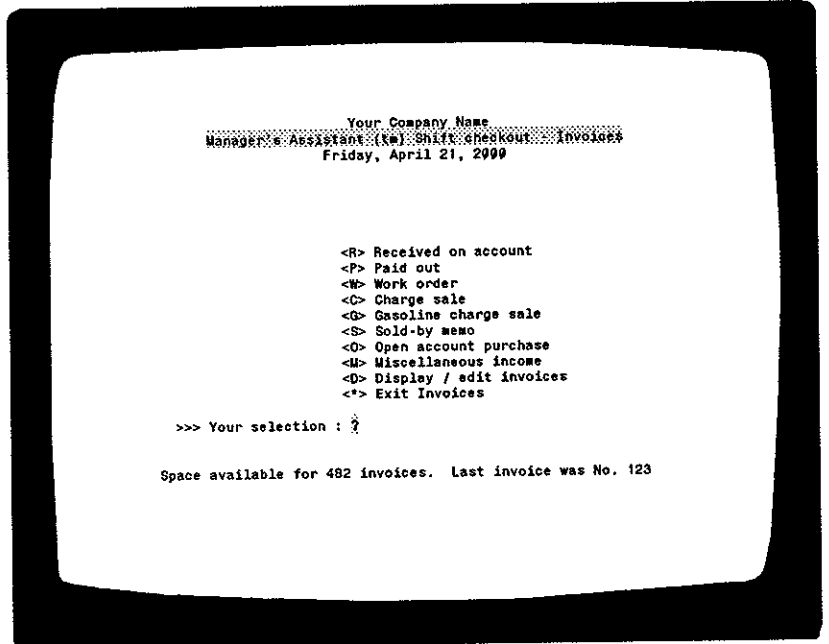


THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Entering invoices

To enter invoices, press at the transactions menu. The Invoices menu will appear.



Available space

The number of transactions for which there is space available is displayed on the bottom of the screen. Also displayed is the number assigned to the last invoice entered. This will help you keep track of which invoices have been entered during invoice processing.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Received on account invoice

To record a payment on a charge account (received on account), press **[R]**.
The received on account invoice entry screen will appear.

```

Your Company Name
Manager's Assistant (a) Shift checkout: RECEIVED ON ACCOUNT ENTRY
Friday, April 21, 2000

Type of invoice : Received On Account
Transaction date : 04/21/2000
Shift number   : 1

Check number   : 14357
Employee number :

A/R Account no. :

Previous balance :
Amount received :

( the <ESC> key to exit )
```

Entering received on account invoice

The system will display the type of invoice (a received on account), the shift date and shift number. You may wish to enter the customer's check number. If the customer has paid you cash, enter the number (if any) from the cash receipt given him, into the space provided for the check number. If neither a check number nor receipt number is available, press [Enter]. The system will enter a reference number into the space provided for the check number.

Employee number

Enter the identification number of the employee who received the money or the identification number of the employee who was responsible for the shift.

Press [F3] for list of employees

When the cursor is in the Employee number field the prompt "Press <F3> for list" will appear near the bottom of the screen. Pressing [F3] at this time will display a list showing the employee names and numbers as assigned in Employee information. To have the system insert the employee number, use the arrow keys to highlight the employee number you would like to use and press [Enter]. If you do not wish to use an entry on the display and would like the display to disappear, press [Esc].

Account number

Next, enter the number of the account to be credited with the payment. If the account is in the system, the account name will be displayed. Make sure you are giving credit to the correct account. The prior balance is the amount billed at the end of last month. The account status is the status of the account as of the last time invoices were posted. The current balance is the amount due as of the last time invoices were posted. The

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

current balance does not reflect any payments, charges or adjustments made to his account since the last posting. (See Section 3.2 - Invoice Posting, starting on page 113, for more information.)

New Receivables account

If the account is not in the system, the system will ask "New account ? (N)". Pressing N will allow you to re-enter the account number. Pressing Y will allow you to enter the name for the new account. Type it as you would like it to appear on their statement. After balancing this shift, you should go into the Accounts receivable system and complete the information for the new account.

Amount received

Enter the amount received. This amount will appear as a payment on the charge statements printed at the end of the current month. If the account to which you are receiving the payment is a Balance Forward account type, the system will record the received on account invoice after entering the amount received. You may enter another Received on account invoice or press [Esc] to return to the Invoices menu.

Open item accounts

If the account to which you are receiving the payment is an Open Item account type, the system will ask "Are all entries correct?". Answering No will allow you to correct the entry, answering Yes will display the following:

Your Company Name				
Shift checkout - Apply payment 1000 Arrow Co.				
268.39	Previous balance	Applying from	1648.97	Posted sales
0.00	Posted payments	payment: 19647	1648.97	Posted balance
Selected: 394.13	Payments	268.39	Charges	OVER: 125.83
Item	Inv#	Date	Amount	Status
Sale	45987	02/22/00	268.39	SELECTED - 19647
Sale	45995	02/28/00	125.83	
Sale	1592	03/04/00	78.00	
Sale	1615	03/06/00	163.95	
Sale	1724	03/07/00	135.43	
Sale	1729	03/18/00	93.95	
Sale	1738	03/21/00	10.00	
Sale	1788	03/24/00	145.43	
Sale	1799	04/03/00	35.00	
Sale	1835	04/12/00	35.00	
Sale	69951	04/18/00	558.08	

Press <A>, <ENTER>, or <Space-Bar> to apply or un-apply invoice
<Up-Arrow> <Down-Arrow> <PageUp> <PageDown> <*->-Exit

Apply payments to charges

The Shift checkout - Apply payment screen will allow you to apply the payment to other invoices previously entered. The top of the screen will show the account's previous balance which is the amount owed at the beginning of the month. It will show the posted payments which is the total of all payments posted to the account this month. It will show the

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

posted sales which is the total of all sales posted to the account this month. It will also show the posted balance which equals the previous balance minus posted payments plus posted sales. The "Selected" line will show the amount of the payment (ROA) invoice you just entered, the amount of the charges you have selected and the amount you are over or short, if the applied payments are out of balance. At this point it will flash "Over" in red, showing the amount of the payment just entered.

The check number of the payment (ROA) invoice you just entered will appear in the green "Applying from payment" box near the top middle of the screen. As payments are applied the check number shown in the green box will be recorded on the sale invoice(s). Once an sale invoice is selected the check number will appear to the right of the word "SELECTED" in the status column of the screen.

Only one check number can be recorded on a sale invoice. If you accidentally select a prior payment before selecting the sale invoice(s) for the payment (ROA) invoice being entered, the check number in the green box will be the wrong number. Un-select the incorrect payment by selecting it again. The system will restore the check number from the payment (ROA) invoice being entered to the green box.

Precision tip: Payments are usually applied as they are entered. Sometimes the payments have to be applied at a later date because you may not know which invoices the customer is paying for or the payments are only partial (see the section on Multiple payments below). If the payments need to be applied later, use the Accounts Receivable - Customer accounts Display/apply transactions function, explained on page 128.

One payment - One sale invoice

If the payment just entered is to pay for one sale invoice, select the sale invoice by highlighting it. Use the [Up Arrow], [Down Arrow], [Page Up] or [Page Down] keys to highlight the appropriate invoice. Then press , [Enter] or [Space Bar] to apply the payment to the highlighted sale invoice. The word "SELECTED" and the check number will appear in the Status column and the Selected line will be replaced by the word BALANCED flashing in green.

Precision tip: You can continue to apply other payments which were previously entered but not applied to the appropriate payments. You may also un-apply previously applied invoices to correct mistakes. Note that the system will allow you to exit the Apply payments screen only if you are balanced.

Once in balance, press to exit. If you cannot balance the payment to invoices, press the [Esc]. The system will ask "Do you wish to exit without applying the payment?". Press es to exit without applying the

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

payment. After posting, the payment just entered will appear in the account as an un-applied payment which can be applied later. After applying the payments to the invoices you will be returned to the Received on account entry screen so you can enter additional Received on account invoices.

One payment - Multiple invoices

If the payment just entered is to pay for more than one invoice, select the invoices by using the [Up Arrow], [Down Arrow], [Page Up] or [Page Down] keys. Highlight each invoice then press **A**, [Enter] or [Space-Bar] to apply the payment to the highlighted invoice. Continue until all invoices have been applied to the payment and the Selected line shows the word "BALANCED" flashing in green.

Multiple payments - One invoice

If your customer is making many payments on one invoice, you cannot apply any of the payments until all of the payments have been made. You cannot apply this payment unless this payment is the last payment required for the one invoice. If this is the last required payment, you should record the check number of the payment just entered on the invoice. To prevent the system from recording a prior payment check number you **MUST** select the invoice first, then select the prior payments. Select the invoice by using the [Up Arrow], [Down Arrow], [Page Up] or [Page Down] keys. Highlight the invoice then press **A**, [Enter] or [Space Bar] to apply the payment to the highlighted invoice and record the check number.

Precision tip: If you have accidentally selected a prior payment before selecting the invoice, un-select the payment by selecting it again. This will restore the correct check number, then select the invoice.

Next highlight the other payments to be applied to the invoice. Continue until the invoice and all other payments have been applied and the Selected line shows the word "BALANCED" flashing in green.

Multiple payments - Multiple invoices

If your customer is making many payments on a group of invoices, you cannot apply any of the payments until all of the payments have been made. You cannot apply this payment unless this payment is the last payment required for the group of invoices. If this is the last required payment, you should record the check number of the payment just entered on the invoice. To prevent the system from recording a prior payment check number you **MUST** select the invoices first, then select the prior payments. Select the invoices by using the [Up Arrow], [Down Arrow], [Page Up] or [Page Down] keys. Highlight each invoice then press **A**, [Enter] or [Space Bar] to apply that invoice. Next highlight the other payments to be applied. Continue until all of the invoices and payments have been applied and the Selected line shows the word "BALANCED" flashing in green.

Precision tip: If you have accidentally selected a prior payment before selecting the invoice, un-select the payment

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

by selecting it again. This will restore the correct check number, then select the invoice.

Forgiving Service charges

With either a Balance Forward or Open Item account type the method of forgiving a service charge is the same. You must enter a Received on account for the amount of the service charge. If the account is an Open item account type, apply the payment to the service charge. To balance your shift you must also enter a Paid out invoice for the amount of the service charge to an appropriate disbursement account.

Forgiving an Under-payment

If the account is a Balance Forward account type, enter the actual payment amount. Then enter another Received on account for the amount of the Under-payment. To balance your shift you must also enter a Paid out invoice for the amount of the Under-payment to an appropriate disbursement account such as Customer discount, Customer refund or some other sales allowance account.

Precision tip: This method will show two line items on the customer's statement at the end of the month. The first line item will be the actual amount paid. The second line item will be the Under-payment amount which has been forgiven.

If the account is an Open Item account type, enter a Received on account for the actual payment amount. When the Apply payment screen appears, press [Esc] to exit without applying the payment. Then enter another Received on account for the amount of the Under-payment. When the Apply payment screen appears, press [Esc] to exit without applying the payment. Later after closing the Shift and Posting invoices go to Accounts Receivable - Customer Accounts and apply the payments to the invoice using the Display/apply Transaction function, explained on page 128..

To balance your shift you must also enter a Paid out invoice for the amount of the under-payment to an appropriate disbursement account such as Customer discount, Customer refund or some other sales allowance account.

Correcting R.O.A. invoices

Received on account invoices may be edited or deleted through the Display / edit invoices function described on page 105. If you have entered a Received on account invoice (payment) and in error did not apply it, you can still do so. Use the Display / Edit invoices function explained on page 105.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Paid out (by cash)

To record a paid out (other than bank deposits, automatic credit card discounts and credit cards paid out), press **F**.

```

Your Company Name
Manager's Assistant (tm) Shift checkout - Paid out entry
Friday, April 21, 2000

Type of invoice : Paid Out
Transaction date : 04/21/2000
Shift number    : 1

Invoice number  : 31
Employee number : 
Disbursement acct :

Paid to / purpose :
Amount paid out :

Press <F3> for list
( the <ESC> key to redo )
Last invoice : 14357
```

Entering a paid out (by cash) invoice

The system will display the type of invoice (a paid out), the shift date and shift number. If you have a numbered receipt supporting the paid out entry, use the receipt number as the invoice number. If there is no number on the receipt, press [Enter]. The system will assign an invoice number. Write this number on the receipt for a cross reference.

Employee number

Enter the identification number of the employee that paid out the cash. If this is not known, use the identification number of the employee responsible for the shift or your own identification number. This will enable you to print a report of all cash paid outs made by any employee.

Press [F3] for list of employees

When the cursor is in the Employee number field the prompt "Press <F3> for list" will appear near the bottom of the screen. Pressing [F3] at this time will display a list showing the employee names and numbers as assigned in Employee information. To have the system insert the employee number, use the arrow keys to highlight the employee number you would like to use and press [Enter]. If you do not wish to use an entry on the display and would like the display to disappear, press [Esc].

Disbursement account

The system will accumulate paid outs by disbursement account. If the account does not exist in the system, the system will ask "New account? (Y/N)". If the system asks if this is a new account and the account is not a new account, you have incorrectly entered the account number. Pressing **N** will allow you to enter another account number. Pressing **Y** will allow you to add the account. The system will ask for the account description.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Paid to/reference

Next, enter the name of the company or name of the individual to whom the amount was paid, or the purpose of the expenditure. Use as much of the space as necessary to provide a clear description for later reference.

Precision tip: If you use the Retail Inventory Method, you may accumulate the retail value of items purchased for resale. To do this, enter the retail dollar amount of the goods purchased in the beginning of the paid to/reference area. Do not type a dollar sign in front of the dollar amount.

Amount

Last, enter the amount paid out. After entering the amount, the paid out invoice will be recorded. You may enter another paid out invoice or press [Esc] to return to the Invoices menu.

Correcting paid out invoices

After a paid out invoice has been entered into the system, it may be edited or deleted through the Display / edit invoices function described later in this section.

Work order invoice

To enter a work order (repair order) press **W**. The work order entry screen will appear.

```

Your Company Name
Manager's Assistant (tm) Shift checkout - Work order entry
Friday, April 21, 2000

Type of invoice : Work Order <G>asoline :
Transaction date : 04/21/2000 <O>il :
Shift number : 1 <L>abor :
<P>arts :
Invoice number : 29 <S>ublet :
Employee number : 123 <T>ires :
<B>batteries :

Type of payment :
1) Cash 2) Charge sale <R>oad serv/tow :
3) Credit card 4) Check <E>PA charges :
<X>-sales tax :

Press <F3> for List
( the <ESC> key to redo )
Last invoice : 319
```

C.A.R.S. users note: C.A.R.S. Repair Orders are electronically entered by the "C.A.R.S. Transfer Paid Repair Order" function. Repair Orders generated with C.A.R.S. should NOT be entered here.

Date and shift

The screen will display the type of invoice (a work order), the shift date and shift number.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Invoice number	Enter the work order number into the invoice number field. If your work orders are not numbered, press [Enter]. The system will assign an invoice number. (Write this invoice number on the work order for a cross reference.) The system will never assign the same invoice number to two invoices within a month. While entering work order information, pressing [Esc] will cancel the work order being entered. This will allow you to return to the Invoices menu or to enter different work order information.
Work order control	The reports function may be used later to list all work orders by number. You will be able to scan this report and easily spot missing work orders. This may help you prevent employee theft of work order charges.
Employee number	Enter the identification number of the employee who performed the repairs. The sales from this work order will be included in the calculation of his sales commissions. If the responsible employee is unknown, use your employee number.
Press [F3] for list of employees	When the cursor is in the Employee number field the prompt "Press <F3> for list" will appear near the bottom of the screen. Pressing [F3] at this time will display a list showing the employee names and numbers as assigned in Employee information. To have the system insert the employee number, use the arrow keys to highlight the employee number you would like to use and press [Enter]. If you do not wish to use an entry on the display and would like the display to disappear, press [Esc].
Split work order	If the work order contains work done by two or more employees, you will have to calculate the sales to be credited to each employee. The work order will be entered twice, once for each employee, splitting the sale among the employees.
Processing a split work order	Enter only the sales to be credited to each individual employee. The total sales recorded on all parts of the split work order MUST equal the gross amount of the original (un-split) repair order. To make it easier to track a split work order, be certain that you use the same invoice number on each part of the split work order. If your work orders are not numbered, use the invoice number assigned by the system on the first part of the split on all parts of the split.
Type of payment	Enter the type of payment by code number. (1=Cash, 2=Charge, 3=Credit card, 4=Check) If you enter the type of payment as type #2, charge sale, the system will prompt you for the charge account number. (For more information, see "Charge sales" on page 97.)
Invoice total	Enter the total amount of the work order into the invoice total field. When entering the total amount of the work order, enter dollars and cents, even if the amount of the work order is an even dollar amount.
Sales distribution	Next, enter the sales by department. Select a department by letter, then enter the sale amount for that department. The amount you have entered into the selected department will be subtracted from the invoice total and

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

the difference displayed as the invoice balance. Continue to select sales departments and to enter the sales by department.

Recording gasoline and oil sales

Sales entered into the gasoline department during repair order entry do not actually record sales in this department, but only serve to balance the work order. Gasoline sales are recorded only through the gas pump readings. Sales entered into the Gasoline department will be included as part of the employee's sales. If you do not sell fuel, you may still make an entry into the Gasoline department by pressing [Ctrl]-[G].

Unless you have modified the system per Appendix C, oil sales entered into the oil department during repair order entry do not actually record sales in this department but only serve to balance the work order. Oil sales are recorded automatically via the Key Item Inventory. Sales entered into the Oil department will be included as part of the employee's sales.

Balancing a work order

The total sales by department must agree exactly with the invoice total entered above. If the totals do not agree, the work order is not in balance. The system will not record the work order unless total sales by department equals the invoice total. If the work order does not balance after correctly entering the information, it contains a math error. Check the math, then correct the entry as necessary. Once the work order has been balanced, the system will accept and record it. Enter another work order or press [Esc] to return to the Invoices menu.

Recording driveway sales

Driveway sales should be entered as a dummy work order. You may let the system supply the invoice number for the dummy work order by pressing [Enter] for the invoice number. If sales commissions are not paid to employees, lump all driveway sales together in one dummy work order. If sales commissions are paid to the driveway attendants, enter a separate dummy work order for each attendant. Be sure to enter the correct employee identification number in the employee number field so that the system will include these sales when calculating the employee's commissions. If commissions are paid on gasoline sales and/or oil sales, include these amounts in the dummy work order. Recall that entering the sale of gasoline or oil on repair orders does not record a sale in these departments (except if the system had been modified per Appendix C). These amounts are only used to balance the work order and record employee commissions.

Recording refunds

Refunds may be entered exactly as the sale was recorded except all dollar amounts should be entered as negative amounts. (A refund can be thought of as a negative sale.) An alternative method of recording a refund is to enter a paid out by cash invoice to an account for accumulating customer refunds. (For more information, see "Paid out invoices" on page 93.)

Correcting work order invoices

After a work order has been accepted by the system, it may be edited or deleted through the Display / edit invoices function described on page 105.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Charge sale invoice

Charge sales are entered by pressing **C** at the Invoices menu. The charge sale entry screen will appear.

```

Your Company Name
Manager's Assistant (tm) Shift checkout - Charge sale entry
Friday, April 21, 2000

Type of invoice : Charge Sale <G>asoline :
Transaction date : 04/21/2000 <O>il :
Shift number : 1 <L>abor :
Invoice number : 1921 <P>arts :
John Smith <S>ublet :
<T>ires :
<B>atteries :
A/R Account no. : 2000
Local Cable Company <R>oad serv/tow :
P.O.# / Reference : <E>PA charges :
Total invoice : <X>-sales tax :

( the <ESC> key to redo )
Last invoice : 4876
```

C.A.R.S. users note: C.A.R.S. Charge Sales are electronically entered by the "C.A.R.S. Transfer Paid Repair Order" function. Charge Sales generated with C.A.R.S. MUST NOT be entered here.

Entering a charge sale

Charge sale entry is almost identical to work order entry. There are two differences. The first difference is the system will request an accounts receivable account number in place of the type of payment. The second is the "P.O.# / Reference" field. (This field can be used for things such as a P.O.#, Unit # or other identifying information up to 12 characters.)

C.A.R.S. users note: The P.O.# information entered on to the repair order will appear in this field.

After entering the charge account number, the system will display the name of the account. If you have entered the incorrect account number, the account name displayed will be incorrect. Press the [Up Arrow] to enter the correct account number.

Adding a charge account

If an account has not been entered into the Accounts receivable system, you will be asked "New account?". If the system asks "New account?" and the account is not a new account, you have incorrectly entered the account number. Pressing **N** will allow you to enter another account number. Pressing **Y** will allow you to add the account. The system will ask for the

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

account name. After balancing this shift, you should go into the Accounts receivable system and complete the information for the new account.

Gasoline sales on a charge sale

Sales entered into the gasoline department during charge sale entry do not actually record sales in this department, but only serve to balance the work order. Gasoline sales are recorded only through the gas pump readings. Sales entered into the Gasoline department will be included as part of the employee's sales and will be included in Accounts receivable balances. If you do not sell fuel, you may still make an entry into the Gasoline department by pressing [Ctrl]-**G**.

Oil sales on a charge sale

Unless you have modified the system per Appendix C, oil sales entered into the oil department during charge sale entry do not actually record sales in this department but only serve to balance the work order. Oil sales are recorded automatically via the Key Item Inventory. Sales entered into the Oil department will be included as part of the employee's sales and will be included in Accounts receivable balances.

After the charge sale invoice is balanced, you may enter another charge sale or press [Esc] to return to the Invoices menu.

Correcting charge sale invoices

Once a charge sale has been recorded, it may be edited or deleted through the Display / edit invoices function described on page 105.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Gasoline charge sale

Gasoline charge sales are entered by pressing **[G]** at the Invoices menu. The gasoline charge sale entry screen will appear.

```

Your Company Name
Manager's Assistant (tm) Shift checkout - Gasoline charge sale entry
Friday, April 21, 2000

Type of invoice : Gasoline Charge Sale
Transaction date : 04/21/2000
Shift number    : 1

Invoice number  : 145
Employee number :

A/R Account no. :

P.O.# / Reference :
Amount of sale  :

Press <F3> for list
( the <ESC> key to redo )
Last invoice : 4899
```

Precision tip: If you do not sell fuel, the choice for gasoline charge sale will not appear on your menu.

Entering a gasoline charge sale

The system will display the type of invoice (gasoline charge sale), the shift date and shift number. If you have a numbered receipt for the gasoline charge sale entry, use the receipt number as the invoice number. If there is no number on the receipt or no receipt, press **[Enter]**. The system will assign an invoice number. If you have a receipt without a number, write this number on the receipt for a cross reference.

Employee number

Enter the employee number of the employee responsible for the shift or your own employee number.

Press **[F3]** for list of employees

When the cursor is in the Employee number field the prompt "Press **<F3>** for list" will appear near the bottom of the screen. Pressing **[F3]** at this time will display a list showing the employee names and numbers as assigned in Employee information. To have the system insert the employee number, use the arrow keys to highlight the employee number you would like to use and press **[Enter]**. If you do not wish to use an entry on the display and would like the display to disappear, press **[Esc]**.

Entering the account number

The system will request an Accounts receivable account number. After entering the charge account number, the system will display the name of the account. If you have entered the incorrect account number, the account name displayed will be incorrect. Press the **[Up Arrow]** to enter the correct account number.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Adding a charge account

If an account has not been entered into the Accounts receivable system, you will be asked "New account?". If the system asks "New account?" and the account is not a new account, you have incorrectly entered the account number. Pressing **[N]** will allow you to enter another account number. Pressing **[Y]** will allow you to add the account. The system will ask for the account name. After balancing this shift, you should go into the Accounts receivable system and complete the information for the new account.

P.O.# / Reference

The "P.O.# / Reference" field can be used for things such as a P.O.#, Unit# or other identifying information up to 12 characters.

Correcting gasoline charge sale invoices

Sales entered into the gasoline charge sale entry do not actually record sales in this department. Gasoline sales are recorded only through the gas pump readings. Sales entered into the Gasoline department will be included as part of the employee's sales and will be included in Accounts receivable balances.

Sold-by memo

Once a gasoline charge sale has been recorded, it may be edited or deleted through the Display / edit invoices function described on page 105.

To enter a Sold-by memo, press **[S]**. The sold-by memo entry screen will appear:

```

Your Company Name
Manager's Assistant (tm) Shift checkout - Sold-by memo entry
Friday, April 21, 2000

Type of invoice : Sold-by      <G>asoline   :
Transaction date : 04/21/2000  <O>il      :
Shift number    : 1           <L>abor    :
                :             <P>arts      :
Invoice number  : 4           <S>ublet   :
Employee number : 2         <T>ires     :
                :             <B>atteries  :
Type of payment :              <R>oad serv/tow :
                :              <E>PA charges  :
Total invoice  :              <X>-sales tax  :

Press <F3> for list
( the <ESC> key to redo )
Last invoice : 323
```

Date and shift

The screen will display the type of invoice (a sold-by memo), the shift date and shift number.

Precision tip: Sold-by memos are used to track sales commission for salesmen only.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Entering a sold-by memo

Sold-by memo entry is almost identical to work order entry. However, unlike work orders, sold-by memo invoices **DO NOT** increase total sales. Therefore the "Type of payment" field is not applicable and will be skipped while entering or editing sold-by memo invoices.

Invoice number

Using the work orders and charge sales entered earlier, enter the invoice number from the work order or charge sale which these sales were made on, then press [Enter]. While entering sold-by memo information, pressing [Esc] will cancel the sold-by memo being entered.

Correcting sold-by memo invoices

Once a sold-by memo has been recorded, it may be edited or deleted through the Display / edit invoices function described on page 105.

Open account purchase

If you have a charge account with a parts store, your account with them is called an open account. You may have the system keep a running total of the amount you owe the parts stores. This is done by entering the parts store receipts. Parts store receipts entered into the system are called Open Account Purchase invoices. Each Open Account Purchase invoice automatically creates two OFFSETTING cash paid out invoices. Each of the two cash paid out invoices are assigned to different disbursement accounts.

When you select Open account purchase, the following will appear:

```

                                Your Company Name
Manager's Assistant (tm) Shift checkout - Open account purchase entry
                                Friday, April 21, 2000

Type of invoice : Open Account Purchase
Transaction date : 04/21/2000
Shift number    : 1

Invoice number  : 378
Employee number :

Open account    :
Disbursement acct :
Paid to / purpose :
Amount purchased :

                                ( the <ESC> key to exit )
                                Last invoice : 342
```

Date and shift

The screen will display the type of invoice (open account purchase), the shift date and shift number.

Invoice number

Enter the invoice number from the parts store receipt.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

- Employee number** Enter the identification number of the employee that signed for the parts.
- Press [F3] for list of employees** When the cursor is in the Employee number field the prompt "Press <F3> for list" will appear near the bottom of the screen. Pressing [F3] at this time will display a list showing the employee names and numbers as assigned in Employee information. To have the system insert the employee number, use the arrow keys to highlight the employee number you would like to use and press [Enter]. If you do not wish to use an entry on the display and would like the display to disappear, press [Esc].
- Open account number** Enter the disbursement account number you have assigned to keep track of the purchases made from this vendor on your open account. The account number should begin with "2". After entering the disbursement account number, the system will display the description of the account. If you have entered the incorrect account number, the account description displayed will be incorrect. Press the [Up Arrow] to enter the correct account number.
- Adding an open account** If an account has not been entered into the Company setup Disbursement accounts, you will be asked "New account?". If the system asks "New account?" and the account is not a new account, you have incorrectly entered the account number. Pressing N will allow you to enter another account number. Pressing Y will allow you to add the account. The system will ask for the account description.
- Precision tip:** Purchases on account create a liability. Disbursement accounts used to track liabilities should be assigned numbers in the two-thousand range. Because all disbursement account numbers are four digits long, account numbers that begin with "2" are in the two-thousand range.
- Disbursement account** Next, enter the disbursement account number you wish to use to accumulate these purchases. (For example, if you have purchased parts, use your disbursement account for parts. If you have purchased shop supplies, use your disbursement account for shop supplies. If you have purchased items to maintain your service vehicle, you may wish to use your disbursement account for service vehicle expenses.)
- Paid to/reference** Most of the time, you will find that it is not necessary to enter information into this field. However, if you are recording the purchase of items that are not for resale, you may wish to enter a comment such as "Clutch for wrecker".
- Precision tip:** If you use the Retail Inventory Method, you may accumulate the retail value of items purchased for resale. To do this, enter the retail dollar amount of the goods purchased in the beginning of the paid to/reference area. Do not precede the dollar amount with a dollar sign.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Amount	Last, enter the amount of the purchase. After the amount is entered, the system will create the two offsetting cash paid out invoices. The cash paid out invoice created using the account number entered into the open account field will contain a NEGATIVE dollar amount. This indicates money owed (a liability). The cash paid out invoice created using the account number entered into the disbursement account field will contain a POSITIVE dollar amount.
One invoice - two purposes	Each open account invoice entry made into the system may be directed to only one disbursement account. Suppose that one open account invoice includes two or more items and more than one disbursement account should be affected. This may be accomplished by breaking up the invoice amount by disbursement account. Then multiple open account purchase invoice entries may be made distributing each amount to the correct disbursement account. Precision tip: When breaking up one open account purchase into multiple entries, you should use the same invoice number for each entry. You must take care to insure that the total of any partial entries made equals the amount of the actual parts store receipt.
Correcting open account purchases	After an open account purchase invoice has been accepted by the system, it may not be edited. However, recall that an open account purchase invoice entry creates two OFFSETTING cash paid out invoices. These individual cash paid out invoices may be edited or deleted through the Display / edit invoices function described on page 105.
Miscellaneous income	A miscellaneous income invoice entry is used to record sales that only affect one sales department. Other than using cash Register sales entry, a miscellaneous income invoice is the only way to record sales in departments L through O. Sales recorded using a miscellaneous income invoice DO NOT count towards employees' sales and commissions. Only work orders and charge sales count towards employee sales and commissions.
Source of miscellaneous income entry	The source of a miscellaneous invoice may be as simple as a note written on your shift checkout sheet. The miscellaneous invoice entry is typically used to record lump sum sales such as vending machine proceeds, truck rental commission and payments from a scrap dealer. The miscellaneous income invoice has the advantage of a large amount of space that may be used for an explanation of the entry.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

To record miscellaneous income

To record a miscellaneous income invoice, press **[M]** at the Invoices menu. The miscellaneous income invoice entry screen will appear.

The screenshot shows a terminal window with the following text:

```
                                Your Company Name
Manager's Assistant (tm) Shift checkout - Miscellaneous income entry
                                Friday, April 21, 2000

Type of invoice   : Miscellaneous Income
Transaction date  : 04/21/2000
Shift number      : 1

Invoice number    : 385
Employee number   :

Sales department  :

Entry description :
Amount           :
```

(the <ESC> key to exit)
Last invoice : 385

Entering miscellaneous invoice

The system will display the type of invoice (a miscellaneous income invoice), the date and the shift number. Enter the invoice number. If there is no invoice number, press [Enter]. The system will assign a number. Write this number on the invoice. If there is no invoice, write the invoice number that the system has assigned on your shift sheet next to the note written there.

Employee number

Enter the identification number of the employee that handled the transaction. Sales entered through miscellaneous income invoices are NOT credited to the individual employee's sales. Employee commissions will NOT include sales recorded on miscellaneous income invoices. To record a sale which is to be included in the employee's commissions, the sale MUST be entered through work order entry.

Press [F3] for list of employees

When the cursor is in the Employee number field the prompt "Press <F3> for list" will appear near the bottom of the screen. Pressing [F3] at this time will display a list showing the employee names and numbers as assigned in Employee information. To have the system insert the employee number, use the arrow keys to highlight the employee number you would like to use and press [Enter]. If you do not wish to use an entry on the display and would like the display to disappear, press [Esc].

Sales category

Select the sales category to be charged by pressing the appropriate letter. Any valid sales department except for gasoline and cash Register sales departments may be used.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Amount	Enter the sale amount. After entering the amount, the system will record the miscellaneous income invoice. You may enter another miscellaneous income invoice or you may press [Esc] to return to the Invoices menu.
Correcting miscellaneous invoices	After a miscellaneous income invoice has been accepted by the system, it may be edited or deleted through the Display / edit invoices function described on page 105.
Display / edit invoices	The Display / edit invoice function will allow you to display invoices on the screen for review, edit the invoice or delete the invoice. To display / edit invoices, press [D] at the Invoices menu. The LAST invoice entered will be displayed. A mini-menu will appear at the bottom of the screen. The invoices will appear in the REVERSE ORDER as they were entered. Press [P] to display the previous invoice on the screen. Press [N] to display the next invoice on the screen. Press [S] to search for and display a particular invoice. You will be asked to enter the desired invoice number. Press [E] to edit the displayed invoice, or [F] to delete the invoice displayed. Press [*] to return to the Invoices menu.
Correcting Received on account invoice	<p>If the Received on account invoice is for an Open Item account type and you applied it, you can not edit the Received on account invoice. You must enter a reversal entry (a minus Received on account). This reversal entry may then be balanced by un-applying the invoice(s) that were applied to the incorrect payment entered earlier. The correct Received on account may now be entered.</p> <p>If you have applied a Received on account invoice to the wrong account or entered the wrong check number you must use a reversal entry as explained above to correct the errors.</p> <p>If you have entered a Received on account invoice (payment) and in error did not apply it, you can still do so. Display the Received on account invoice (payment) you wish to apply. Press [E] to edit the invoice. Press [Enter] until the "Are all entries correct?" message appears. Answer [Y]es. You will be allowed to apply the Received on account (payment) invoice as explained above.</p> <p>Once a Received on account invoice (payment) has been applied, it cannot be edited or deleted. If you find that you accidentally applied the Received on account invoice to the wrong sale invoice you can correct it with the following trick. Enter another Received on account invoice to that account for a zero dollar amount. Highlight the sale invoice that was wrongly applied. Press [A], [Enter] or [Space Bar] to un-apply the invoice. The system will ask "Are you sure?". Answer by typing [Y][E][S]. Highlight the sales invoice that should have been applied and press [A], [Enter] or [Space Bar] to apply the correct invoice. Exit the Apply payment screen by pressing [*]. You will be returned to the Received on account entry screen.</p>

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Exit by pressing [ESC]. Display the zero Received on account invoice previously entered and deleted it.

Exit invoices

To leave invoice processing, press [F4] at the Invoices menu. You will return to the Shift checkout menu. You may return to Invoices menu at any time to enter additional invoices or to review, edit or delete the invoice already entered.

cash Register sales

Typically used in Service Stations that have a convenience store operation, cash Register sales allow lump sum entry of sales from a cash register tape directly into any or all sales departments with the exception of the Gasoline department.

Precision tip: If you have set up the system so that it does not allow sales entry through cash Register sales, this choice will not appear on the menu.

To enter cash Register sales press [R] at the Shift checkout menu. The cash register entry screen will appear:

Your Company Name
Manager's Assistant (tm) Shift checkout - Cash register sales
Friday, April 21, 2000

Department	Amount	Department	Amount	Department	Amount
03-Oil	0.00	19-Soda	0.00		
04-Labor	0.00	21-Bakery	0.00	37-Newspaper	0.00
05-Parts	0.00	22-Deli	0.00	38-Magazines	0.00
06-Sublet	0.00				
07-Tires	0.00				
08-Batteries	0.00				
09-Road serv/to	0.00	27-Lottery	0.00		
10-EPA charges	0.00				
11-X-sales tax	0.00				
12-Vending	0.00	30-Ice	0.00		
13-U-haul	0.00	31-Frozen food	0.00		
14-Food	0.00				
15-Cigarettes	0.00				
16-Beer & wine	0.00				
17-Liquor	0.00				

(the <ESC> key to redo)

Entering cash Register sales

The system will accept the cash register sale amount you wish to enter into the Oil department. Type in the amount then press [Enter]. The system will then accept the cash register sale amount for the next sales department. Repeat this process until you have entered the cash register sales for this shift. After you have entered the amount into the last department shown on the screen, the system will ask "Are all entries correct?". If you wish to make changes press [N]. You will be allowed to

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

re-enter the amounts. Pressing **Y** will return you to the Shift checkout menu.

Precision tip: The maximum amount that can be entered into the cash Register sales departments is \$ 999,999.99.

Correcting cash Register sales

If you need to return to the cash Register sales entry to make a correction, press **R**. You will return to the cash Register sales entry screen. Pressing **E** will allow you to edit the cash Register sales. Pressing **A** will allow you to adjust the amount in any one sales department. Enter just the amount of the adjustment, not the new total. To adjust the sales down, enter a minus dollar amount. Enter just the amount of the adjustment, not the new total.

To leave the cash Register sales entry screen, press ***** you will be returned to the Shift checkout menu.

Non-sales income

Non-sales income can be used to record the receipt of money for other than a sale or received on account. It could be used to record a rebate from the oil company or the cash paid to you to cover a bounced check. In the case of the NSF check, you have cash but no sale. The original sale was recorded days ago when the check was accepted. To properly account for either situation, the amount received must be recorded as non-sales income.

Information entered

One non-sales income entry may be made per shift. With each non-sales income entry, you will enter a description of the non-sales income. If you have two non-sales income entries in one shift, lump the amounts together and describe both in the description. For example, if you collected for a ten dollar NSF check from Mr. Jones, and received a fifty dollar sales tax refund from the state, you would make the entry with a description of "NSF Jones & tax refund" and enter the amount as sixty dollars.

Multiple entries on multiple shifts

The description of any non-sales income transaction must include a description of that non-sales income transaction and any other non-sales income transactions entered for this day on prior shifts. The dollar amount that will appear on the reports is the total of all non-sales income transactions entered for the day. Only the description from the last non-sales income entry made during the day will appear on the reports.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Entering non-sales income

To enter Non-sales income, press **N** at the Shift checkout menu. The Non-sales income entry screen will appear.

```

Your Company Name
Manager's Assistant (tm) Shift checkout - Non-sales income
Friday, April 21, 2000

Description      Amount
NSF Jones & rebate  69.00

( the <ESC> key to redo )
```

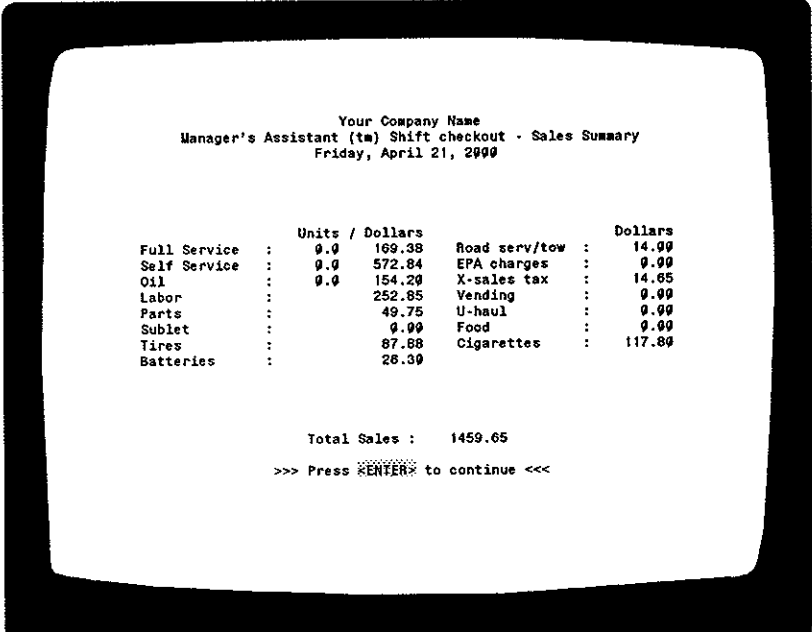
Enter the description of the non-sales income transaction, followed by the amount. After entering the amount, you will be asked "Are all entries correct?". If the information is not correct, press **N**. You will be allowed to re-enter it. If the information is correct, press **Y**. The system will return to the Shift checkout menu.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Sales summary, Cash balance

The Sales summary display screen will summarize the sales, by department, for the shift. The Cash balance display screen will show the TOTAL TO ACCOUNT FOR, the TOTAL ACCOUNTED FOR, and the Cash balance (over or short) for the shift. The Sales summary and Cash balance may be examined at any time. To examine the Sales summary and Cash balance, press [S] at the Shift checkout menu. The Sales summary display screen will appear.



```

Your Company Name
Manager's Assistant (tm) Shift checkout - Sales Summary
Friday, April 21, 2000

Units / Dollars
Full Service : 0.0 169.38
Self Service : 0.0 572.84
Oil : 0.0 154.20
Labor : 252.85
Parts : 49.75
Sublet : 0.00
Tires : 87.88
Batteries : 26.30

Road serv/tow : 14.00
EPA charges : 0.00
X-sales tax : 14.65
Vending : 0.00
U-haul : 0.00
Food : 0.00
Cigarettes : 117.80

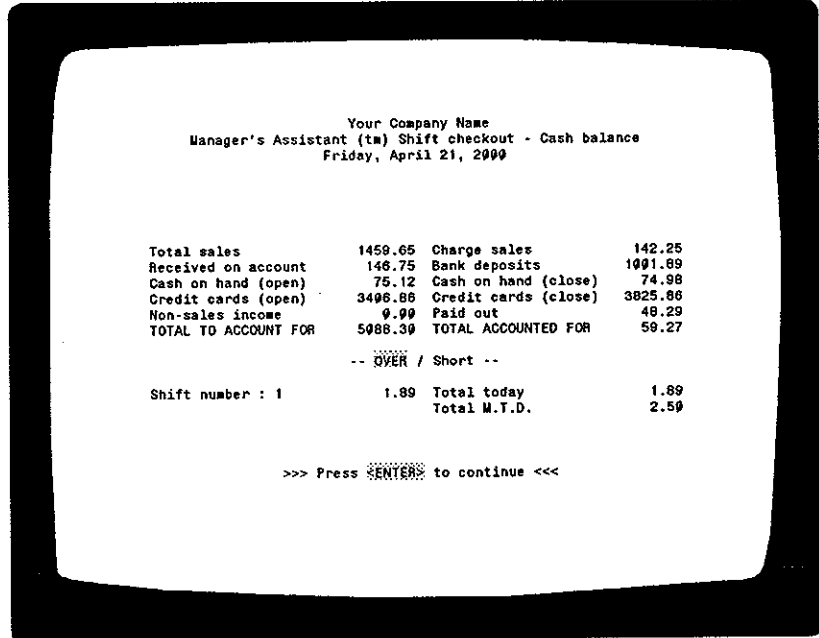
Total Sales : 1459.65
>>> Press <ENTER> to continue <<<
```

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Cash balance

To leave the Sales summary and display the Cash balance, press [Enter]. The Cash balance display screen will appear.



The screenshot shows a terminal window with the following text:

```

Your Company Name
Manager's Assistant (tm) Shift checkout - Cash balance
Friday, April 21, 2000

Total sales          1450.65  Charge sales          142.25
Received on account  146.75  Bank deposits        1001.89
Cash on hand (open)  75.12   Cash on hand (close)  74.98
Credit cards (open) 3496.86  Credit cards (close) 3825.86
Non-sales income     0.00    Paid out              48.29
TOTAL TO ACCOUNT FOR 5088.30  TOTAL ACCOUNTED FOR  59.27

-- OVER / Short --

Shift number : 1      1.89  Total today          1.89
                    2.59  Total M.T.D.         2.59

>>> Press ENTER to continue <<<

```

Total to account for

In the left hand column, the total sales are brought forward from the Sales summary display. All Received on account invoices entered for this shift will be totaled. The Cash on hand (open) is brought forward from the last shift's Cash on hand (close) figure. The Credit cards (open) represents the value of all the Credit cards on hand at the beginning of this shift. This is the Credit cards (close) figure brought forward from the last shift. The amount of the non-sales income entry (if any) will also be displayed. All of these amounts added together comprise the TOTAL TO ACCOUNT FOR.

Total accounted for

In the right hand column, the Charge sales are totaled. Under it, the total of the Bank deposits is shown. The Cash on hand (close) entered in the Bank deposit section is displayed. The total of the Credit cards on hand at the end of the shift is also displayed. This amount equals the Credit cards on hand at the beginning of the shift plus the Credit cards entered into the Credit card section while processing this shift. Cash paid out includes the total of all paid out invoices entered plus the credit cards paid out plus any discount calculated on discounted credit cards. The sum of these amounts comprise the TOTAL ACCOUNTED FOR.

Over & short

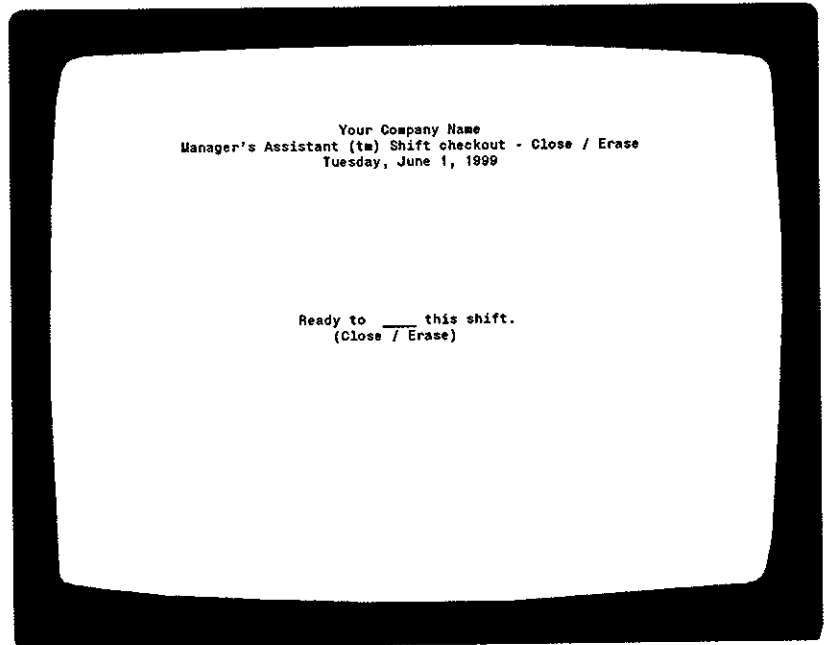
If the TOTAL TO ACCOUNT FOR is greater than the TOTAL ACCOUNTED FOR, you are short. If the TOTAL TO ACCOUNT FOR is less than the TOTAL ACCOUNTED FOR, you are over. Shortages are displayed as negative amounts while overages are displayed as positive amounts. The total of shortages for this day and for this month are also displayed.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Exit after balancing the shift

To return to the Sales summary display, press [Esc]. To return to the Shift checkout menu, press [Enter]. Continue to edit or add information as necessary to balance the shift. When satisfied with the current shift checkout, you must force the system to record the shift information entered. To do this, select the Close or Erase Shift function by pressing at the Shift checkout menu. The Close / Erase screen will appear.



Closing the shift

The process of permanently recording a shift checkout is called closing the shift. Typing will cause the system to close the shift. When the shift is closed, all functions necessary to allow the processing of the next shift are completed. On hand at end of shift numbers are brought forward to the next shift as on hand at beginning of shift numbers and certain internal housekeeping functions occur. Accounts receivable, employee and salesmen sales and disbursement account balances are not updated at this time. This function is accomplished by selecting the Post invoices function from The Manager's Assistant™ main menu. (For more information, see Section 3.2 - Posting invoices, starting on page 113.)

Erasing the shift

Typing will allow you to retain all the information entered up to this point. If you type , the system will ask:

"Should manually entered invoice be retained anyway?"

Answering will cause the system to retain ALL the information you have entered manually into the shift. This feature will allow you to enter the Shift checkout function on a busy day and get a head start on processing your paper work.

THE MANAGER'S ASSISTANT™

SECTION 3.1 DOING A SHIFT CHECKOUT

Answering no to the above question will cause the system to erase all information manually entered into the shift. Prior shifts are **NOT** affected.

C.A.R.S. users note: Invoices (work orders and charge sales) that have been transferred automatically from C.A.R.S. will NEVER be lost by erasing the shift.

Pressing [Enter] or typing anything except "Close" or "Erase" will return you to the Shift checkout menu. Once at the Shift checkout menu, you can continue with the current shift checkout.

Is this the closing shift?

You may break the day into as many as four separate shifts. If the shift you are about to process is the last shift for this business day, type "yes" in response to "Is this the closing shift?" If you type **N** **O**, you **MUST** process another shift for this business day. Pressing [Esc] will return you to the Shift checkout menu. Once at the Shift checkout menu, you can continue with the current shift checkout. If you are about to process the fourth shift for this day, this question will not appear because the fourth shift is assumed to be the last and closing shift.

Print a Business Analysis Report?

The system will now record the shift and update the system. This will take a few moments. After the update is complete, the system will ask, "Do you want to print a Business Analysis Report?". Press **Y** to print the report or press **N** to return to The Manager's Assistant™ main menu.

Precision tip: Do not request the printing of the Business Analysis Report unless a printer is available.

SECTION 3.2 POSTING INVOICES

Description	The Post invoices function will update the customer charge accounts by posting charge sales and payments to customer charge accounts. It will update the employees' sales by posting work orders and charge sales to the employee and salesman's information. This function will also post the paid out transactions (including open account purchases) updating the disbursement accounts. The employee and salesman's sales and commissions report and end of pay period processing is available in the Post invoices function.
Restrictions with un-posted invoices	You cannot end the month or year with un-posted invoices. You cannot delete a disbursement account or accounts receivable account if the system contains un-posted invoices. Before you delete either of these types of accounts, you MUST Post invoices.
Backup first	Make a set of backup copies prior to selecting Post invoices function. NEVER select the post invoices function without a COMPLETE AND CURRENT set of backups. Precision tip: You may use HDBACKUP to make backup copies prior to posting.
How to post	To post invoices, press [SHIFT]-[P] at The Manager's Assistant™ main menu.
A/R Posting Report	An Accounts receivable posting report (A/R Posting Report) is a detailed list of the charge account invoices (charge sale invoices, gasoline charge sales and received-on-account invoices) that are posted. The system will ask if you want this report. Press [Y] if this report is desired. Press [N] if you do not wish this report. Precision tip: Do not request the printing of any of the three reports unless a printer is available.
Disbursement Posting Report	The system will ask if you want a Disbursement Account Posting Report. Press [Y] if this report is desired. Press [N] if you do not wish to print this report. The posting will begin. If there are many un-posted invoices in the system, the process could take some time.
Employee Commission Report	After the posting is complete, the system will ask if you want an Employee Commission Report. This report will calculate the commissions due each employee and salesman for the current pay period. The system will also list each employees' and salesman's sales by department for the current pay period, the current month, and the current year. This report should be printed immediately after completing the books for the last shift of a pay period.
Reset current sales	After the Employee Commission Report has printed, the system will ask if you want to reset current sales. Pressing [Y] will erase the sales for the pay period. This will allow you to accumulate the sales for the next pay

THE MANAGER'S ASSISTANT™

SECTION 3.2 POSTING INVOICES

period separately from the past pay period sales. Month-to-date and year-to-date sales will not be affected. Pressing **[N]** will prevent the current pay period sales from being erased. (See Section 3.8 - Ending the Pay Period, starting on page 171, for additional information.)

Precision tip: Resetting the current sales will prevent employee commissions from automatically appearing on pay checks written with the check writer system. If you pay commissions to employees and if you are using the check writer system to write the pay checks, do not reset the current sales. (See pages 149 & 171, for more information on resetting current sales..)

Exit invoice posting

Next, the system will organize (sort) the invoices (if necessary). When completed, the system will return to The Manager's Assistant™ main menu.

SECTION 3.3 PRINTING REPORTS

Description

All information entered into the system during a shift checkout may be included in printed reports. All reports are printed in 132 column format. The following reports are available:

Business analysis

Profitability projections

Disbursement summary

A summary of disbursements by disbursement account

P & L (Income statement)

Prints an up-to-the-minute Income Statement

Invoice reports

Lists invoices (work orders, paid out, charge sales, received on account, miscellaneous income). These reports may be arranged four different ways.

Sales (daily) reports

Prints any or all information entered during the shift checkout. Prints any or all of 4 sections; Sales and Cash Balance, Gasoline Sales and Gasoline Inventory, Key Item Inventory and Invoices.

Fuel sales summary report

This report summarizes the fuel received and sold during the month.

Cash receipts report

Summarizes for the whole month the amounts reported in the cash balance section of the Sales (daily) report.

In most cases, you may limit the amount of information printed to meet the needs of the moment.

Precision tip: Recall that entering an open account purchase invoice created two offsetting paid out invoices. Information entered into the system using open account purchase invoice entry is available by printing a list of paid out invoices.

Print reports

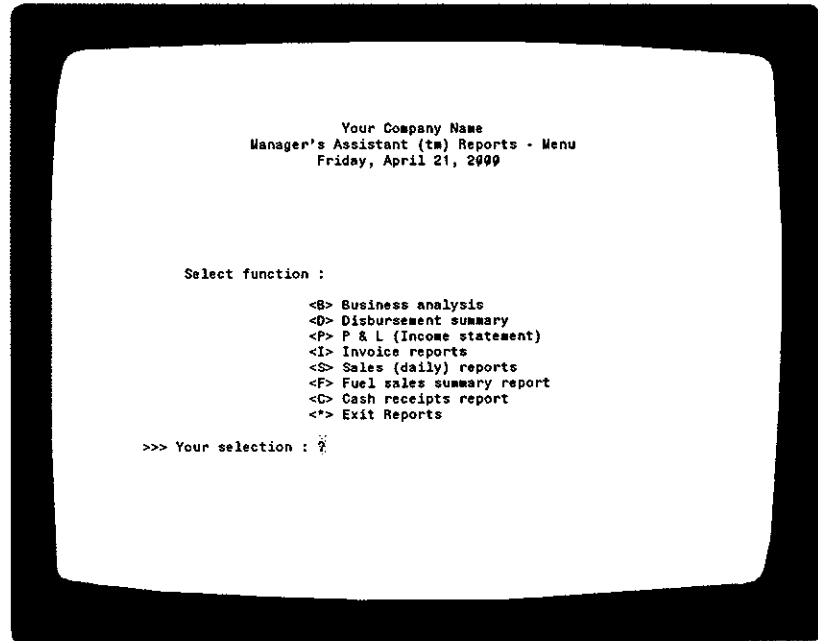
To print reports, press **F1** at The Manager's Assistant™ main menu. A printer is required for this function.

THE MANAGER'S ASSISTANT™

SECTION 3.3 PRINTING REPORTS

Reports Menu

After a few moments, the reports menu will appear.



Business analysis

The Business Analysis Report will summarize sales and gross profit month-to-date and year-to-date. The report will also project sales for the month and make comparisons to established goals. If you sell fuel, a comprehensive pool margin analysis and a recommended gasoline order are also included. The report is available anytime after one complete day of business has been entered. To print a Business Analysis Report, press **[B]** at the reports menu. You will be prompted to load the paper into the printer. After the report prints, the system will return to The Manager's Assistant™ main menu.

Organization of report

The Business Analysis Report is divided into three major sections. The top portion is devoted to sales, margins and projections. The middle section of the report is devoted to a recommended gasoline order and pool margins. The middle section will not print if you do not sell fuel. The bottom section will summarize the balance of your checking accounts and the total of your customer charge accounts.

Sales

The sales portion of the Business Analysis Report lists sales by department. The two types of gasoline service (if used) are maintained as separate departments. The sales by all other departments are listed individually immediately below the total gasoline sales.

Month-to-date Sales

The first two columns show the month-to-date sales in each department and the percent of total sales represented by that department. The month-to-date sales are taken from the information entered while balancing the shift checkouts. The percentages are calculated by dividing department sales by total sales.

THE MANAGER'S ASSISTANT™

SECTION 3.3 PRINTING REPORTS

Year-to-date sales	Year-to-date sales are calculated identically to month-to-date sales except that the year-to-date sales figures by department are used in place of the month-to-date sales figures.
Average daily sales	<p>The "last" column of the average daily sales and estimated gross profit represent the totals sales for yesterday. If you have done a shift for today this column will represent the totals sales for that shift.</p> <p>The average daily sales month-to-date are calculated by dividing actual sales month-to-date by the number of days you have been open so far this month. The average daily sales goals (targets) are calculated by dividing the sales goals by department (as entered in the setup information) by the number of days you will be open this month.</p> <p>The average daily sales year-to-date is calculated by dividing the year-to-date sales per department by the number of days you have been open so far this year. For the purposes of calculating this report, the system assumes that the number of days open month-to-date and year-to-date is exactly equal to the number of business days entered into the system so far this month and so far this year.</p>
Projected sales	Projected sales are calculated by extending month-to-date sales by department over the whole month. This is calculated by multiplying the actual sales month-to-date by the number of days you will be open this month (as entered in the company setup information) divided by the number of days you have been open so far this month.
Estimated gross profit	Gross profit is calculated using the gross margin percentages entered into the setup information. The gross margin on gasoline is not an estimate but is an actual figure. After each shift check out, the system calculates the cost of gasoline sold based on the current cost. The cost is accumulated throughout the month and includes all taxes. The gross profit on gasoline is calculated by subtracting the gasoline cost from the selling price.
Total sales	The first total line includes all sales except for gasoline sales. (S.O.T.G. means "Sales Other Than Gasoline"). Gasoline is included in the second total sales line.
Estimated expense & net profit	The estimated operating expense month-to-date is calculated by prorating the total estimated expenses for the month, as entered into the setup information, over the number of days open so far this month. The estimated net profit is calculated by subtracting the estimated operating expenses from the estimated gross profit. Negative numbers indicate a projected loss.
Recommended gasoline order	In the gasoline portion of the business analysis report, the reorder section will show the book inventory of each product and the system's estimate of how much of each product to order. This estimate is based on year-to-date sales by product. The report also includes an estimate of the number of days supply of each product in storage. This estimate is based

THE MANAGER'S ASSISTANT™

SECTION 3.3 PRINTING REPORTS

on month-to-date sales by product. The system assumes that the product mix would continue unchanged. Use the recommended gasoline order as a guide tempered with your business judgment to reflect any trend in your product mix.

Precision tip: The recommended gasoline order does NOT take into consideration the size of the storage tanks.

Average sales

The gasoline sales printed are daily averages both month-to-date and year-to-date. (Total sales units are available from the daily sales report.) The margin on gasoline per product is the current profit based on the cost and retail (pump) price of each product at the time the report is printed. The average profit per island is the actual profit so far this month taking into consideration all changes to the selling price and the cost of all products. The pool margin less credit card discounts represents the overall pool margin reduced by the amount posted to disbursement account #5580, Discount Credit Cards.

Disbursement Summary Report

The Disbursement Report will summarize the amount paid in cash (cash paid outs), the amount paid by check and the total amount paid for each disbursement account month-to-date and year-to-date. The month-to-date and year-to-date totals are also expressed as a percentage of sales.

Printing a disbursement report

To print a Disbursement Report, press **D** at the reports menu. The report will normally include all accounts from the account number shown in the low column (1000) through the account number shown in the high column (9999). If you wish, you may change the range of accounts to be printed on the report by changing the low and high account numbers shown.

Change account number range

To change the account number range, press **N** in response to the question, "Are all entries correct?". You may then enter a new low account number and a new high account number. After the report has printed, the system will return to the reports menu.

P & L (Income statement)

The P & L report will print an up-to-the-minute report showing income, expenses and profit. To print this report, press **P** at the reports menu. After the report has printed, the system will return to the reports menu.

Invoice Reports

Work order, paid out, charge sale, received-on-accounts and miscellaneous income are the five different types of invoices used in the system. The invoice reports will print any or all of the invoices in the system sorted in any one of four ways; invoice number order, date order, employee identification number order or account number order. Invoice reports printed in invoice number order will be subtotaled by invoice number. Invoice reports printed in date order will be subtotaled by date. Invoice reports printed in employee number order will be subtotaled by employee. Invoice reports printed in account number order will be subtotaled by account.

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SECTION 3.3 PRINTING REPORTS

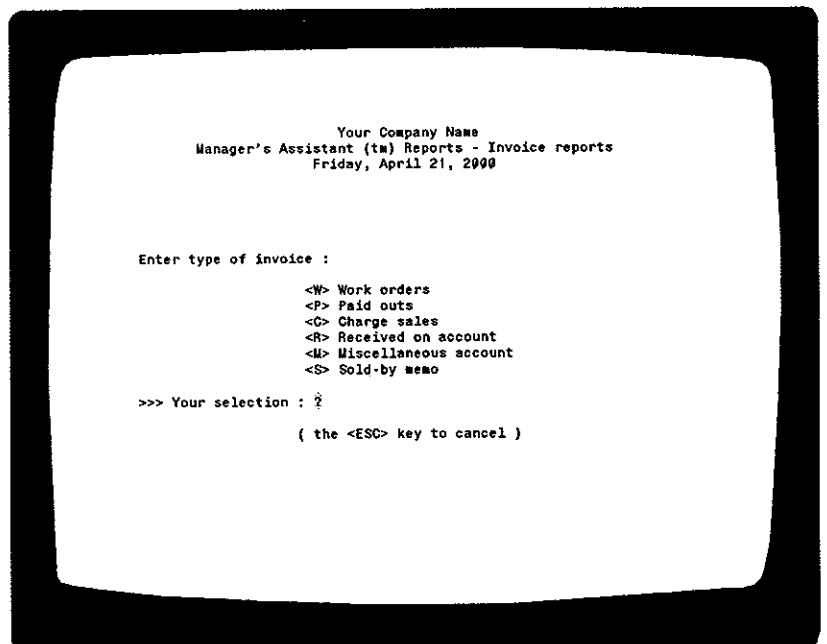
Precision tip: Recall that entering an open account purchase invoice created two offsetting paid out invoices. Information entered into the system using open account purchase invoice entry is available by printing a list of paid out invoices.

Limit invoices printed

You may limit the invoices printed on the report by specifying a range of invoice numbers, a range of dates, a range of employee identification numbers and/or a range of account numbers.

Print an Invoice Report

To print an Invoice Report, press **F1** at the reports menu. The screen will show the following:



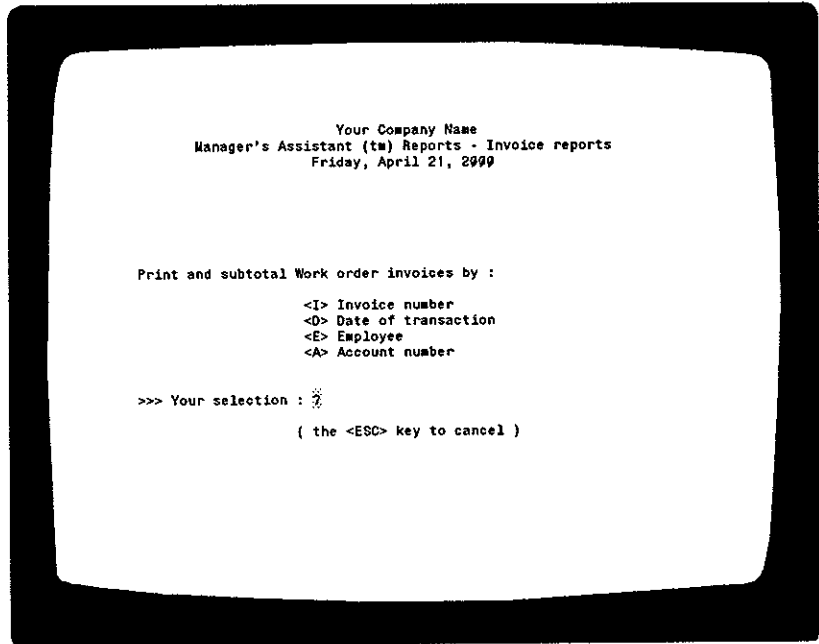
Select type of invoice

Select the type of invoice you wish printed on the report by pressing the appropriate letter.

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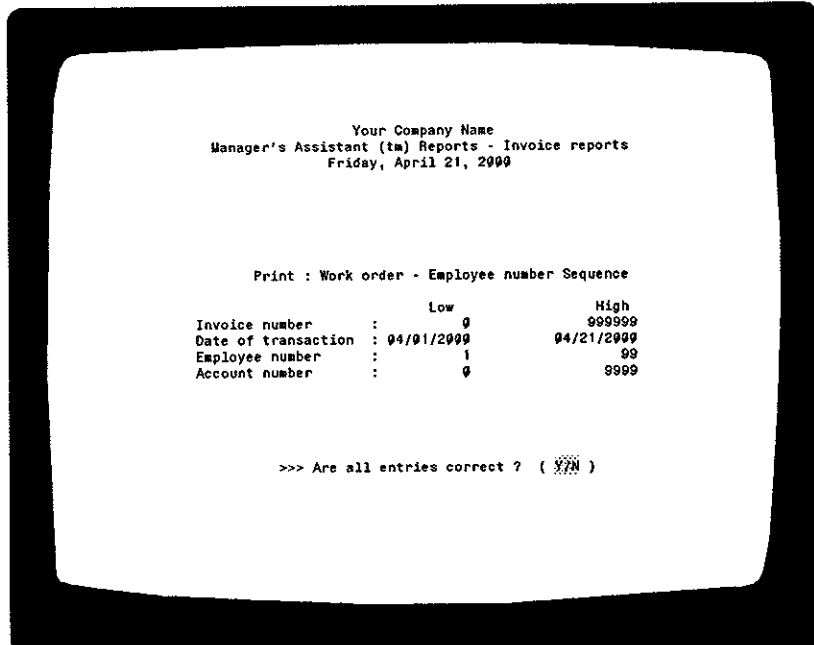
SECTION 3.3 PRINTING REPORTS

The screen will now show the following:



Print & subtotal by

Select the order in which you wish the invoice report printed and subtotaled by pressing the appropriate letter. The screen will change again.



THE MANAGER'S ASSISTANT™

SECTION 3.3 PRINTING REPORTS

Limiting the invoices included

You may limit the invoices included in the report by specifying the lowest invoice number and the highest invoice number to be printed. Pressing [Enter] for the low invoice number will cause the low invoice number to default to zero. Pressing [Enter] for the high invoice number will cause the high invoice number to default to 999999.

The invoices to be included in the report may also be limited by specifying a range of dates. Pressing [Enter] will cause the low date to default to the first day of the current month. Pressing [Enter] for the high date will cause it to default to the date of the last shift checkout.

Precision tip: The "Low" date can be changed to a date earlier than this month. The number of months of Manager's Assistant invoices you have set the system to retain will determine how far back this date can be set.

You may also limit the invoices by entering a range of employee identification numbers. The low employee identification number will default to employee #1. The high employee identification number will default to employee #99.

A range of account numbers may also be used to limit the invoices included. The low account number will default to account #1. The high account number will default to account #9999.

Precision tip: When printing miscellaneous sales invoices, the account number is equal to the sales department selected minus 1. When printing work orders, the account number will represent the method of payment, 1 means paid by cash, 3 means paid by credit card, 4 means paid by check.

Sales (daily) reports

The sales (daily) report will print any or all information entered during the shift checkout. The report is divided into four sections, Sales and Cash Balance, Gasoline Sales and Gasoline Inventory, Key Item Inventory, and Invoices. Any section may be printed for any business day(s) within the current month.

THE MANAGER'S ASSISTANT™

SECTION 3.3 PRINTING REPORTS

Print a Sales (daily) report

To print sales (daily) reports, press **S** at the reports menu. The sales (daily) reports screen will appear.

```

Your Company Name
Manager's Assistant (tm) Reports - Sales reports
Tuesday, June 1, 1999

Print sales reports for what period ?
Starting date (MM/DD/YYYY) 06/01/1999
Ending date (MM/DD/YYYY) 06/02/1999

Print :
Sales / Cash balance ( Yes )
Invoices ( Yes )
Key item inventory ( Yes )
Fuel pump/Inventory ( Yes )
```

Starting & ending date

You may have the system print a sales (daily) report for any one day or for any number of consecutive days within the current month. The span of days for which a sales (daily) report will be printed is identified by entering the starting day and the ending day. (The system will supply the month and year.) The starting day may not be earlier than the first day of the current month or later than the day of the last shift balanced. The ending day may not be earlier than the starting day or later than the day of the last shift balanced with the system.

Sales / Cash balance

The sales and cash balance section of the sales (daily) report prints sales by department for each shift processed that day. It also prints a recap of the cash balance, the bank deposits and credit cards. The name of the employee responsible for the shift is also printed in this section.

Paid out

The paid out section of the sales (daily) report lists all the paid outs for each shift processed that day.

Invoices

The invoice section of the sales (daily) report lists all invoices entered during the shift checkout. The invoices are grouped into four separate sections, the cash paid out invoices, the account receivable invoices, the repair orders and charge invoices, and the miscellaneous sales invoices.

Key Item Inventory

The Key Item Inventory section of the sales (daily) report lists all items in the Key Item Inventory, the status of these items and their sales. Unused items in the key item inventory print as blank lines.

THE MANAGER'S ASSISTANT™

SECTION 3.3 PRINTING REPORTS

Gasoline

The gasoline and gasoline inventory section of the sales report lists all gasoline pumps, their opening and closing readings both in units and in dollars, and the sales from each dispenser. The sales are totaled by type of product and type of service. The gasoline book inventory is also printed with the stick readings and the variance from the book inventory as calculated by the system. The daily variance is calculated while printing the reports and will be accurate only if two or more reports are printed consecutively.

Select desired sections

Any section(s) of the sales (daily) report may be printed or not printed as desired. To include any of the above sections in the sales (daily) report, press **[Y]**. To exclude any section, press **[N]**.

M.T.D. & Y.T.D. sales

If you are printing a sales (daily) report for the last business day processed with the system, the month-to-date and year-to-date sales figures will be included on the sales (daily) report. These figures will appear only on the sales (daily) report for the last business day processed with the system. When the sales (daily) reports are complete, the system will return to the reports menu.

Fuel sales summary report

The Fuel sales summary report should be printed at the end of the month. It summarizes the fuel received and sold during the month. The report includes dollar amounts of fuel sold. This will make it easier for your accountant to correctly calculate the sales tax due when both gasohol and pure gasoline products are sold. It will also make it easy to calculate any tax that may be payable directly to a government agency when the tax is based upon the number of gallons purchased or received.

Printing a Fuel sales summary report

To print a Fuel sales summary report, press **[F]** at the reports menu. After the report prints, the system will return to the reports menu. Press **[*]**, to exit to The Manager's Assistant™ main menu.

Cash receipts report

The Cash receipts report will summarize the amounts reported in the cash balance section of the Sales (daily) report. The report will show the amount of Charge Sales, Cash close, Credit cards close, Cash paid out, Bank deposits, Total sales, Received on account, Cash open, Credit cards open, Non-sales income and the Over / short amount for each day. The bottom section of the report will summarize the balance of your checking accounts and the total of your customer charge accounts.

Printing a Cash receipts report

To print a Cash receipts report, press **[C]** at the reports menu. You will be prompted to load the paper into the printer. After the report prints, the system will return to the reports menu. Press **[*]**, to exit to The Manager's Assistant™ main menu.

THE MANAGER'S ASSISTANT™

SECTION 3.3
PRINTING REPORTS

SECTION 3.4 USING THE ACCOUNTS RECEIVABLE SYSTEM

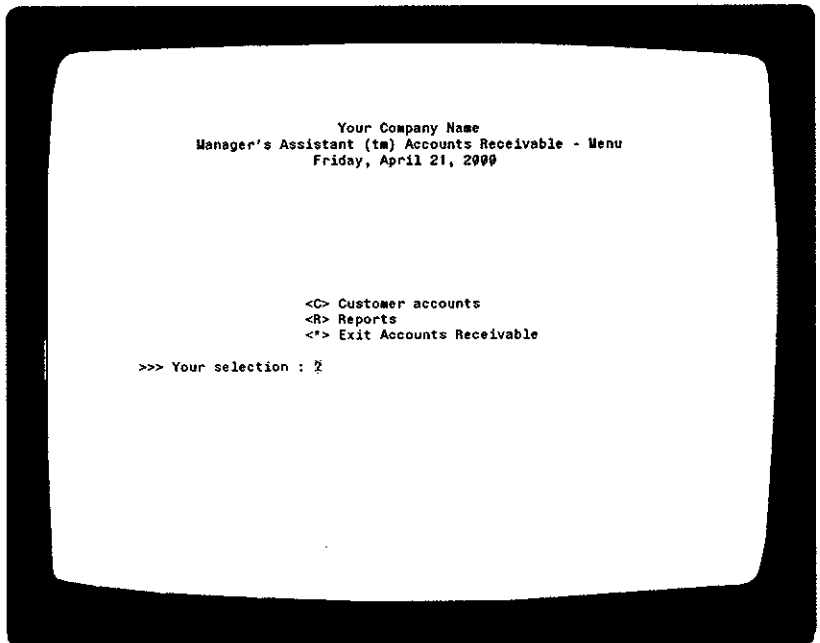
Description

Accounts receivable transactions (charges and received on account) are not entered directly into the Accounts receivable system. The Shift checkout function enters them for you.

The Accounts Receivable function will allow the addition, editing and deletion of customer accounts, the review of charges and payments and allows you to apply payments in Open item accounts. That you were not able to apply during Shift checkout. This function will also print various Accounts receivable reports.

To enter Accounts receivable

To enter the Accounts receivable system, press **A** at The Manager's Assistant™ main menu. The Accounts receivable menu will appear.



The menu

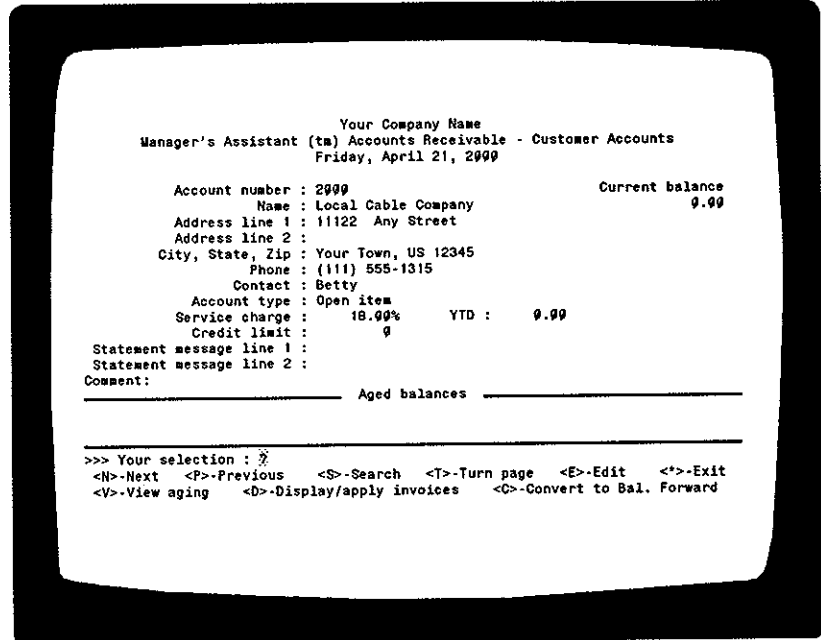
The Customer accounts function will allow you to add, inquire, edit or delete accounts. The Reports function will allow you to print various Accounts receivable reports. This function will also print a set of mailing labels, rotary file cards and allow you to print a statement for any account at any time.

THE MANAGER'S ASSISTANT™

SECTION 3.4 USING THE ACCOUNTS RECEIVABLE SYSTEM

Customer accounts

To add, inquire, edit or delete customer accounts, press **[C]**. The Customer accounts screen will appear with the first account (by number) displayed.



Turn page

The information will appear on two screens (pages) with a mini-menu at the bottom of the screen. The second page is displayed by pressing **[T]** to turn the page.

Next, previous

To display the next account in the system, press **[N]**. To display the previous account, press **[P]**.

Search

To display a particular account, press **[S]**. You will be prompted to enter an account number. If the account is not in the system, the error message "Invalid Account #" will flash. Enter another account number or press **[Esc]** to return to the mini-menu.

Find

To display a particular account by name, press **[F]**. You will be prompted to enter a name. If the name is not in the system, the error message "Match not found" will flash. Enter another name or press **[ESC]** to return to the mini-menu.

Edit

Any information on the first page, except the current balance, may be edited. The information on the second page may not be edited.

To edit the information displayed, press **[E]**. To edit or change an item, type in new information. To keep old information in a field, press **[Enter]**. The original information will be retained.

THE MANAGER'S ASSISTANT™

SECTION 3.4 USING THE ACCOUNTS RECEIVABLE SYSTEM

Month-to-date, year-to-date

To display month-to-date or year-to-date sales information, display the second page by pressing **T**. Then press **M** to display the month-to-date sales information, or press **Y** to display the year-to-date sales information.

Mailing Label

Pressing **L** will allow you to print a mailing label for the displayed account.

Precision tip: The mailing labels are set to print on 1" X 3½" continuous feed labels.

Renumber

To assign a new account number to the account, press **R**. You will be asked for the new account number.

Precision tip: The system will not allow you to renumber an account if there are un-posted invoices.

Delete

To delete an account, press **D**. You will be asked to confirm your intention.

Precision tip: The system will not allow you to delete an account if there are un-posted invoices, if the account balance is not zero or if the account had any activity during the current month.

Adding accounts

To add an account, press **A**. (See page 34, for a description of the information required to add an account.)

Precision tip: If the system becomes full, you will have to delete old, unused accounts or expand the system to allow space for more accounts. (See page 169, for information on expanding Accounts Receivable.)

Convert account type

If the account displayed is a Balance Forward account, this function will convert the account to an Open Item account type. The balance for prior months (last month and 1 month old through 5 months old) are converted to lump sum Balance Forward invoices. Payments have to be applied to Balance Forward invoices just as they have to be applied to charge sale invoices.

Convert to an Open Item

Customers frequently pay for invoices from different months on the same payment. It may be necessary to accumulate the payments until payments for all of the invoices represented by the lump sum Balance Forward invoices have been received. At that time you can use the Display/apply Transactions function described on page 128, to apply the payments to the old Balance Forward invoices.

Convert to Balance Forward

If the account displayed is an Open Item account, pressing **C**, will convert the account to a Balance Forward account type. If the account displayed

THE MANAGER'S ASSISTANT™

SECTION 3.4 USING THE ACCOUNTS RECEIVABLE SYSTEM

is a Balance Forward account, pressing **C**, will convert the account to an Open Item account type.

Precision tip: When converting an Open Item account type to a Balance Forward account type the system will consolidate all invoices from prior months. The amounts will be stored as prior month balances and the invoices from prior months will be erased.

View aging

This function will only appear if the account displayed is an Open Item account type. The function will age the account and display the aged balances.

Display transactions

This function will only appear if the account displayed is a Balance Forward account. This function displays the current month invoices (charge sales and payments) on the screen. Press **D**, then use the [Up Arrow], [Down Arrow], [Page Up] and [Page Down] to scroll through the transactions.

Display/apply transactions

This function will only appear if the account displayed is an Open Item account. This function displays all invoices for this account regardless of their transaction date. This function also allows you to apply (match) the payments to charge sale invoices previously entered. This allows you to keep track of which invoices your customer has paid for and which invoices remain unpaid. Pressing **D** will display the following:

Your Company Name
Accounts Receivable - Customer accounts - Display/Apply Account - Arrow Co.

268.30 Previous balance	Applying from	1389.67 Current sales
394.13 Current payments	payment 19647	1648.97 Current balance
Selected: 394.13 Payments	268.30	OVER: 125.83

Item	Inv#	PO#	Date	Amount	Status
Sale	49887	R1234	02/22/00	268.30	SELECTED 19647
Sale	45895	R1239	02/28/00	125.83	
Sale	1592	R1125	03/04/00	78.99	
Sale	1615	R1146	03/06/00	163.95	
Sale	1724	R1212	03/07/00	135.43	
Sale	1729	R1243	03/18/00	93.95	
Sale	1738	R1251	03/21/00	19.99	
Sale	1788	R1268	03/24/00	145.43	
Sale	1799		04/03/00	35.99	
Sale	1835		04/12/00	35.99	
Sale	69951		04/18/00	558.98	
Payment	19647		04/21/00	394.13	SELECTED

Press <A>, <ENTER>, or <Space-Bar> to apply or un-apply invoice
<Up Arrow> <Down Arrow> <Page Up> <Page Down> <F7>-Exit
(the <ESC> key to cancel)

Precision tip: This function allows you to apply (match) only previously entered payments to the charge sale invoices.

THE MANAGER'S ASSISTANT™

SECTION 3.4 USING THE ACCOUNTS RECEIVABLE SYSTEM

Usually, as payments are entered into Shift Checkout, the payments are applied (matched) to the charge sale invoices. This function should only be used when the payments did not get applied or were incorrectly applied during Shift Checkout.

Apply payments against charges

The Display/apply transaction screen will allow you to apply previously entered payment(s) to previously entered charge invoices. The top of the screen will show the account's previous balance which is the amount owed at the beginning of the month. It will show the posted payments which is the total of all payments posted to the account this month. It will show the posted sales which is the total of all sales posted to the account this month. It will also show the posted balance which equals the previous balance minus posted payments plus posted sales.

Selecting invoices & payments

To apply payments to charge invoices highlight the payment by using the [Up Arrow], [Down Arrow], [Page Up] or [Page Down] keys. Then press **A**, [Enter] or [Space Bar] to select the payment. The "Selected" line will appear and show the amount of the payment (ROA) invoice you just selected. It will also flash in red if the applied payments are out of balance (over or short). At this point it should flash "Over" by the amount of the payment just selected.

The check number of the payment just selected will appear in the green "Applying from payment" box near the top middle of the screen. As payments are applied the check number shown in the green box will be recorded on the invoice(s). Once the invoice(s) is selected the check number will appear to the right of the word "SELECTED" in the status column of the screen.

Precision tip: You may also un-apply previously applied invoices to correct mistakes. Highlight the previously applied charge invoice or payment and press **A**, [Enter], or [Space Bar] to un-apply the invoice.

Next, highlight the charge invoice(s) to which the payment applies. Then press **A**, [Enter] or [Space Bar] to select the charge invoice. If more than one charge invoice needs to be selected repeat the procedure as necessary. When the total payments selected equals the total charge invoices selected the "Selected" line will be replaced by the word "BALANCED" flashing in green.

Exit Display/apply transaction

Press ***** to exit the Display/apply transaction screen. The system will only allow you to exit if the selected charge invoices minus the selected payments equals zero (balances). If you can not balance the charge invoices to the payments, press [Esc]. The system will ask "Do you wish to cancel what you have done?". Answer **Y**es to exit. Pressing [Esc] or **N**o allows you to continue applying transactions.

THE MANAGER'S ASSISTANT™

SECTION 3.4 USING THE ACCOUNTS RECEIVABLE SYSTEM

View History

The view History function allows you to look at the Opening balance, payments, sales, service charges and closing balance for each month. This information can be displayed on both Balance forward and Open item accounts.

Precision tip: The number of months displayed depends on how you answered the question "Retain xx months of Accounts Receivable history." in the Company setup. See page 21 setting up the system above for more information.

To View the History

To view the history of the displayed account, press **[H]**. The following will appear:

Your Company Name					
Customer accounts - view History - Local Cable Company					
Friday, April 21, 2000					
Item	Inv#	PO#	Date	Amount	Status
OPENING BAL.			02/01/99	0.00	
Sale	5983		02/19/99	99.30	
CLOSING BAL.			02/28/99	99.30	
OPENING BAL.			03/01/99	99.30	
Payment	10148		03/14/99	-99.30	
CLOSING BAL.			03/31/99	0.00	
OPENING BAL.			04/01/99	0.00	
CLOSING BAL.			04/30/99	0.00	
OPENING BAL.			05/01/99	0.00	
Sale	6174		05/22/99	798.99	
Payment	10402		05/22/99	-679.95	
Payment	10498		05/23/99	-37.14	
CLOSING BAL.			05/31/99	0.00	

<Up Arrow> <Down Arrow> <Page Up> <Page Down> <L>-Listing <F>-Exit

[Up Arrow] [Down Arrow]

Pressing the [Up Arrow] or [Down Arrow] will move the information on the screen up or down one line at a time.

[Page Up] [Page Down]

Pressing the [Page Up] or [Page Down] will move the information on the screen up or down one page at a time.

Listing

Pressing **[L]**, will print a report showing the "Item, Invoice number, Date and the amount of each transaction.

Exit

Pressing **[F]**, will take you back to the Customer account screen.

Exit Customer accounts

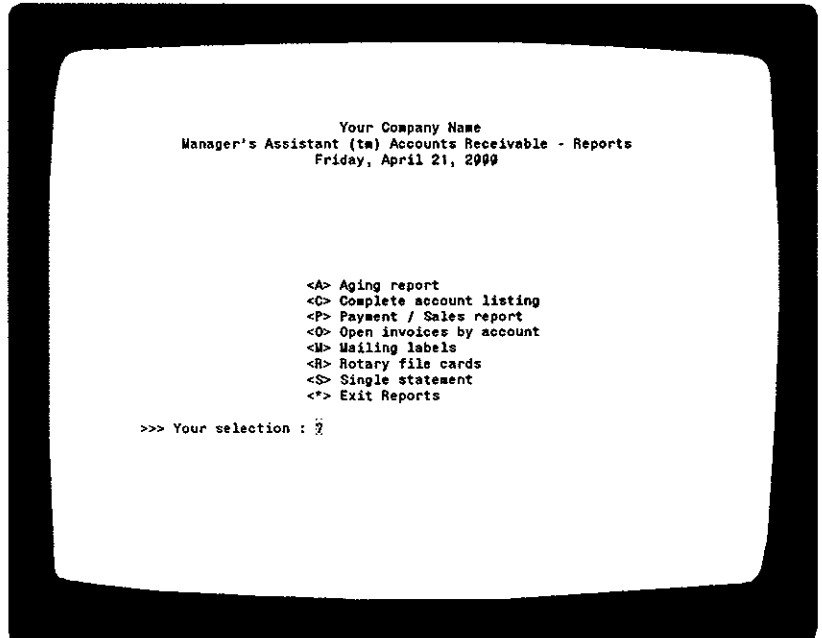
To exit customer accounts, press **[F]**. The system will return to the Accounts receivable menu.

THE MANAGER'S ASSISTANT™

SECTION 3.4 USING THE ACCOUNTS RECEIVABLE SYSTEM

Reports

To display the Accounts receivable reports menu, press **[R]**. The Accounts receivable report menu will appear.



The following reports are available:

Aging Report

The Complete aging report prints the previous balance, current month payments, current month sales, current balance as well as how much of the amount due is owed from prior months. The abbreviated version will not print the aging information for each account separately; only the totals will be printed. Press **[A]** to print an Aging report. Then press **[C]** to print a complete report or **[A]** to print the abbreviated version. The complete report may be printed **[N]**umerically (in account number order) or **[A]**lphabetically (in alphabetic order by account name). If you would like to exclude zero-balance accounts from the report, press **[Y]** to "Exclude zero-balance accounts ? (**[Y/N]**)". If you would like all accounts to print regardless of their balance, press **[N]**.

Complete Account Listing

The abbreviated version of the Complete account listing will print the customer name, address, phone number, person to contact, account type as well as the current balance due. In addition, the complete version of the report will show the special message (if any) to be printed on the statement, the comment line (if any), year-to-date service charge, the annual percentage and the credit limit (C.A.R.S. users only).

Press **[C]** to print a Complete Account Listing, then press **[C]** to print the complete version of this report, or **[A]** to print the abbreviated version. In either case, you may print the report **[N]**umerically or **[A]**lphabetically. If you

THE MANAGER'S ASSISTANT™

SECTION 3.4 USING THE ACCOUNTS RECEIVABLE SYSTEM

would like to exclude zero-balance accounts from the report, press to "Exclude zero-balance accounts ? (/N)". If you would like all accounts to print regardless of their balance, press .

Payment / Sales Report

The abbreviated version of the Payment / Sales Report prints the account number, account name, and phone number. It also shows the prior balance, the current months sales, the date of last sale and invoice number, the current months payments, the date of last payment and check number and the current balance. In addition to this information, the complete version of this report also shows the sales by sales department made to this account so far this month and so far this year.

To print the Payment / Sales Report, press , then press to print the complete version of this report or to print the abbreviated version of this report. Either may be printed Numerically or Alphabetically. If you would like to exclude zero-balance accounts from the report, press to "Exclude zero-balance accounts ? (/N)". If you would like all accounts to print regardless of their balance, press .

Open invoices by account

The Open invoices by account report will print a list of all Accounts Receivable invoices in the system by account number. The list may be printed for one account or all accounts. The invoices printed on the report are for both Balance Forward and Open Item accounts.

Precision tip: If the account is a Balance Forward account only invoices for the current month will print.

Mailing labels

This report option will print a set of Mailing labels for all of your accounts. You do not need mailing labels to mail your monthly statements. Use window envelopes.

Rotary file cards

This report option will print a set of Rotary file cards for all of your accounts. This option includes a choice of printing rotary file cards in three different sizes. The 1" x 3½" size is intended to be used to print on continuous feed mailing labels to affix to other types of file cards or folders. The 2 1/6" x 4" and the 3" x 5" sizes are for continuous feed rotary file cards.

Single statement printing

A statement may be printed for any charge account customer at any time. The single statement printing option functions exactly like the end-of-month statement printing, except the single statement printing function will allow you to enter a beginning date and an ending date. The system will add all transactions prior to the beginning date to the opening balance for the month in order to compute an opening balance for the period to be printed on the statement. All transactions after the ending date will be ignored. This will allow you to bill an account weekly, semi-monthly, or for any time period you desire.

Precision tip: Only posted invoices for the current month will be included on the statement.

THE MANAGER'S ASSISTANT™

SECTION 3.4 USING THE ACCOUNTS RECEIVABLE SYSTEM

See page 165 of this manual for a complete description of statement printing.

Exit Accounts receivable

To return to the accounts receivable menu, press . At the accounts receivable menu, press again to return to The Manager's Assistant™ main menu.

THE MANAGER'S ASSISTANT™

SECTION 3.4
USING THE ACCOUNTS RECEIVABLE SYSTEM

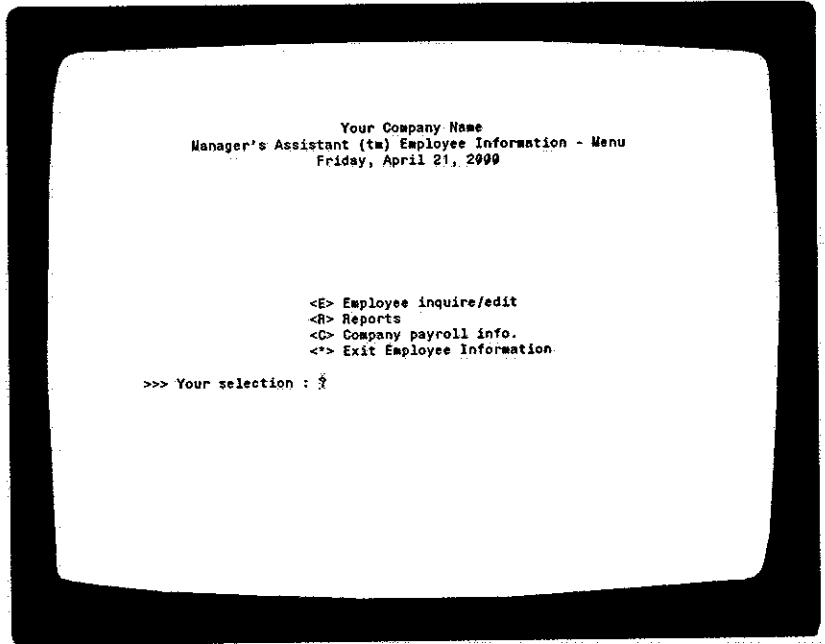
SECTION 3.5 EMPLOYEE INFORMATION

Description

The Employee Information function will allow you to add employees, edit their sales, adjust their commission percentages and print various employee oriented reports.

To enter Employee Information

To access the Employee information, press **E** at The Manager's Assistant™ main menu. The Employee Information menu will appear.



Employee inquire/edit

Allows you to add, review, edit, renumber and delete employee records.

Reports

Prints Employee information reports, Commission plan reports, Payroll reports, Deductions reports and Single W-2's.

Company payroll info.

Allows the entering of the current State and Federal tax tables, standard Employee Payroll information and allows the resetting of employee commissions.

Exit Employee Information

Returns you to The Manager's Assistant™ Main Menu.

THE MANAGER'S ASSISTANT™

SECTION 3.5 EMPLOYEE INFORMATION

Employee inquire/edit

To add, review, edit or delete employee information, press **[E]**. The Employee inquire/edit - Payroll information screen will appear with the first employee displayed.

```

Your Company Name
Employee Information - Employee inquire/edit - Payroll information (Page 1)
Friday, April 21, 2000

Employee number : 1
Name : John Smith
Address line 1 : 901 Main Street
Address line 2 :
City, State, Zip : Your Town, US 12345
Phone : ( ) 555-1234
Soc. Sec. No. : 123-45-6789
Single/Marries : M
Federal exemptions : 1
State exemptions : 1
Rate of pay : 42000.00
Salary/Hourly : S
Periods per year : 52

--- Last check ---
Check # : 0
Date : 00/00/00
Current pay : 0.00
Hired : 01/14/82
Released : 00/00/00
M.T.D. regular hours : 0.000
M.T.D. overtime hours : 0.000
C.Y.T.D. regular hours : 0.000
C.Y.T.D. overtime hours : 0.000
Earned vacation hours : 0.000
Earned sick hours : 0.000
Y.T.D. paid vacation hours : 0.000
Y.T.D. paid sick hours : 0.000

Comment :
---
>>> Your selection : 1
<N>-Next <P>-Previous <S>-Search <T>-Turn Page
<I> <2> <3> <4> <A>-Add <E>-Edit <R>-Renumber <#>-Delete <*>-Exit
```

[1], [2], [3], [4]

The employee information is organized into four screens (pages). The pages are displayed by pressing the corresponding page number. Press **[1]** to display the Payroll information page, press **[2]** to display the Paycheck setup page, press **[3]** to display the Employee commission page and press **[4]** to display the Salesman commission page.

Precision tip: Page four will only be displayed if the Salesman commission has been turned on in the Company setup.

Next, previous, search

To display the information for the next employee, press **[N]**. To display the information for the previous employee, press **[P]**. To display the information for a particular employee, press **[S]**. You will be prompted to enter an employee number.

Edit, add

To Edit the information displayed, or to Add new employees, refer to Section 2.3, starting on page 39, for a description of the information to be entered and for detailed instructions on entering the information.

Renumber

To Renumber an employee, **[S]**earch for the employee, then press **[R]**. The renumbering of an employee will also change the vendor code on checks previously written to this employee.

THE MANAGER'S ASSISTANT™

SECTION 3.5 EMPLOYEE INFORMATION

Precision tip: Employee number 1 can not be renumbered. If you need to renumber employee number 1, make a hard copy of the information. Next, edit the information for employee number 1 and then add the employee number you would like him to be using the hard copy information.

Hard copy

The information displayed may be printed (hard copy) by pressing [Print Screen] on an Ms-Dos system and by pressing [Shift]-[Print Screen] on a Windows 95/98 system..

Delete an employee

To delete an employee, press **[#]**. All information for this employee will be erased.

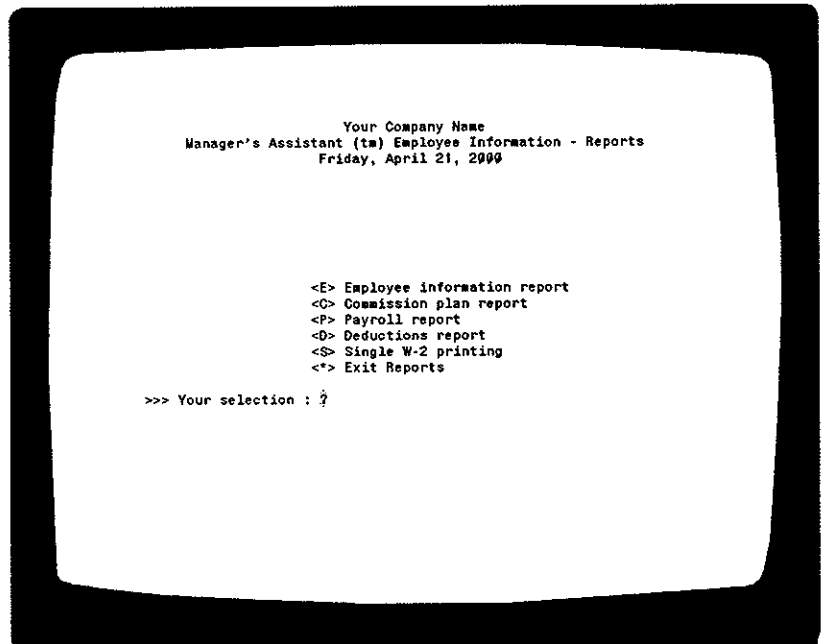
Precision tip: Employee number 1 may not be deleted. If an employee has worked during the current calendar year you should not delete the record until the W-2s have been written for the year.

Exit Employee inquire/edit

To exit the Employee inquire/edit display, press **[*]**. The system will return to the Employee Information menu.

Employee Information - Reports

To display the Employee Information - Reports menu, press **[R]**. The report menu will appear.



The following reports are available:

Employee information report

The complete version of the Employee information report will print the information shown on the first page of Employee Information. The

THE MANAGER'S ASSISTANT™

SECTION 3.5 EMPLOYEE INFORMATION

abbreviated version of this report will print only the employee name, address, phone number and social security number.

To print the Employee Information report, press **E**, then press **C** to print the complete version of this report or **A** to print the abbreviated version of this report.

Commission plan report

This report will print the same information as the Employee Commission Report except that the system will print the commission percentages in place of commission dollars. (See section 3.8, starting on page 171, for additional information.) To print the Commission Plan, press **C**.

Payroll report

A Payroll report will show the amount of regular wages, overtime wages and commissions paid to each employee for the current pay period, the month-to-date, the quarter-to-date and the year-to-date. It will also show the federal income tax withheld, social security withheld, medicare withheld, state income tax withheld, other deductions and net pay from each employee for the same periods. The report will show these amounts totaled for all employees and will also print the necessary 941 deposit based upon the current pay period, the month-to-date, the quarter-to-date and year-to-date.

Deductions report

A Deductions report will show the amount of each of the additional deduction categories withheld from each employee for the current pay period, the month-to-date, the quarter-to-date and year-to-date.

Single W-2 printing

This function will allow you to print a W-2 for any employee at any time. W-2 forms are required. (See Appendix B - Forms and Checks, starting on page 193, for more information.)

Exit Employee Information Reports

To exit the Employee Information - Reports function, press *****. You will return to the Employee Information menu.

Company payroll info.

For information on Company payroll information, see Section 2.3 - Setting Up The Employee Compensation System, starting on page 39.

Exit Employee Information

To leave Employee Information and return to The Manager's Assistant™ main menu, press ***** at the Employee Information menu.

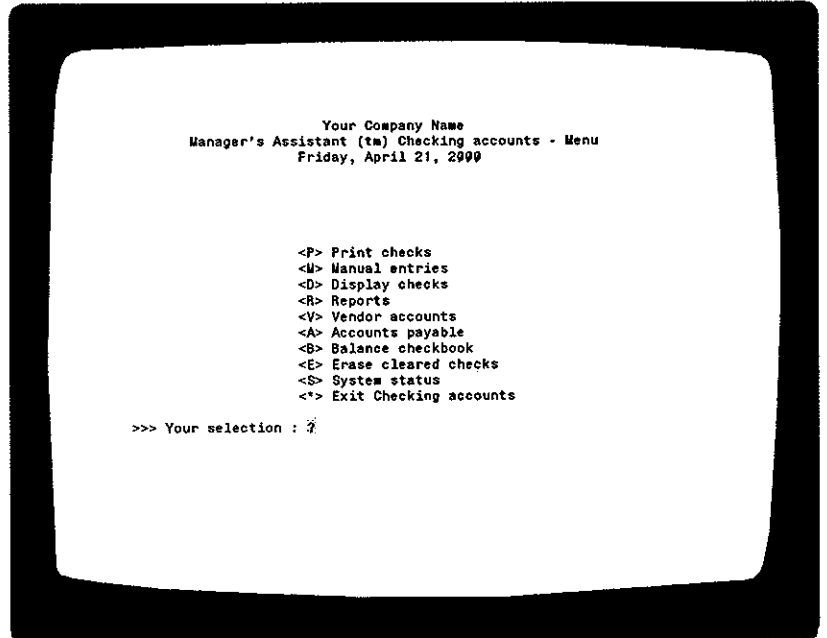
SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Description

The Checking Accounts System is a fully integrated part of The Manager's Assistant™ bookkeeping system. It manages two checking accounts. They are called the Commercial Account and the Miscellaneous Account. The system also accumulates disbursements by vendor (payee) and by disbursement account. Both checking accounts may be reconciled with the system. (See Section 2.4, starting on page 61, for a complete description of the Checking Accounts and the information required to set it up.)

Entering the Checking Accounts

To enter the Checking Accounts, press **[C]** at The Manager's Assistant™ main menu. The Checking Accounts menu will appear.



Briefly, this is what each choice will do:

Print checks

Writes checks using either checking account.

Manual entries

Records manually written checks, debit memos, credit memos and miscellaneous bank charges.

Display checks

Allows on screen review of checks from both accounts. Allows voiding of checks.

Reports

Prints lists of checks, deposits or adjusting entries for either checking account. Prints a detailed report of disbursements made by check to the various disbursement accounts. Also prints a list

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

of vendors and a list of checks written to any vendor. This function will also print a set of mailing labels and rotary file cards.

Vendor accounts

Allows adding, editing and deleting vendor accounts (payees) and the "standard" check associated with that vendor.

Accounts payable

If you have our full featured - cash management - accounts payable add-on function.

Balance checkbook

Reconciles either checking account.

Erase cleared checks

Erases old checks and adjustments which were cleared by reconciling the account.

System status

Displays the date of the last deposit made to each checking account, the number of the last check written on each account, the current balance of each account (as calculated by the computer) and the amount of space left in the system.

Add, edit, inquire vendor accounts

See page 62 of this manual for information on Vendor Accounts.

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

System status

To display the system status, press **[S]**. The System status display will appear.

Account Number	Last Deposit date	Last Check number	Account Balance
C Your Bank Name		1	0.00
M DO NOT USE		1	0.00
Total			0.00

Space available for 499 check entries.

>>> Press <ENTER> to continue <<<

Space remaining

The amount of space available for checks and adjusting entries is shown near the bottom of the system status display. An "item" consists of a check, a stub entry or an adjustment. Note that a check will count as at least three items, two for the check and one for each stub entry. A check with twelve stub entries will count as fourteen items.

Return to Checking accounts menu

To return to the Checking accounts menu, press **[Enter]**.

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Print checks

To print checks with the system, press **[P]**. You will be asked which account you wish to use. Press **[C]** to write checks using the Commercial Account or press **[M]** to write checks using the Miscellaneous Account. You will be prompted to load your checks into the printer, and then press **[Enter]**. The check entry screen will appear.

The screenshot shows a terminal window with the following fields and a table:

Your Company Name	Account	Your Bank Name			
Vendor abbr :	Check # :				
	Date :	94/21/2000			
	Amount :				
PAY TO THE ORDER OF :					
Address Line 1 :					
Address Line 2 :					
City, State, Zip :					
Message on check :					
Date	Acct	Entry Description	Gross	Discount	Net

(the <ESC> key to cancel)

Precision tip: If you are only using the Commercial account, you can prevent the system from asking which account to use. Enter the words "DO NOT USE" or "NOT IN USE" into the account description for the Miscellaneous account information in the Company setup.

Check number

The system remembers the number of the last check written. The system will assume you wish to use the next check number to write the next check. Pressing **[Enter]** will cause the system to assign this number to this check. You may over-ride the automatic assignment of check number by typing a check number, then pressing **[Enter]**.

Date on check

Press **[Enter]** to use the system date, or type in the date to be printed on the check in MM/DD/YYYY format, and then press **[Enter]**.

Precision tip: If the date entered is not within the current bookkeeping month, the system will reject it.

Vendor code

Entering a vendor code will enable you to either write a check to a previously entered vendor or allow you to simultaneously set up a new vendor and write the first check to that vendor. Enter the code that corresponds to the vendor for which you wish to write the check. If the

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

vendor is not found, the system will ask "New vendor? (Y/N)". Pressing Y will add the vendor to the system. Pressing N will allow you to re-enter the vendor code.

Precision tip: If this vendor is already in the system and you have entered a standard check for this vendor, the check stub detail will appear. (See page 63, for information on standard checks.)

If you are adding a new vendor to the system, the information on the check stub will be stored as the "standard" check for that vendor.

Precision tip: If the gross amount changes with each check you write this vendor, go to Vendor accounts and edit the gross shown on the standard check to 0.00.

Correct vendor name or address

You may print the check using the vendor information as displayed or edit any of the information shown using the functions described in Section 1 of the Precision Main Menu. Corrections to the name, address or message will be stored.

To Write a check and not
store the vendor

To write a check to someone that you do not wish to store as a vendor, enter nothing into vendor code; just press [Enter]. You will be allowed to enter the name and address of the vendor (payee), and the message to be printed at the bottom of the check. Entering an address or message to be printed on the check is optional.

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Enter check stub detail

The check may be divided into as many as twelve separate disbursements. For each disbursement, enter a reference date, a disbursement account number, a description of the entry, the gross amount and the discount (if any). The discount may be either a dollar amount or a percentage. The system will automatically calculate the net amount.

```
Your Company Name          Account Your Bank Name
Vendor abbr : CE          Check # : 2
                           Date : 04/21/2000
                           Amount : 54.00
PAY TO THE ORDER OF : ComEd
Address Line 1 : Bill Payment Center
Address Line 2 :
City, State, Zip : Your Town, US 12345
Message on check : Acct # DFDD 3443343
Date      Acct  Entry Description  Gross  Discount  Net
04/21/00  5430  Electric bill May  54.00   0.00   54.00

Disbursement account - Electricity

( the <ESC> key to total check )
```

Reference date on check

The reference date will appear on the check stub and appear in the reports. It may be different than the date on the check. For example, when paying several invoices, you may wish to enter each as a separate line item entry using the date on each invoice as the reference date. Enter the date in MM/DD/YY format. Pressing [Enter] will cause the system to use the date of the check.

Disbursement account

Enter the number of the disbursement account to which you wish to charge the disbursement amount. Entering the number of a disbursement account not in the system will cause the system to ask "New account ? (Y/N)". If the system asks if this is a new account and the account is not a new account, you have incorrectly entered the account number. Pressing N will allow you to enter another account number. Pressing Y will allow you to add the account. The system will ask for the account description, type in the description and press [Enter].

Entry description

The entry description will appear on the check stub and on the reports. You have 18 characters in which to enter a description. The description should be used to describe the purpose of the disbursement.

Gross amount

Enter the gross amount of the disbursement. Do not enter a net or discounted amount.

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Discount

A discount may be either a lump-sum discount or a percentage discount. To enter a lump-sum discount, enter the dollar amount of the discount, then press [Enter]. To enter a percentage discount, enter the discount percentage, followed by a percent sign, then press [Enter]. (For example, a one and one-half percent discount must be entered as "1.5%".) The system will calculate the net amount by subtracting the discount amount from the gross amount.

Total the check

After entering the twelfth disbursement, the system will total the check. If you enter less than twelve disbursements, total the check by pressing [ESC] when a reference date is requested.

Print the check

The system will ask "Ready to print this check? (Y/N)". If the information is not correct, press N. You will be allowed to re-enter the check information. If the information is correct, press Y. The system will immediately print the check. Then the information will be posted to the disbursement accounts and vendor account.

Print additional checks

Repeat this process until all checks have been written. To return to the Checking account menu, press [Esc] when prompted to enter a check number.

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Payroll check (Vendor code)

The process of writing a payroll check is very similar to the process just described. Instead of entering a vendor abbreviation, enter a numbersign followed by the identification number of the employee for whom you wish to write a payroll check.

First paycheck of the pay period

The check will appear with the payroll information already filled in. At the bottom of the screen the system will ask "Is this the first pay check for a new payroll ? (Yes/No)". If this is the first payroll check you are writing for this payroll period, type YES. The system will take a moment to clear the current pay column of the Employee inquire/edit - Paycheck setup screen.

Your Company Name
Vendor abbr : #5

Account Your Bank Name
Check # : 2
Date : 04/21/2000
Amount :

PAY TO THE ORDER OF : Bill Thompson
Address Line 1 : 7654 Oakwood Drive
Address Line 2 :
City, State, Zip : Your Town, US 12345
Message on check : Payroll check SS# 987-65-4321

Date	Acct	Entry Description	Gross	Discount	Net
04/21/2000	6000	Reg. Hrs.= 40.000	513.60		
04/21/2000	6100	O.T. Hrs.= 0.000	0.00		
04/21/2000	6200	Commission	322.42		
04/21/2000	2101	Fed'l Withholding	0.00		
04/21/2000	2111	Soc. Security	0.00		
04/21/2000	2121	Medicare	0.00		
04/21/2000	2131	State Withholding	0.00		
04/21/2000	5400	Uniforms	-10.00		
04/21/2000	5075	Group Insurance	-13.35		
04/21/2000	2300	1.50% 401k	0.00		
04/21/2000	2201	1.125% City tax	0.00		

Is this the first pay check for a new payroll ? (Yes/No)

Precision tip: If you are writing an early paycheck for an employee, remember you should answer NO when writing the rest of the paychecks for that pay period.

Reference date

The ending date of the payroll period should be entered as the reference date. The system will move to the account number used for accumulating regular wages paid to this employee. Type nothing; just press [Enter].

Regular hours

Now enter the number of regular hours worked. The number of hours may contain up to three places past the decimal point.

Gross wages for regular hours

After entering the number of regular hours worked, the system will calculate the regular wages to be paid to the employee. If the employee is paid hourly, the system will multiply his hourly rate by the number of regular hours worked. If the employee is paid salary, the system will

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

divide his annual salary by the number of pay periods entered for this employee; the number of regular hours worked will not alter this amount.

When you press [Enter], the regular wages to be paid to this employee will appear.

Precision tip: If, for some reason, you wish to override the system's calculation of regular wages to be paid, enter the amount of regular wages you wish to appear on the pay check, then press [Enter].

Date, account number

The ending date of the payroll period should be entered as the reference date. The system will move to the account number used for accumulating overtime wages paid to this employee. Enter nothing; just press [Enter].

Overtime hours

Now enter the number of overtime hours worked. The number of hours may contain up to three places past the decimal point.

Gross wages for overtime hours

After entering the number of overtime hours worked, the system will calculate the overtime wages to be paid the employee. If the employee is paid hourly, the system will multiply his hourly rate by the overtime factor. This amount is multiplied by the number of overtime hours worked. If the employee is paid salary, the system will compute the overtime wages as zero.

Commissions on overtime hours

If you have set up the payroll system so that you will pay overtime on commissions, the system will adjust the commissions to be paid the employee appropriately.

When you press [Enter], the overtime wages to be paid this employee will appear.

Precision tip: If, for some reason, you wish to override the system's calculation of overtime wages to be paid, enter the amount of overtime wages you wish to appear on the pay check, then press [Enter].

Date, account number

If the employee is paid commissions, the ending date of the commission period should be entered as the reference date. The system will move to the account number used for accumulating overtime wages paid to this employee. Enter nothing; just press [Enter].

Commission dollars

Notice that the system has taken the amount of commission due directly from the Employee Commission Report. The employee's commissions will be correct if you posted invoices following the balancing of the last shift of the commission pay period, did NOT reset current sales, and have NOT posted invoices since. If, when setting up the payroll system, you told the system that you pay an overtime factor on commissions, the commission shown on the check stub has been adjusted for overtime hours worked.

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Tax calculations

Press [Enter] through the Federal withholding, Social security, Medicare and State tax fields.

If the employee wants an additional amount for tax to be withheld and you have not entered the amount on his standard check, enter the amount as you go through the tax line. (Make sure to enter a minus sign before the amount.) Once you have totaled the check, the additional tax withheld gets "locked in" for this check.

Precision tip: If the employee would like the extra tax withheld on each paycheck enter the amount in the employee's standard paycheck setup. For more information see Section 2.3, starting on page 39.

Precision tip: If when setting up the standard check for this employee you entered amounts for extra tax to be withheld for Federal Withholding, the Social Security tax withheld, Medicare tax withheld, or State income tax withheld (if your state has a state income tax) this amount will appear.

When you press [Esc] to total the check the system will display the calculated tax amounts. (This amount will include any additions entered in the employees standard check.) If you need to change any of the tax amounts you have entered, you **MUST** answer to "Ready to print this check?". Re-enter the check information changing the amounts as needed, press [Esc] to total the check. Answer to "Re-calculate taxes?" to retain the changes you have made.

Other deductions

If you have entered additional deductions categories, they also appear on the check. Again, you may override the dollar amount of the deductions.

Precision tip: Remember, deductions amounts begin with a minus sign.

Deleting a deduction

If you have set up the system with an additional standard deduction that is not applicable to all employees, and if the standard deduction does not apply to this employee, and if the standard deduction that does not apply is the last item on the check stub, you can delete the information from the employee's pay check. When the system is requesting the date on the line containing the deduction, press [Esc]. The unused deduction information will be erased.

Employee advances

To give an employee an advance on pay, write a normal pay check, but enter zero for the regular hours worked, the amount of regular pay, the overtime hours worked, the amount of overtime pay, and the amount of commission. Enter zero for the dollar amount of any deductions on the pay check. The employee's advance of pay will be written on the first unused deduction line. Use a disbursement account in the 1000 range to accumulate the amount of the advance. The title of the disbursement account should be "Pre-paid wages".

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Collections

To collect an advance of pay given to an employee, when writing his next payroll check deduct the amount from the employee's pay check by putting the amount of the advance (enter it with a minus sign) on the first unused deduction line. Use the same disbursement account in the 1000 range as described above. This will have the effect of causing his taxes to be calculated on his gross pay, and it will reduce the amount paid to the employee.

Reset current sales

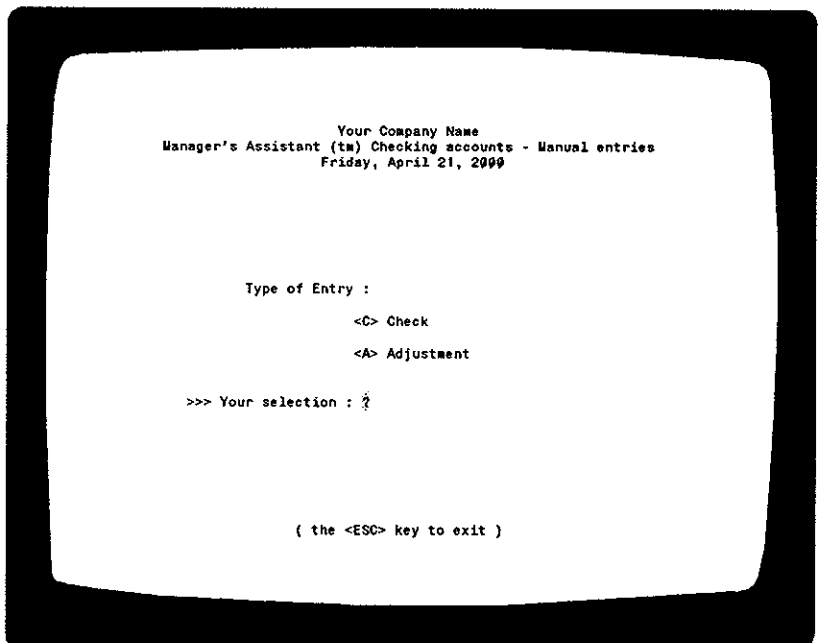
Once pay checks have been written using the Checking Accounts to calculate commissions, you must reset the current sales. After the pay check is written the system will ask:

Do you want to reset the current pay period sales
for this employee ? (Yes/No)

Answer YES, to reset the current pay period sales. Answer NO, if you do not wish to reset current sales at this time. (See pages 113 & 171, for more information on resetting current sales..)

Manual entries

The Manual Entries function is used to enter debit memos, credit memos, miscellaneous bank charges and hand-written checks. To select the Manual Entries function, press M at the Checking Accounts menu.

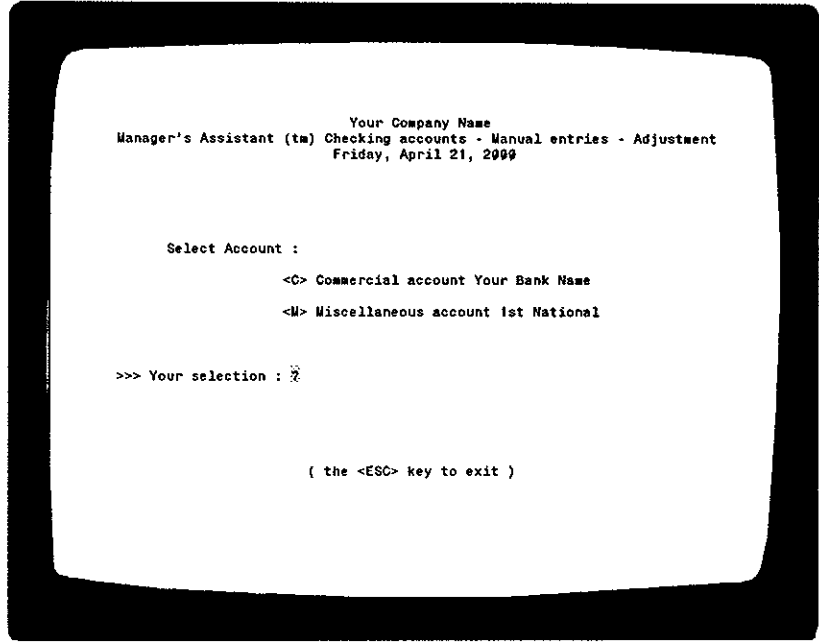


THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Checking Account Adjustments

All bank debit memos, credit memos, and miscellaneous bank charges are entered as adjustments. Select the type of manual entry you wish to make by pressing **A** to record an adjusting entry.



Select account

Select the account which is to be adjusted by pressing **C** for the Commercial Account or **M** for the Miscellaneous Account.

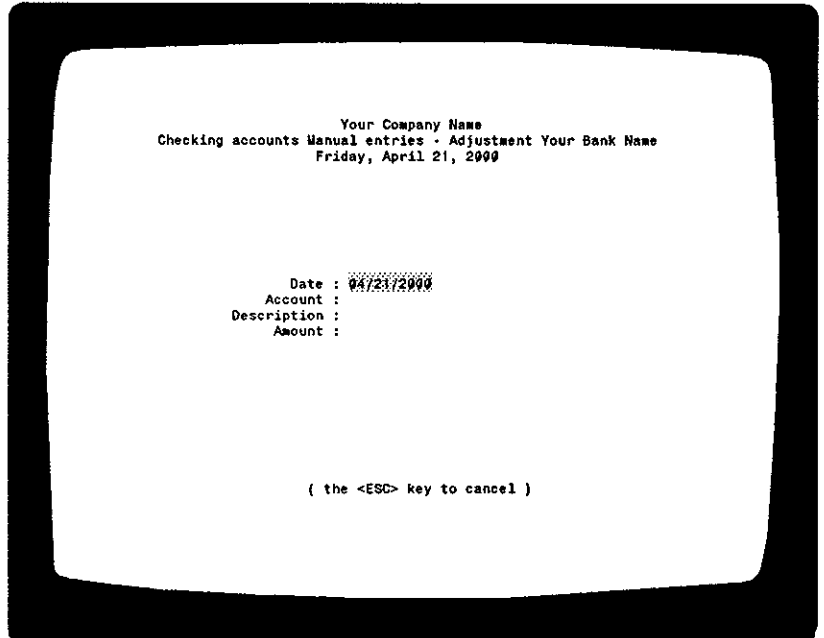
Precision tip: If you are only using the Commercial account, you can prevent the system from asking which account to use. Enter the words "DO NOT USE" or "NOT IN USE" into the account description for the Miscellaneous account information in the Company setup.

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Entering adjustments

Credit memos are added to your checkbook balance. Debit memos are subtracted from your checkbook balance by entering the amount as a minus number. The adjustment entry screen looks like this:



Date

Enter the date of the adjustment in MM/DD/YYYY format.

Disbursement account

You will be allowed to enter the number for the disbursement account effected by this adjustment if the date entered is for the current month.

To skip the disbursement account number, press [Enter].

Description

You have 20 characters which you may use to enter a description of the entry. Enter a description that will explain the purpose of the adjustment.

Amount

If the adjustment increases your bank balance (Credit memo) enter the amount as a positive number. If the adjustment reduces your bank balance (Debit memo) enter the amount as a negative number (begin the number with a minus sign).

Exit adjustments

Repeat the above procedure, for additional adjustments. To leave adjustments, press [Esc] when prompted to enter the adjustment date. The system will return to the Checking accounts menu.

Manual check entries

Hand-written checks are entered as manual entries. Select the type of manual entry you wish to make by pressing to record a manual check. The procedure for recording a hand-written check is identical to writing a check except that the check will not print on the printer. (See Print Checks, on page 142 for more information).

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Display checks

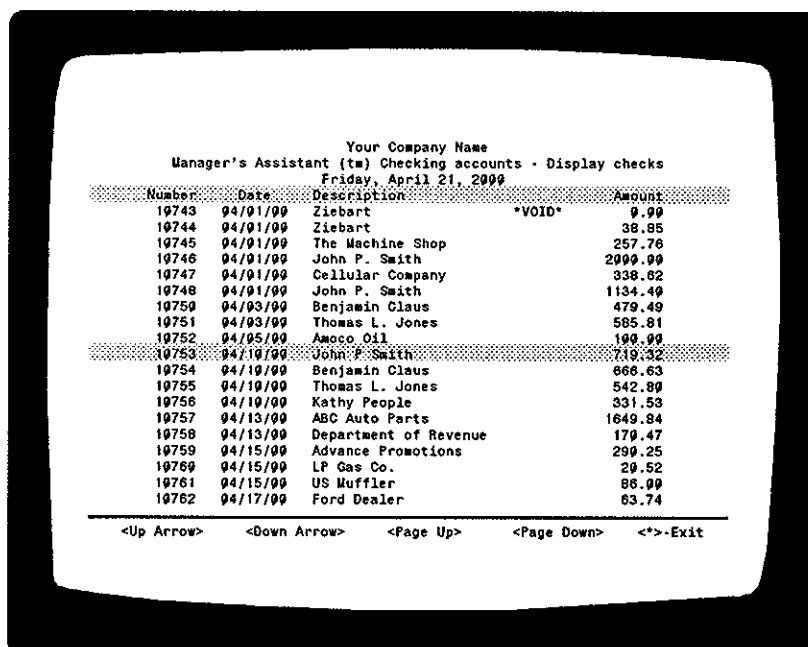
The display checks function allows on screen review of all checks stored in the system for both accounts. Press **[P]**revious to display checks written prior to the check currently displayed. Press **[N]**ext to display checks written after the check currently displayed. Press **[S]** to search for a particular check by number. Press **[F]** to find a particular check by payee name or vendor code.

Precision tip: It is possible for the system to contain more than one check with the same check number. (Checks with identical check numbers may be produced by each account and "reversal" checks will use the same numbers as the checks they reverse.) When using **[S]** to search for a check by check number, if the wrong check is displayed, press **[S]**, then press **[ENTER]**. A different check with that number will be displayed.

Precision tip: It is possible for the system to contain many checks written to the same payee or vendor code. When using **[F]** to find check by payee name or vendor code, if the wrong check is displayed, press **[F]**, then press **[Enter]**. A different check written to that payee or vendor code will be displayed.

[Page Up] or [Page Down]

The [Page Up] and [Page Down] will list the checks on the screen in list format.



Your Company Name			
Manager's Assistant (tm) Checking accounts - Display checks			
Friday, April 21, 2000			
Number	Date	Description	Amount
19743	04/01/00	Ziebart *VOID*	0.00
19744	04/01/00	Ziebart	38.85
19745	04/01/00	The Machine Shop	257.76
19746	04/01/00	John P. Smith	2000.00
19747	04/01/00	Cellular Company	338.62
19748	04/01/00	John P. Smith	1134.40
19750	04/03/00	Benjamin Claus	479.49
19751	04/03/00	Thomas L. Jones	585.81
19752	04/05/00	Amoco Oil	100.00
19753	04/10/00	John P. Smith	719.32
19754	04/10/00	Benjamin Claus	666.63
19755	04/10/00	Thomas L. Jones	542.80
19756	04/10/00	Kathy People	331.53
19757	04/13/00	ABC Auto Parts	1649.84
19758	04/13/00	Department of Revenue	170.47
19759	04/15/00	Advance Promotions	290.25
19760	04/15/00	LP Gas Co.	20.52
19761	04/15/00	US Muffler	86.00
19762	04/17/00	Ford Dealer	63.74

<Up Arrow> <Down Arrow> <Page Up> <Page Down> <*-Exit

The list will show the check number, date of the check, description, and the amount of the check. Use the [Page Up], [Page Down], [Up Arrow] and

SECTION 3.6
USING THE CHECKING ACCOUNTS SYSTEM

[Down Arrow] to move through the checks. If you would like to see the detailed display of the check, highlight the check and press [Enter].

Renumber a check

Because the system allows you to skip checks and go back and enter the skipped checks later, it is possible to accidentally print a check with the wrong check number. In other words the pre-printed check number and the computer printed check number do not match. This is not a problem for the bank because they only use the pre-printed number. Using the renumber function will allow you to correct the check number as recorded in the computer. To renumber a check, press **[R]**. Enter the correct check number, then press [Enter].

Void a check

To "Void" a check, press **[V]**. Only checks written in the current month may be voided. To "Void" a check from a previous month, a "reversal" check must be entered using the Manual Check Entries function.

Reversal check

When entering a "reversal" check, the check must be entered exactly as the check it is reversing was entered except that all positive dollar amounts must be entered as minus dollar amounts. All minus dollar amounts must be entered as positive dollar amounts. When reversing a pay check, the regular and overtime hours must be entered as minus amounts.

Checking Account Reports

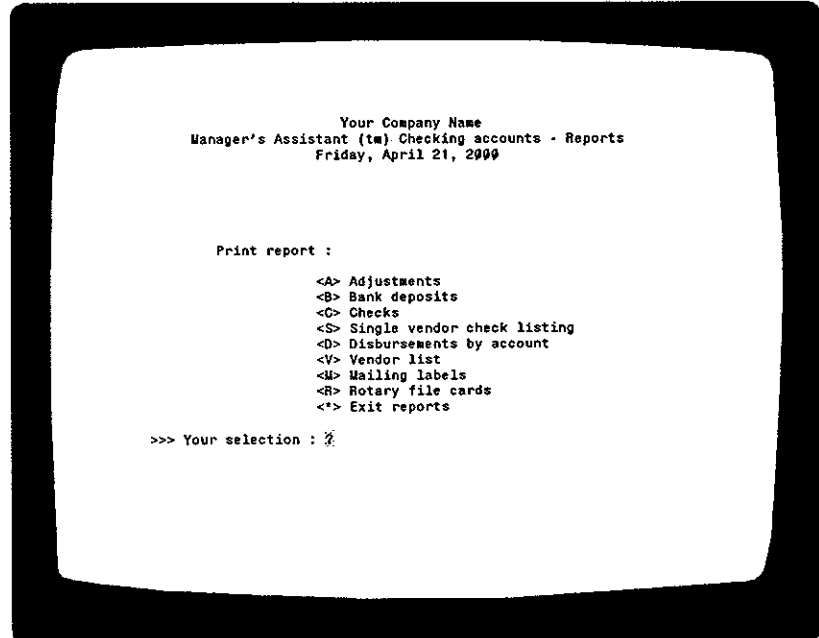
The report function will print a list of outstanding adjustments, outstanding checks, or outstanding bank deposits. The report function also prints lists of checks written to any one vendor code. The Disbursements reports will list payments made by check in disbursement account number order subtotaled by disbursement account. A vendor (payee) list is also available.

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Print reports

To print Checking Accounts reports, press **[R]**. The Checking Accounts report menu will appear.



Select account

When requesting a list of adjustments, bank deposits or checks, the system will ask you to select the account for which the report will be printed. Press **[C]** for the Commercial Account, **[M]** for the Miscellaneous Account.

Precision tip: If you are only using the Commercial account, you can prevent the system from asking which account to use. Enter the words "DO NOT USE" or "NOT IN USE" into the account description for the Miscellaneous account information in the Company setup.

Complete or Selected report

Next, the system will ask if you wish to print a complete or selected listing of items that are in the system. A complete report will print all items stored in the system. A selected report will allow you to print only the items desired. You may limit the printing by selecting a range of check numbers, a range of accounts or a range of dates. Press **[C]** to print all items in the system, press **[S]** to print a selected report.

Adjustment Report

Selecting **[A]** will print a report of the adjustments entered into the system.

Bank Deposit Report

Selecting **[B]** will print a report of the deposits entered into the system.

Check Listing

Selecting **[C]** will print a report of the checks entered into the system.

Single vendor check listing

Selecting **[S]** will print a report of checks written to a single vendor code.

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Disbursement by account report

Selecting will print a Disbursement by account report. The Disbursement by account report will provide the detailed information supporting the paid-by-check totals in the Disbursement Summary report obtained through the system's reports function. (See section 3.3, starting on page 115.) The report will list payments made by check in disbursement account number order subtotaled by disbursement account.

Vendor list

Selecting will print a report of all vendors (payees) in vendor code order. The report will include the vendor's name and address, the message automatically printed on their checks, the date, number and amount of the last check, and the payments made to the vendor month-to-date and year-to-date.

Mailing labels (Vendor)

This report option will print a set of Mailing labels for all of your vendors. You do not need mailing labels to mail your checks. Use #10 window envelopes.

Rotary file cards (Vendor)

This report option will print a set of Rotary file cards for all of your vendors. This option includes a choice of printing rotary file cards in three different sizes. The 1" x 3½" size is intended to be used to print on continuous feed mailing labels to affix to other types of file cards or folders. The 2 1/6" x 4" and the 3" x 5" sizes are for continuous feed rotary file cards.

Exit Reports

To exit reports, press at the reports menu.

Bank statement reconciliation

Each month, upon receipt of your bank statement(s), you should reconcile the computer records with the bank's records. Reconciling your checking account is your only assurance that the checking account balance in the computer is correct.

Bank reconciliation with a computer

Using the computer to reconcile a checking account is similar to the procedure used to manually reconcile a checking account using the form printed on the back of the bank statement. When using the form to manually reconcile the checking account the form starts out blank and you add the transactions (checks, deposits and adjustments) that have not been processed by the bank. When using the computer to reconcile the checking account the computer starts out with all transactions (checks, deposits and adjustments) electronically entered. You remove (clear) the transactions that have been processed by the bank. This will leave only the transactions that have not been processed by the bank.

Preparation

Prior to starting the reconciliation process, examine your statement for any account adjustments that have not yet been entered into the computer system (except for the monthly bank service charge). If any are found, use the Manual Entries function to enter these adjustments. Next, make sure that all manually written checks have been entered into the system.

Start the reconciliation

To balance (reconcile) a checking account, press at the Checking accounts menu. (A printer is required.)

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Backup copy warning

The system will display the following:

```
> > > WARNING! < < <
```

Before proceeding you **MUST** have a current HDBACKUP.

Do you have a current HDBACKUP ? (Y N)

If you have not done an HdBackup just prior to starting the Balance checkbook function, press N. Exit to the "C" (C:\PDS>) prompt or the Windows desktop and do an HdBackup. If you have done an HdBackup just prior to starting the Balance checkbook function, press Y. **Note:** The Balance checkbook function should **NEVER** be selected without a current HdBackup.

Indicate which account

After a few moments, you will be asked to select the checking account you wish to reconcile. Press C or M as appropriate. Pressing [ESC] will return you to the Checking Accounts menu.

```
                Your Company Name
Balance checkbook - Account Your Bank Name - Enter account balance
                Friday, April 21, 200

Enter bank statement balance :      3187.51
Enter bank service charge   :           6.85

>>> Are all entries correct ? (  Y  N )
```

Enter Bank statement balance

Enter the closing balance for this checking account as shown on your bank statement. Pressing [Esc] will return the system to the select account screen.

Service charge

Next, enter the service charge, if any, as shown on your bank statement for this account. Press [Enter] if there is no service charge on the statement.

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Precision tip: Do not type a minus sign in front of the bank service charge amount.

Precision tip: If attempting to reconcile the account a second time, DO NOT enter the bank service charge again. Since it has already been deducted from your checkbook, entering it again will throw off your checkbook by the amount of the bank service charge.

After entering the bank service charge, the system will ask if all entries are correct. Press if the information is correct. Press if the information is not correct. You will be allowed to re-enter the statement balance and service charge. After pressing , the reconciliation screen will appear.

Checking accounts - Balance checkbook - Account Your Bank Name				
0.00 Cleared checks			3187.51	Statement balance
0.00 Cleared adjustments			2449.39	Checkbook balance
0.00 Cleared deposits			5543.29	Required adjustment
Item	Date	Description	Amount	Status
Check 4325	02/20/00	John Smith	308.66	
Check 4326	02/20/00	Bill Jones	238.42	
Check 4327	02/20/00	Tom Adams	397.94	
Check 4328	02/28/00	Ray Davis	388.47	
Check 4329	03/01/00	ABC Parts	391.81	
Check 4330	03/01/00	Tim's Towing	228.80	
Check 4331	03/03/00	Super Spring	311.37	
Check 4332	03/06/00	Oil Depot	414.81	
Check 4333	03/07/00	John Smith	293.94	
Check 4334	03/07/00	Bill Jones	234.57	
Check 4335	03/07/00	Tom Adams	394.87	
Check 4336	03/07/00	Ray Davis	381.80	
Adjustment	03/10/00	Bank service charge	-6.85	
Deposit	02/20/00	Cash & checks	599.00	
Deposit	02/20/00	M/C & Visa	76.55	

Press <C>, <Space-Bar> or <ENTER> to Clear or Reinststate item
<Up Arrow> <Down Arrow> <PageUp> <PageDown> <F7> <F8> <F9> <F10> <F11> <F12> <F13> <F14> <F15> <F16> <F17> <F18> <F19> <F20> <F21> <F22> <F23> <F24> <F25> <F26> <F27> <F28> <F29> <F30> <F31> <F32> <F33> <F34> <F35> <F36> <F37> <F38> <F39> <F40> <F41> <F42> <F43> <F44> <F45> <F46> <F47> <F48> <F49> <F50> <F51> <F52> <F53> <F54> <F55> <F56> <F57> <F58> <F59> <F60> <F61> <F62> <F63> <F64> <F65> <F66> <F67> <F68> <F69> <F70> <F71> <F72> <F73> <F74> <F75> <F76> <F77> <F78> <F79> <F80> <F81> <F82> <F83> <F84> <F85> <F86> <F87> <F88> <F89> <F90> <F91> <F92> <F93> <F94> <F95> <F96> <F97> <F98> <F99> <F100> <F101> <F102> <F103> <F104> <F105> <F106> <F107> <F108> <F109> <F110> <F111> <F112> <F113> <F114> <F115> <F116> <F117> <F118> <F119> <F120> <F121> <F122> <F123> <F124> <F125> <F126> <F127> <F128> <F129> <F130> <F131> <F132> <F133> <F134> <F135> <F136> <F137> <F138> <F139> <F140> <F141> <F142> <F143> <F144> <F145> <F146> <F147> <F148> <F149> <F150> <F151> <F152> <F153> <F154> <F155> <F156> <F157> <F158> <F159> <F160> <F161> <F162> <F163> <F164> <F165> <F166> <F167> <F168> <F169> <F170> <F171> <F172> <F173> <F174> <F175> <F176> <F177> <F178> <F179> <F180> <F181> <F182> <F183> <F184> <F185> <F186> <F187> <F188> <F189> <F190> <F191> <F192> <F193> <F194> <F195> <F196> <F197> <F198> <F199> <F200>

Order of information

The reconciliation screen will display all of the transactions entered into the system. The checks will be displayed first followed by the adjustments. The bank deposits will be displayed last. As items are cleared a running reconciliation will be displayed at the top of the screen.

Precision tip: Transactions cleared during prior reconciliations will not appear.

Clearing canceled checks

The descriptions of the checks will be displayed on the reconciliation screen in check number order. The lowest check number will appear on the center of the screen highlighted. If this check appears on your bank statement as having been processed by the bank, press or [Space Bar] or [Enter] to clear it from the system. The word "cleared" will appear to the right of the

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

check description and the checks will move up one line. The next check will be highlighted.

Precision tip: It is easier to work from your bank statement than working from the canceled checks. Most statements are already arranged in check number order.

If this check does not appear on your bank statement use the [Up Arrow] or [Down Arrow] to move to the next check without clearing this check. Cross the checks off of your bank statement as you clear them from the system. Repeat this until you have cleared all checks which appear on the bank statement.

Correcting an error

If you have accidentally cleared a check which has not been processed by the bank use the [Up Arrow] or [Down Arrow] to highlight that check and press [C] or [Space Bar] or [Enter] to reinstate the cleared check.

[Page Up], [Page Down]

To rapidly move up and down the list of checks displayed use the [Page Up] or [Page Down].

Precision tip: If you would like to reverse the direction in which the [Up Arrow], [Down Arrow], [Page Up] and [Page Down] work, press [Ctrl]-[F]. The function of these keys will be reversed. The system will remember that the function of these keys have been reversed.

Handling incorrect entries

If the amount displayed does not agree with the amount on the statement, it means that you have incorrectly entered a hand-written check, someone has altered the check or the bank has processed the check for an incorrect amount. If the amount does not agree, make a note of any discrepancy, then press [Enter].

Clear adjustments

Following the checks the system will display the adjusting entries. If the adjustment displayed on the screen appears on your bank statement, press [C] or [Space Bar] or [Enter] to clear the adjustment. If the adjustment does not appear on the bank statement, press [Down Arrow] or [Up Arrow] to move to the next adjustment. Cross the adjustments off of your bank statement as you clear them from the system. Repeat the process until all adjusting entries in the system have been handled.

Clear deposits

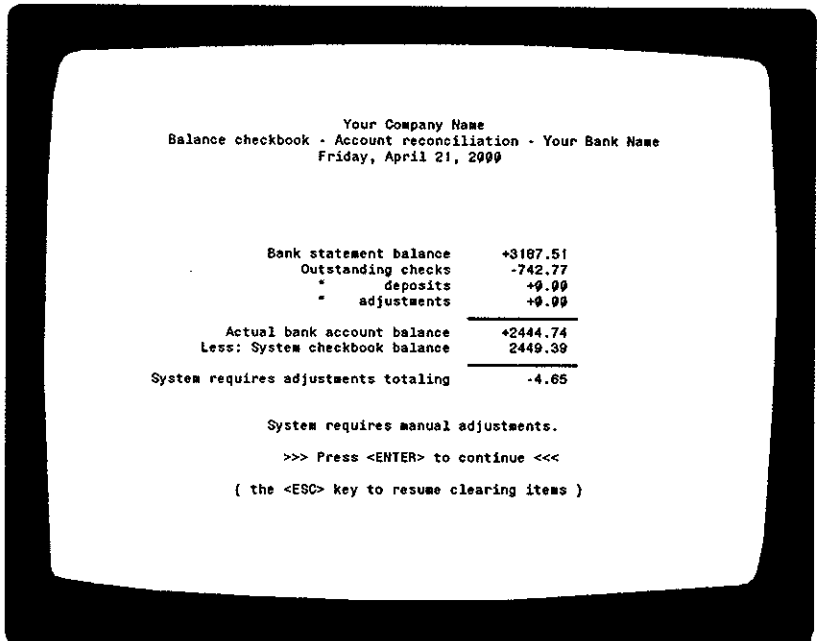
Following the adjustments the system will display the deposits. If the bank deposit displayed on the screen appears on the bank statement, press [C] or [Space Bar] or [Enter] to clear the deposit. If the deposit does not appear on the bank statement, press [Down Arrow] or [Up Arrow] to move to the next deposit. Cross the deposits off of your bank statement as you clear them from the system. Repeat the process until all of the deposits have been handled.

SECTION 3.6
 USING THE CHECKING ACCOUNTS SYSTEM

Exit reconciliation screen

After all items have been cleared the required adjustment shown at the top of the screen should show zero. If it does not show zero your account has not been reconciled correctly. Note that if any discrepancies were found during the reconciliation, the reconciliation will be off by the amount of those discrepancies.

Once the account has been reconciled to your satisfaction, exit the reconciliation screen by pressing . The reconciliation summary will appear on the screen.



Statement reconciliation screen

The total outstanding checks will be subtracted from the bank statement balance. The total outstanding deposits will be added to the bank statement balance. The total adjustments will be added to or subtracted from the bank statement balance as necessary. The statement reconciliation is the result of this calculation.

If the account did not reconcile perfectly the system will say "System requires manual adjustments." Press [Enter] to continue.

Precision tip: After you have completed the reconciliation go to Manual entries and make any adjustments needed.

Adjustment amount

The adjustment amount is the amount by which the computer disagrees with the bank statement. Some possible causes of errors are:

Bank deposits deposited into the wrong checking account.

Manual checks that have cleared the bank but have not been entered into the system.

THE MANAGER'S ASSISTANT™

SECTION 3.6 USING THE CHECKING ACCOUNTS SYSTEM

Adjusting entries subtracted from the computer that should have been added.

Credit memos or debit memos (for example, the notice of a returned check) that have not been entered into the system.

Manual checks entered into the system using the wrong amount.

Checks that the bank has cleared using the wrong amount.

If reconciliation balances

If the account reconciled perfectly the system will display the message "Checkbook reconciled. No adjustment necessary.". Press [Enter] to continue.

Print outstanding items

The system will prompt you to load paper into the printer. It will then print a copy of the reconciliation screen. After the reconciliation screen has printed the system will ask "Do you want to print a report of outstanding items? (Y/N)". Press [Y] to print the report. Press [N] to avoid printing the report.

Exit reconciliation

After reconciling your checking account(s), press [Esc] at the "Select account" screen to return to the Checking accounts menu.

Erase cleared checks

It is not necessary to erase cleared checks until you need additional room for new checks. Remember that the space for check storage can be increased through System Expansion. To erase the cleared items from the check file, press [E] at the Checking accounts menu. The system will ask "Erase cleared checks that were dated through". The system will erase all items which have been cleared by reconciling the account, with dates up to and including the date you enter.

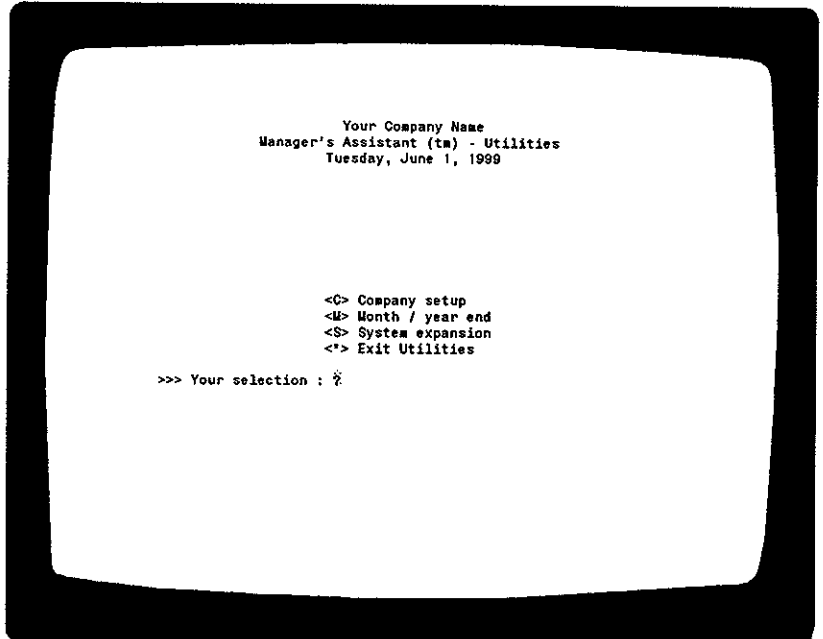
Exit Checking Accounts

To exit the Checking Accounts, press [*] at the Checking accounts menu. The system will return to The Manager's Assistant™ main menu.

SECTION 3.7 UTILITIES

Utilities

Selecting the Utilities function will display the Utilities menu as shown below.



Briefly, this is what each choice will do:

Company setup

Allows access to and the edit of all information entered during the system setup.

Month / year end

Will erase the current month information and prepare the system for the following month's business. Allows end of year processing.

System expansion

Allows the expansion of each section of The Manager's Assistant™ system.

Exit Utilities

Will return you to The Manager's Assistant™ main menu.

COMPANY SETUP

Company Setup

Any of the information entered into the system when setting up the bookkeeping system (company setup information) may be edited. This will allow you to modify the system if the need ever arises.

Precision tip: You may not select the Company Setup function from The Manager's Assistant™ Utilities menu between shifts of the same business day.

THE MANAGER'S ASSISTANT™

SECTION 3.7 UTILITIES

Monthly changes to the information

If you are using the Business Analysis Report, at the start of each month, you must use the company setup function to enter the number of days you will be open during the coming month, to change the estimated total operating expense for the month, and to adjust sales goals. As your business climate changes, you should correct the gross margin percentages as necessary.

To enter the Company Setup function, press **F10** at the Utilities menu. (See Section 2.1, starting on page 5, for a description of the information entered and for instructions on entering the information.)

Precision tip: The system will not allow you to delete a disbursement account if there are un-posted invoices, or if the disbursement account contains any activity for the current month.

When complete, the system will return to The Manager's Assistant™ main menu.

END-OF-MONTH PROCESSING

End-of-month processing

Immediately after balancing the last shift for the month, you must perform the end-of-month processing. During the end-of-month processing, all information for the current month will be erased and the system will prepare itself for the following month. You will need blank accounts receivable statements.

Precision tip: See Appendix E, starting on page 227, for checklists for End-of-month processing.

Post invoices

The first step of the End-of-month process is to post invoices. Recall that prior to selecting the Post Invoices function, you must have a current set up backups. Thus, before the end-of-month processing can start, you must make backups.

Precision tip: At this point, you may use HDBACKUP.

After making the backups, restart the system and select the Post Invoices function by pressing **[Shift]-F10** at The Manager's Assistant™ main menu. All un-posted invoices in the system will be posted.

Employee commission report

After the posting process is complete, the system will ask if you want a employee commission report. This report will summarize sales per employee and per department for the whole month. You may print this report at this time. After the report is complete, the system will ask if you want to reset current sales. Do this only if you wish to end the pay period as well as the month. (See Section 3.8 - Ending the pay period, starting on page 171, for more information.)

THE MANAGER'S ASSISTANT™

SECTION 3.7 UTILITIES

Print sales reports

Before you close out the month, you should print a complete set of sales reports. (See Section 3.3 - Printing reports, starting on page 115, for more information.)

Print other reports

After the sales reports have printed, you may wish to print other reports such as a Business Analysis Report, Cash Receipts Report and an Invoice Report of cash paid out invoices by date of transaction. (The cash paid out invoice report printed by account may be particularly useful to your accountant.) If you are using the Checking Accounts, print a list of checks, deposits and adjustments in the system along with a disbursement report. If you are using the Accounts Receivables, print an Aging report. If you are using the Payroll function, print a Payroll report. (See the checklist for End-of-month reports in Appendix E, starting on page 227.)

Make an archive backup

After printing all the desired reports, you will need to make an archive backup. You will need a blank formatted diskette.

On a Windows 95/98 system, exit to the Windows Desktop. At the Windows Desktop, click on the Archive icon.

On an MS-Dos system, exit the system to the "C" prompt (C:\PDS>). At the "C" prompt (C:\PDS>) make your end of month archive backup by typing:

A R C H I V E

After your backup is complete, label the diskette "Archive MONTH YEAR". Write protect the diskette and store the diskette for future use.

C.A.R.S. users note: It is necessary to make archive disks only for the Manager's Assistant™.

Perform end-of-month processing

To close the books for the month, at the Utilities menu press [Shift]-[M].

Current day not closed

If the books for the current day have not been closed, you will see the message "This function not allowed until books for current day are closed." Pressing [Enter] will return you to The Manager's Assistant™ main menu. You must process another shift and close the books for the current day.

Un-posted invoices

If there are un-posted invoices in the system, you will see the message "There are un-posted invoices in the system. Select invoice posting at The Manager's Assistant™ main menu." You cannot close the month until all invoices have been posted. Pressing [Enter] will cause the system to return to The Manager's Assistant™ main menu. At The Manager's Assistant™ main menu, select the Post Invoices function. After the invoices are posted, exit the system, make archive backups, then attempt the end-of-month processing again.

THE MANAGER'S ASSISTANT™

SECTION 3.7 UTILITIES

After a few moments, the system will ask:

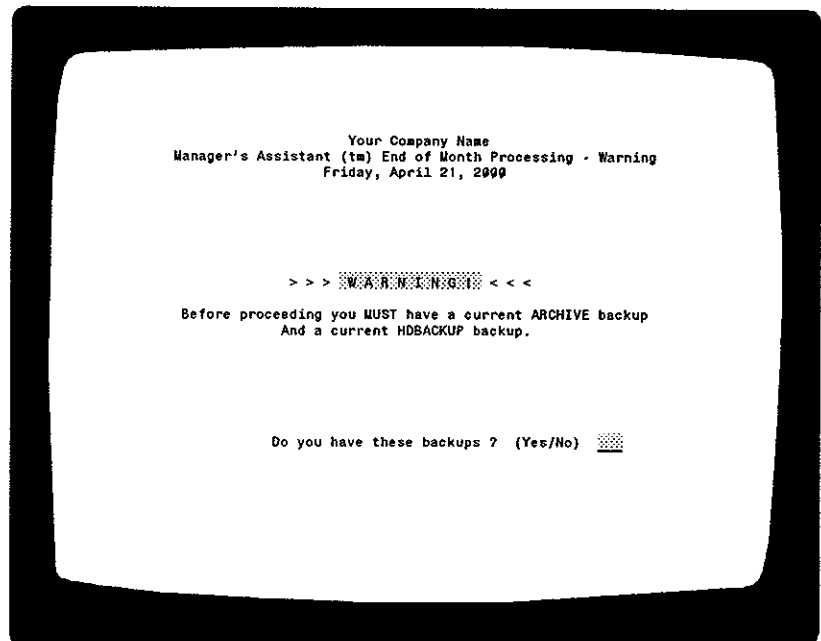
Ready for end of month processing.

Is this your FISCAL YEAR END TOO ? (Yes/No) No

Fiscal year end

If you wish to end the current year as well as the current month, press [F5], then type YES. (See page 168, for additional information about Ending the Year.)

After a few moments you will see the following warning:



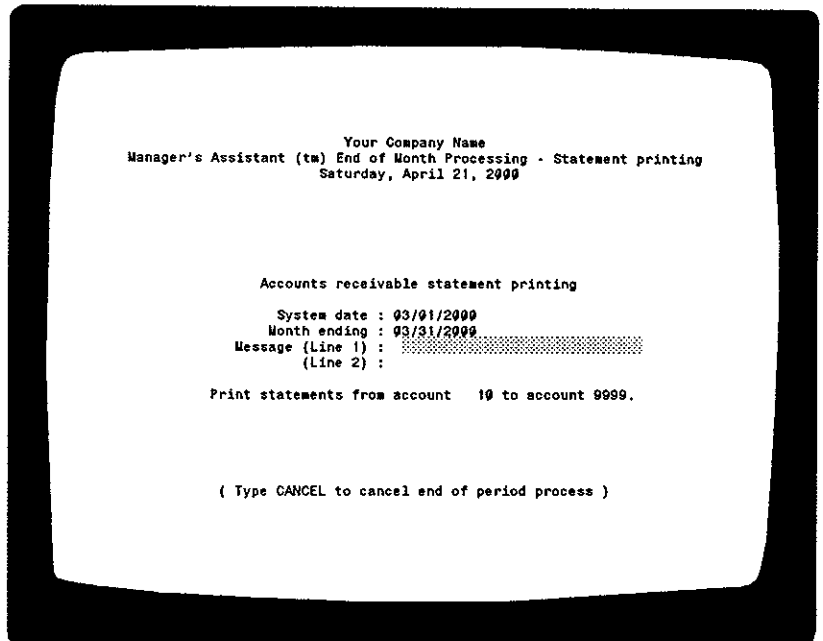
Backup Warning

If you have not made a set of backup disks, type NO. The system will return to The Manager's Assistant™ main menu. This will allow you to make the necessary backup copies.

THE MANAGER'S ASSISTANT™

SECTION 3.7 UTILITIES

Answering **Y** **E** **S** will cause the following to appear:



Message printed on statements

The system will print a two line message on the bottom of the charge account statements. Enter that message as you wish it to appear. Use proper capitalization and punctuation.

Precision tip: If you have added a Message line 1 on the customer's account information, that message will appear on the statement.

Statement range

If you would like to limit the printing of statements to certain account numbers, enter the starting account number, then press [Enter]. Enter the ending account number, then press [Enter].

Precision tip: The built-in answer for the account range is from account 10 to account 9999. Account 10 is the lowest account number permitted in the Accounts receivable system.

If you do not want to limit the printing, press [Enter] through both account numbers. This will print statements for all accounts with a current balance.

Reduce account range warning

If you have limited the statement printing by account number the following message will appear:

WARNING! You have reduced the account range.
This may prevent some statements from printing.

>>> Are all entries correct? (**Y** **N**)

THE MANAGER'S ASSISTANT™

SECTION 3.7 UTILITIES

Pressing N, will take you back to the Message (Line 1). You may then change the message and the account range.

Load statement forms

If you have pressed Y to "Are all entries correct?" the system will show the following:

>>> Load statements in printer <<<

Print statement alignment test (Y/N)

Statement alignment test

A statement alignment test will print a test pattern which you will use to adjust the position of the statements in the printer. To run a printer alignment test, press Y.

Aligning the statement forms

The "><" mark should print directly over the vertical perforation on the right hand side of the form and the phrase "Previous Balance Line ->" must point to the space on the statements for the previous balance. Repeat the printer alignment test as necessary until the statements are aligned in the printer. After the statement alignment is correct, press N. The system will say "Press <ENTER> to start printing". Press [Enter] and the statements will print.

Approve statements

After the statements are printed, the system will ask "Do you approve of statements as printed ? (Y/N)". If you wish to reprint the statements, press N. Pressing Y will cause the end-of-month processing to continue.

Completing end-of-month processing

The balance of the end-of-month processing is automatic. When the processing is complete, the system will return to The Manager's Assistant™ main menu.

C.A.A.S. users note: After the processing is complete, the system will proceed with C.A.A.S. end-of-month processing. See the C.A.A.S. manual, Section 3.10 for additional information.

Using Archive copies

If you ever need information from a past month, you will use the archive disks to print the information. Never use the archives for any purpose other than printing reports. To restore the Archive information to the hard disk follow the instructions below.

ON A WINDOWS 95/98 SYSTEM

1. At the Windows Desktop, do an HdBackup by clicking on the "HdBackup" icon.
2. Using the next set of disks in rotation, at the Windows Desktop, do a Backup1 by clicking on the "Backup1" icon.
3. Insert the Archive disk in to drive "A".

THE MANAGER'S ASSISTANT™

SECTION 3.7 UTILITIES

4. At the Windows Desktop, click on the "Restore Archive" icon to restore the data.
5. Do this step **ONLY IF** the Archive information just restored contains an old company name:
 - A) Insert the **Newname** disk.
 - B) Click on the icon for the "Ms-Dos prompt". If you do not have an "Ms-Dos prompt" icon on the Windows Desktop, click on the "Start" button. Next, click on Programs, then click Ms-Dos prompt. Make sure you are in the PDS Directory by typing:
`C:\PDS` [Enter].
 - C) At the MS-DOS prompt (C:\PDS>) type
`A:NEWNAME`.
 - D) The computer will ask for the **Maindata** disk. Insert the disk & press [ENTER].
 - E) The computer will ask for the **PI Program** disk. **DO NOT** insert it; press [ESC].
 - F) Return to Windows by typing `EXIT`, then press [ENTER]. Return to the Windows Desktop and return to the PDS system.
6. When the restore is done, at the Windows Desktop click on the "PDS Menu" icon to return to the system. Go into **Manager's Assistant™** and print the reports you need.

Note: If your Archive disk contains data that must be converted to be read by the current version of the programs, you will get a message showing the name of the conversion program that needs to be run. You must go to the MS-DOS prompt to run the conversion program. Click on the icon for the "MS-DOS prompt". If you do not have an "MS-DOS prompt" icon on the desk top, click on the "Start" button. Next, click on Programs, then click MS-DOS prompt. Make sure you are in the PDS Directory by typing:
`C:\PDS` [Enter]. At the "C" prompt (C:\PDS>) type the name of the conversion program and press [Enter]. After the conversion program is done, type `EXIT`, then press [Enter] to return to Windows. At the Windows Desktop return to the PDS system.

7. If you need information from another Archive disk, go back to step 3.
8. When you have finished with your old information, click on the "HdReverse" icon. This will restore the current information.

THE MANAGER'S ASSISTANT™

SECTION 3.7 UTILITIES

ON AN MS-DOS SYSTEM

1. At the "C" prompt (C:\PDS>) do an **HDBACKUP**.
2. Using the next set of disks in the rotation do a **BACKUP1**.
3. Insert the Archive disk in to drive "A".
4. At the "C" prompt (C:\PDS>), type **RESTOREA**, then press [ENTER].
5. **ONLY IF** the Archive information just restored contains an old company name, do the following:
 - A) Insert the **Newname** disk.
 - B) Type **ANNEWNAME**, press [Enter].
 - C) The computer will ask for the **Maindata** disk. Insert the disk & press [ENTER].
 - D) The computer will ask for the **PI Program** disk. **DO NOT** insert it; press [ESC].
6. Type **PDS** [Enter], to return to the system. Go into **M**anager's Assistant™ and print the reports you need.

Note: If your Archive disk contains data that must be converted to be read by the current version of the programs, you will get a message showing the name of the conversion program that needs to be run. Exit to the "C" prompt (C:\PDS>) and type in the name of the conversion program and press [Enter]. After the conversion program is done return to the system.

7. If you need information from another Archive disk, go back to **step 3**.
8. When you have finished with your old information, type **HDREREVS**. This will restore the current information.

If you have any questions or are unsure of anything, please call Precision Data Systems, Inc. for help.

ENDING THE YEAR

Ending the year

The end-of-year procedure is similar to the end-of-month procedure with only minor differences. During the end-of-year processing, the system will erase all information for the current year as well as the current month.

THE MANAGER'S ASSISTANT™

SECTION 3.7 UTILITIES

Fiscal year

You may end the year after any calendar month. This will allow you to use a fiscal year rather than a calendar year.

Ending the year

Follow the procedure outlined above in Ending the Month. When the system asks "fiscal year end closeout also?" Answer **[Y][E][S]** to this question. Then proceed as outlined in Ending the month explained earlier in this section.

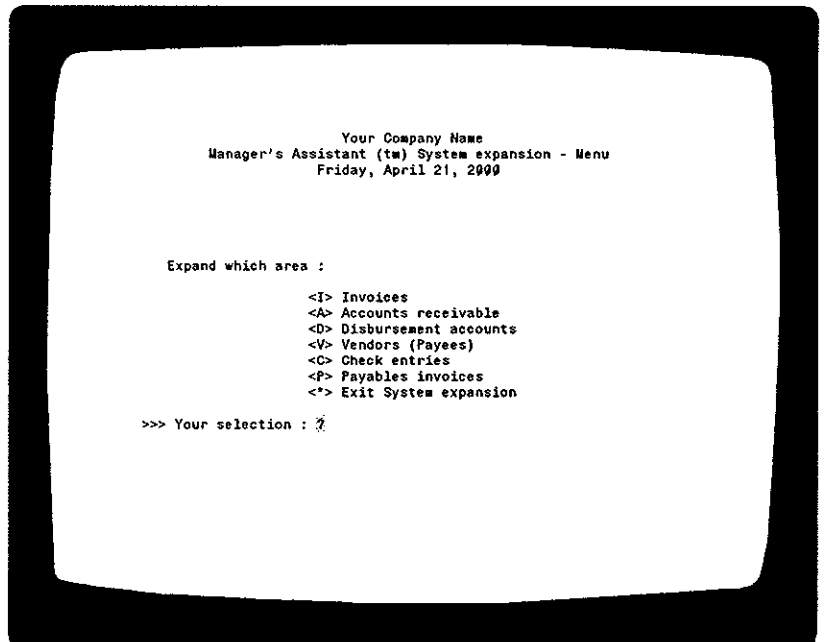
SYSTEM EXPANSION

System Expansion

You may expand the system at any time. An expanded system will allow up to 999,999 transactions (invoices) per month, 9990 house charge accounts, 1000 disbursement accounts, 500 vendors (payees), 999,999 check entries and 999,999 payables invoices. Once the system is expanded, it CANNOT be made smaller.

How to expand

To expand the system, press **[S]** at the Utilities menu. The following will appear:



Press the letter for the section you would like to expand. The system will show the current capacity and the maximum capacity. You will be asked "How many to expand by? :". Type in the amount you would like to expand by, then press [Enter], the system expansion program will run.

THE MANAGER'S ASSISTANT™

SECTION 3.7 UTILITIES

When the expansion has completed the system will display:

>>> Expansion Complete <<<

>>> Press <ENTER> to continue <<<

Press [Enter] and you will be taken back to the System expansion menu.

SECTION 3.8 ENDING THE PAY PERIOD

Description	If you are using the system to calculate sales commissions to be paid to employees and salesmen, or if you are using the system to monitor employee and salesmen sales, you must have the system print an Employee Commission Report. This report must be printed immediately after processing the last shift for the pay period.
Backups	<p>The Employee Commission Report is obtained from the Post Invoices function. YOU MUST MAKE BACKUPS PRIOR TO SELECTING THE POST INVOICES FUNCTION. NEVER select invoice posting without a CURRENT AND COMPLETE set of backups.</p> <p style="text-align: center;">Precision tip: You can do an HDBACKUP.</p>
Post invoices	After making backups, re-enter the system and select the Post Invoices function by pressing [Shift]-[P] at The Manager's Assistant™ main menu. All un-posted invoices in the system will be posted. (See Section 3.2, Invoice Posting, starting on page 113, for additional instructions.)
Commission report	After the posting process is complete, the system will ask if you want a commission report. This report MUST be printed to end the pay period.
Reset current sales	<p>After the report is complete, the system will ask, "Reset current sales?".</p> <p>If you pay commissions to your employees using the payroll function in the Checking Accounts, DO NOT have the system reset the current sales. This will prevent the system from erasing the sales for the pay period and the commissions earned on these sales. If you process an additional shift before printing pay checks, you MUST NOT SELECT THE POST INVOICES FUNCTION UNTIL PAYROLL CHECKS HAVE BEEN PRINTED.</p> <p>If you do not pay commissions, or if you pay commissions but are not using the Checking Accounts payroll function, you MUST have the system reset the current sales. This will erase the current pay period sales from the system so that sales made in the next pay period do not get added to sales made in the previous pay periods.</p> <p>Thus, commissions calculated for one pay period will be separated from commissions calculated for the next pay period.</p> <p style="text-align: center;">Precision tip: Resetting current sales will not erase month-to-date or year-to-date sales figures.</p>
Reset sales while writing pay check	<p>Once pay checks have been written using the Checking Accounts to calculate commissions, you must reset the current sales. After the pay check is written the system will ask:</p> <p style="text-align: center;">Do you want to reset the current pay period sales for this employee ? (Yes/No)</p>

THE MANAGER'S ASSISTANT™

SECTION 3.8 ENDING THE PAY PERIOD

Answer **Y** **E** **S**, to reset the current pay period sales. Answer **N** **O**, if you do not wish to reset current sales at this time.

Reset sales using Post invoices

If you have not entered additional shifts into the system since printing the last Employee Commission Report, you may reset current sales by selecting the Post Invoices function from The Manager's Assistant™ main menu, print the commission report, then reset current sales. Optionally, you may use the method described in the next paragraph.

Reset after entering additional shifts

If you have entered additional shifts into the system since printing the last Employee Commission Report, you **MUST NOT** reset current sales by posting invoices. You **MUST** reset current sales by using the reset current sales function within Employee Information. At the Employee Information menu, select the Company Payroll Information function. At the Company Payroll Information menu, select the Reset Current Sales function. The system will display a warning message. Pressing **Y** will reset current sales. Pressing **N** or [Esc] will prevent the system from resetting current sales.

SECTION 3.9 EXIT THE SYSTEM

Proper exit on MS-Dos system

You must exit the system properly. NEVER press [RESET] or turn off the computer unless the DOS prompt (C:\PDS>) is displayed.

To exit the system, press at The Manager's Assistant™ main menu. Press at the Precision Main Menu the computer will exit to the DOS prompt.

Proper exit on Windows 95/98

To exit the system, press at The Manager's Assistant™ main menu. Press at the Precision Main Menu the computer will exit to the Windows Desktop. At the Windows Desktop, click on the "Start" button. Next, click on "Shut down", click "OK".

Make backup copies

Before turning off the computer for the day, make a backup copy using Backup1. (See the Precision Main Menu manual, Appendix A - Making Backups, for more information.)

THE MANAGER'S ASSISTANT™

SECTION 3.9 EXIT THE SYSTEM
