all over the screen

Set Up Prior to Processing anything

2) AMEND SYSTEM PARAMETERS (see section 7.13)

4) AMEND TABLES/SUMMARY/ TAX RATES/CLASSIFICATION CODES AND DESCRIPTIONS (see Section 7.12)

5) Transfer from your existing system and reconcile control accounts (see Section 12.8)

11.7 Hints on transferring from your Existing System

To ensure accuracy in transferring from an existing system to ASLS, there must be a total for agreeing with Ledger Control. For each Account with an outstanding balance, list the total amount outstanding, and where ageing of the debt is also needed then ensure the balance outstanding is accurately aged over months 1, 2, 3 and more.

When allocating Account Numbers to debtors and setting up names and addresses on ASLS., by pre-sorting into alphabetic sequence you can set up your Sales Ledger in alphabetic as well as numeric sequence. By leaving a range of blank Account numbers between each letter, then allowance can be made for fitting in new ones. You can select a specific Accout Number for an Account. Obviously after some time you may find that you did not leave enough space between certain letters but you may find it useful to start this way.

By posting each individual month's outstanding transactions and completing the Month End Routine, at the end of each month, aged debt analysis can be obtained. The totals at the end from the Summary to Nominal can be agreed back to the overall control figure and each individual Account checked for each month. To age debts over four months this means four separate updates and month end routines.

A faster process is available in ASLS and this is to use the posting of a JOURNAL DEBIT or JOURNAL CREDIT to a specific month to set up your aged debts for each month.

Each Journal entry will be shown as an individual item on the Statement and it will update the Turnover figures. By running a Month End Routine a Balance Brought Forward line can be created, but remember this routine will age the debts by one month, i.e. current month (0) will become Aged Debt 1.

12 Copyright Clause

AMSOFT SALES LEDGER SYSTEM

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