PROMPT

BUSINESS SYSTEM

Cash Flow Planner

User's Manual

OUR GOAL IS AUTOMATION EXCELLENCE

Cash Flow Planner

INTRODUCTION

We are pleased that you have selected this PROMPT application. The User Manual is divided into the following sections for your ease of use:

1. Introduction to Cash Flow Planner

2. Running Cash Flow Planner

This manual contains the information you need to use the PROMPT Cash Flow Planner application. All information is presented in association with the screens that appear on your computer terminal for ease of reference and understanding.

The PROMPT Cash Flow Planner includes the following processes:

- Select any number of work files for your use

- Collect (rather than enter) data by selective dates from PROMPT Business System subsystems

- Collected data can be either forecast or actual

- Forecast and/or actual data can be edited

- Print a detail or summary report of:

    - Forecast Data
    - Actual Data
    - difference between 'Forecast' and 'Actual'

- Purge work files (all or selectively)

PROMPT Cash Flow Planner Overview

This software product was developed to provide management with highly summarized information of cash forecast supported by detail schedules where desired.

When forecasts are not met, management needs to know why. Therefore, the system includes a report of differences by account between the forecast and actual cash flow. Both a summary and detail report are available to pinpoint exactly why the forecast was missed regardless of whether you exceeded the forecast or fell short of the forecast.

The following subsystems are included in the cash flow planner:

- Cash
- Accounts Receivable
- Accounts Payable
- Sales
- Purchase Orders
- Payroll
- User/+
- User/-

Integration with PROMPT Business Systems

The cash flow planner is an integrated module with PROMPT Business Systems. You can execute the collection of forecast or actual data, edit or report at any time without regard to what PROMPT Business System subsystems are simultaneously being executed.

When you collect data from any PROMPT business subsystem, the result will be as current as the respective subsystem.

Running PROMPT Business Systems
Cash Flow Planner

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+
| 01/01/05  03:25 p.m.     PROMPT Business Systems                #PBSCFP   |
| Forecast: (FORECAST)        Cash Flow Planner                   #PBSCFP0  |
| Actual:   (ACTUAL  )            Main Menu                                 |
+                                                                           +
|                                                                           |
|                                                                           |
|                          0 = Select Workfiles                             |
+                          1 = Collect System Data                          +
|                          2 = Edit Forecast Data                           |
|                          3 = Edit Actual Data                             |
|                          4 = Print Report                                 |
+                          5 = Purge Workfile Data                          +
|                                                                           |
|                                                                           |
|                              Option (  )                                  |
+                                                                           +
|                                                                           |
|                                                                           |
|                                                                           |
+                                                                           +
|---------------------------------------------------------------------------|
| F0=Accept Input    F1=              F2=              F3=                  |
| F4=                F5=              F6=              F7=Exit Screen       |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+
```

Upon selection of the option $ - Cash Flow from the PROMPT Business System Management Information menu (or other menu option as may be defined for your system), the above screen #PBSCFP0 will appear.

The purpose of this screen is to serve as the main menu for execution of the options provided by the PROMPT Cash Flow Planner system. Selection of each option 1-5 will take you to another screen, each of which is now explained, after the explanation of option 0.

Select Workfiles - Option 0 - Screen #PBSCFP0

Upon selection of option 0, the screen will not change, but the cursor will go to the upper left corner beside the literal "Forecast:" and this message will appear near the bottom of the screen:

ENTER NEW WORKFILE NAME AS DESIRED AND PRESS F0, PRESS F7 TO CANCEL

The purpose of this option is to select names for work files to use with the cash flow planner.

Two default work file names are provided with the software that are "FORECAST" for the forecast file and "ACTUAL" for the actual file.

The advanced user can use this function to create libraries of cash flow planner data. These libraries have many uses. Some of the more common uses are:

- to archive cash flow planner data so that cash flow reports can be rerun at a later date using this stored data.

- for comparing how accurate your forecasts were over time using the "D"ifference report option against archived data.

- to prepare several differently edited versions of the same data for doing "what if" studies.

As a security feature, the cash flow planner does not provide a directory of existing work files to choose from, so be certain that you use work file names you can recall, or use a convention such as "XYZ0291B" where "XYZ" are your initials, "0205" represents "February, 2005" data and this is version "B" of the data.

To create a work file on the disk, simply enter the desired file name up to eight characters in length (use only letters and numbers - no special characters please) and press the send key (F0).

This completes the explanation of option 0.

Collect System Data - Option 1 - Screen #PBSCFP1

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+
| 01/01/05  03:27 p.m.     PROMPT Business Systems                #PBSCFP   |
| Forecast: (FORECAST)       Cash Flow Planner                    #PBSCFP1  |
| Actual:   (ACTUAL  )      Collect System Data                             |
+    Select Forecast or Actual: (F) (F,A)                                   +
|                                                                           |
|                                                      Accumulate            |
| Selection                  Selection Parameters:     Past Due into        |
+ Category                 Begin ("*"=ALL) End (optional)   Date (optional)  +
| ==================       ==============================   ===============  |
| Period (Dates).......:   ( *     )       (        )       (        )      |
| Company Number.......:   ( 1 )           (   )                            |
+ Subsystem by Account#:                                                    +
|   Cash...............:                                                    |
|   A/R................:   ( *     )       (        )                       |
|   Sales..............:                                                    |
+   A/P................:   ( *     )       (        )                       +
|   P.O................:   ( *     )       (        )                       |
|   Payroll............:                                                    |
|   User/+.............:                                                    |
+   User/-.............:                                                    +
|---------------------------------------------------------------------------|
| F0=Start Collection  F1=Purge Data    F2=              F3=                |
| F4=                  F5=Edit Data     F6=Print Report   F7=Exit Screen    |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+
```

Upon selection of option 1, the above screen #PBSCFP1 will appear. The purpose of this screen is to select either forecast or actual data from specific subsystems of PROMPT Business Systems with the objective of editing and/or printing reports using this data.

Note that you do not need to purge old data from the system before collecting new data - except for data you have marked as "KEEP" (see the section on Editing Data) - the program purges old data as it collects new data.

Each screen field is now explained:

***Select Forecast or Actual ( ) F,A** - Enter an 'F' (which is the default) to select forecast data, or enter an 'A' to select actual data.

***Period (Dates)** - The cursor will appear in this field and an asterisk (*) will be displayed. There are three related fields which are:

```
Begin (        )       End (        )  Past Due (        )
```

The purpose of these fields is to define the time period for which you wish to collect data.

The use of the fields depends upon whether you are selecting forecast data or actual data, each of which is now explained.

Collecting Data

You will generally set the begin date as '*', make no entry in the end date and enter the past due date as the first day of the period for which you are forecasting.

Simply stated, this means you want all forecasted revenue or expense items regardless of how past due they might be. You want all past dues reported as being due on the first day (or any day you desire within the forecast period).

Two examples are explained.

```
A - Begin date ( *      ) End date (        ) Past due (12/01/04)
B - Begin date (12/01/04) End date (12/31/04) Past due (        )
```

Example A will collect all revenue or expense items regardless of when they are due and will position all past due items into 12/01/96 with everything else positioned in the appropriate due date no matter how far it is due in the future.

Example B will only collect revenue and expense items with a due date within the range of 12/01/04 through and including 12/31/04. All past due revenue and expense items dated prior to 12/01/04 will not be collected, nor will items be collected due after 12/31/04.

***Company Number - Begin (   ) End (   )** - Company 1 will default and no entry is required except where you desire multiple company data, in which case you enter the ending company number.

***Subsystem by Account #** - To collect data for one specific account only, enter the account number under BEGIN for the subsystem desired.

To collect data for a range of account numbers, enter the first and last account number for the range under BEGIN and END for the subsystem desired.

To collect data from all accounts for a subsystem, enter '*' under BEGIN and leave END blank (this is the program default).

To skip a subsystem during collecting - that is to NOT collect data from this subsystem - leave both BEGIN and END blank.

Since some users purchase the PROMPT Business System subsystems individually, and since some collection options interact (for example, collecting "Actual" P.O. data is not logical) your Cash Flow Planner may not be able to access all subsystems for all options. In some of these cases, the subsystem's BEGIN and END fields will be protected (you will not be able to enter data into them), in other cases you may get a message of the form:

"YOUR SYSTEM IS NOT CONFIGURED TO COLLECT THIS DATA"

If you get such a message, you must blank the BEGIN and END fields to tell the program to skip them during collecting. If you would like to enhance your current installation to gather data you currently are not configured for, contact your Mid-American Control account representative for a low-cost upgrade.

In addition to this auto-collect feature, data can always be manually entered using the date editor available through screen #PBSCFP3 (options 2 and 3 from the Main Menu or see F5 below).

The function keys are now explained:

F0=START COLLECTION
Press (send) to start the collection process. You will receive a display to tell you the percentage of completion for each sub-system.

F1=PURGE DATA
Press this key to go to screen #PBSCFP5 to execute a purge.

F5=EDIT DATA
Press this key to go to screen #PBSCFP3 for browse or edit of data. An 'F' in the "SELECT" field will let you work with 'FORE CAST' data; an 'A' will let you work with 'ACTUAL' data.

F6=PRINT REPORT
Press this key to go to screen #PBSCFP4 for executing report selections.

F7=EXIT SCREEN
Press this key to exit this screen and return to the previous one.

This completes the explanation of option 1.

Edit Forecast Data - Option 2 - Screen #PBSCFP3
Edit Actual Data - Option 3 - same screen

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+----+
| 01/01/05  03:45 p.m.     PROMPT Business Systems                #PBSCFP   |
| Forecast: (FORECAST)        Cash Flow Planner                   #PBSCFP3  |
| Actual:   (ACTUAL  )   Browse: Accounts Receivable (F4)                   |
+ Company #: ( 1 )                                                          +
| Locate: Account: (  0  ) Date: (12/01/04)                                 |
|+---+----- Account ----------+---------- Forecast Data  --------------------+|
| Cd  Number Group  Description 12/01/04 12/02/04 12/03/04 12/04/04 12/05/04 |
+ -?+ ******                     Sat      Sun      Mon      Tues     Wed     |
|       100     1    Oldham Inc.           1000                              |
|       120     1    Travel Compa                   18                       |
|       140     1    American Ent  500                       672             |
+       160     1    Poolhall Inc.                                           +
|       200     1    New Enterpri                   896                      |
|       220     1    New Effort                                              |
|       240     1    Blue Willow                             472             |
+       260     1    Roosevelt In          578                               +
|       280     1    Computer Inc                 10000                      |
|       300     1    Lancaster Vi  984                                721    |
|       320     1    Home Enterai                                            |
+       340     1    Oak Tables In 189      206      100     -167      42    +
|___________________________________________________________________________|
| F0=Accept Input      F1=Order By      F2=Scroll Reverse F3=Scroll Forward  |
| F4=Change Subsystem  F5=Data Entry    F6=Go To          F7=Exit Screen     |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+----+
```

Upon selection of option 2, the above screen #PBSCFP3 will appear to enter or edit 'Forecast Data'. Upon selection of option 3, you will get this same screen but it will only access 'Actual Data'. You can identify which data you are browsing ('Forecast' or 'Actual') by the indicator directly above the columns. The purpose of this screen is to browse data for any of the subsystems. From this screen you can view data in a variety of ways; locate a record, delete a record, or go to screen #PBSCFP2 to enter or edit specific data in a record.

Each of these functions is now explained along with the function keys.

Viewing Data in a Variety of Ways

- Sequence of data

The F1 key will determine the order of records on the screen. The default is "order by number" which means the records will appear in account number sequence within account group.

If you desire to view the data in alphabetic sequence by description, press F1, then F0 (send) and the screen will re-sequence in this order.

Scroll of Data

- By Account Number/or Description

If the cursor is in the command field under the heading 'Cd' or in the Locate: account ( ) field, the F2=Scroll Reverse and F3=Scroll Forward keys will move data reverse or forward based on the status of the order of the F1 key (either by account number or description). Simply stated, data will move up or down the screen.

- By Date

If the cursor is in the Date: ( ) field, the F2=Scroll Reverse and F3=Scroll Forward keys will move data reverse or forward in date order. Simply stated, data will move left or right on the screen.

- Change Subsystem

The F4 key will enable you to go one by one to each respective subsystem in this order (watch the indicator at the top center of the screen as you press F4):

Accounts Receivable
Accounts Payable
Sales
Purchase Orders
Payroll
User/+
User/-
Cash

After pressing F4 to get to the desired subsystem, press F0 (send) to display data on the screen.

- Go to Top/Bottom of the Subsystem

Pressing F6 will take you to the first (if top) or last (if bottom) record in the subsystem if the cursor is positioned anywhere except the date field. If on the date field, it will go to the first or last date in the current month.

- Locate a Record

The (L)ocate command (L) can be used to begin the display of accounts with a specific number already on the screen. For example, assume account number 240 is the seventh line on the screen and you desire to begin the screen display with account number 240. Simply place an 'L' in the command field to the left of account number 240 and press send.

- Delete a Record
The field headed 'Cd' can be used to enter the command 'D' to (D)elete a record. Place the 'D' on the same row of the record or records you wish to delete. You will not receive a second chance question, so be careful and put your 'D' beside the correct record.

- Change a Record
The field headed 'Cd' can be used to enter the command 'C' to select a record for (C)hange or maintenance. Place the 'C' beside the record you desire to maintain and you will go to screen #PBDCFP2 with the record available for maintenance (see data entry (F5) below).

Other Commands

The field headed 'Cd' can be used to go directly to these options on the main menu (0, 1, 4, 5). Simply enter the desired option number and press F0 (send).

Data Entry (F5)

Pressing F5 will take you to screen #PBSCFP2 which is explained on the next page. If your cursor is pointing at an account number in the display, that record will be selected for maintenance.

F7=EXIT SCREEN
Press this key to exit this screen and return to the previous one.

Enter and Maintain Data - Option 2 (F5 or 'C') - Screen #PBSCFP2

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+
| 01/01/05  03:45 p.m.     PROMPT Business Systems                #PBSCFP   |
| Forecast: (FORECAST)        Cash Flow Planner                   #PBSCFP2  |
| Actual:   (ACTUAL  )  Forecast Workfile: Enter and Maintain               |
+ Company #......: ( 1 )                                                    +
| System.........: (A/R)       Account #....: ( 220 )                       |
| Month Beginning: (12/01/04)  Group (etc)..: ( 1 )                         |
| Description....: (New Effort    )                                         |
+ Keep?..........: ( N ) (No Purge, No Collect)                             |
| Total for Month: ( 2600 )                                                 |
|     Date    Amount      Date    Amount       Date    Amount               |
|      1:   (        )     2:   (        )      3:   (        )             |
+      4:   (        )     5:   (        )      6:   (        )             +
|      7:   (        )     8:   (        )      9:   (        )             |
|     10:   (        )    11:   (        )     12:   (        )             |
|     13:   (        )    14:   (        )     15:   (        )             |
+     16:   (        )    17:   (  1200  )     18:   (        )             +
|     19:   (        )    20:   (        )     21:   (        )             |
|     22:   (        )    23:   (  -200  )     24:   (  1000  )             |
|     25:   (        )    26:   (        )     27:   (        )             |
+     28:   (   600  )    29:   (        )     30:   (        )             +
|     31:   (        )                                            :   :   :  |
|___________________________________________________________________________|
| F0=Add Record       F1=Clear Screen   F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record  F5=Delete Record  F6=Inquire         F7=Exit Screen    |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+
```

Upon selection of F5 from screen #PBSCFP3 or entry of the command 'C' beside a specific record, this screen will appear.

The purpose of this screen is to enter or maintain a specific record in one of the cash flow planner subsystems for a specific month.

Each field of information to be entered or maintained is now explained.

***Company** - Enter a valid company number if data entry. This is not a valid field for maintenance.

***System** - Enter a valid system code if data entry. Valid codes are as follows and this is not a valid field for maintenance:

CA - Cash
AR - Accounts Receivable
AP - Accounts Payable
SL - Sales
PO - Purchase Orders
PY - Payroll
U+ - User Plus
U- - User Minus

***Account #** - Enter a unique account number within the system. The account number is for the purpose of identifying a record. You can create your own account numbers when necessary to establish a unique record within a subsystem. This is not a valid field for maintenance.

***Month Beginning** - Enter a valid month, day and year if data entry. If you erroneously enter any day other than the first day of the month, the date will be made to be the first day of the month. This is not a valid field for maintenance.

***Group (etc)** - Enter a valid account group code if data entry. The purpose of the group code is to arrange cash flow data by accounting group (profit center). This is not a valid field for maintenance.

***Description** - Enter or maintain the account description. The purpose of the description is to easily identify a customer, vendor, etc, by brief name rather than only account number. You can enter or maintain any description desired.

***Keep?** - Valid entry or maintenance is 'Y' or 'N'. 'Y' means this record shall not be purged and when data is to be collected for this specified account it WILL NOT be collected and data in this record will be used rather than collected. 'N' means the opposite.

***Total for Month** - This field cannot be entered or changed as it represents the sum of the daily fields. It will change if you increase or decrease data in the daily fields.

***Date 1-31** - Enter or maintain data in any of these valid fields within a month. If you enter data in field 31 for a 30 day month, you will receive a warning to eliminate the data. Entries can be positive or negative. Negative data is entered following a minus sign such as -1000 for negative one thousand dollars.

The function keys are now explained.

F0=ADD RECORD (enter/send key)
Press this key when a screen of information has been typed to be added to the file. If all data is valid, the file will be updated. Otherwise, the appropriate error message will appear.

F1=CLEAR SCREEN
Press this key when you desire to clear the screen or load default data into each field. F1 is "cursor sensitive", that is, it clears fields from the current cursor location to the end of the screen, so you can clear data fields, for example, without clearing key fields.

F2=SCROLL REVERSE
Press this key to go to the previous record in the file. This data is available for viewing or change.

F3=SCROLL FORWARD
Press this key to go to the next record in the file. This data is available for viewing or change.

F4=MAINTAIN RECORD
Press this key when the data for a record has been changed on the screen and you are ready to update the record in the file.

F5=DELETE RECORD
Press this key to delete a record from the file. You will be given the option to continue with the deletion (press F0) or to cancel the deletion request (press F7).

F6=INQUIRE
Press this key when you have entered the key field of a record to be retrieved from the file. This will cause the screen to be completed with information from the record for viewing or change.

F7=EXIT SCREEN
Press this key to exit this screen and return to the previous one.

This completes the explanation of option 2 and 3.

Print Report - Option 4 - Screen #PBSCFP4

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+
| 01/01/05  04:00 p.m.     PROMPT Business Systems                #PBSCFP    |
| Forecast: (FORECAST)        Cash Flow Planner                   #PBSCFP4   |
| Actual:   (ACTUAL  )          Print Report             Printer: $SYSPRTR   |
+                                                                            +
| Select Forecast, Actual or Difference Data: (F) (F,A,D)                    |
| Summarize by Day, Week, or Month..........: (W) (D,W,M)                    |
| Report Type (Detail, System Summary)......: (D) (D,S)                      |
+   Order by Account Number or Alphabetic...: (N) (N,A)                      |
|                                                                            |
|   Selection                    Selection Parameters:                       |
|   Category                Begin ("*"=ALL)   End (optional)                 |
+   ====================    ===============   ==============                 +
|   Period (Dates)......:  ( *       )        (         )                    |
|   Company Number......:  ( 1 )              (   )                          |
|   Subsystem (optional):  ( * )                                             |
+    (CA,AR,SL,AP,PO,PY,U+,U-;                                               +
|     Detail Report Only)                                                    |
|                                                                            |
|                                                                            |
+                                                                            +
|                                                                            |
|____________________________________________________________________________|
| F0=Begin Print      F1=Align Forms    F2=               F3=                |
| F4=                 F5=               F6=               F7=Exit Screen     |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+
```

Upon selection of option 4, the above screen #PBSCFP4 will appear. The purpose of this screen is to select the report desired for printing. See the appendix at the end of this manual for sample reports.

Each field to be entered is now explained.

***Select Forecast, Actual, or Difference Data (F,A,D)** - Enter the appropriate code to determine the data for printing, either 'F' for forecast, 'A' for actual, or 'D' for difference. The default is 'F'.

***Summarize by Day, Week, or Month (D,W,M)** - Enter the appropriate code to determine the date summarization. For the detail report, you are determining the columns for the report and their headings. For the summary report you are determining the rows for the report and their frequency. Essentially, you are telling the program how to summarize the data by time.

***Report Type (Detail, System Summary) (D,S)** - The detail report prints all accounts by group by subsystem. The summary report prints columns, one for each subsystem and rows for each date summarized.

***Detail Print Only:** Order by Account Number or Alphabetic (N,A) This code determines the sequence of the detail report, either by account number if 'N' or alphabetic sequence by description if 'A'.

***Period (Dates): Begin ( ) End ( ) -** Enter an asterisk '*' in the begin date to print all dates. The system automatically enters an asterisk as the default. The use of begin and end date varies by whether the report is Detail or Summary. DETAIL REPORTS do not permit an end date to be entered. The reason is because each detail report includes seven columns. You enter the begin date, then you get seven columns of either day, weeks or months depending on the time summary entered above.

SUMMARY REPORTS require an end date unless an asterisk is entered as the begin date, otherwise, you will only print the summary report for the begin date entered.

***Company Number: Begin ( ) End ( ) -** Enter the desired company number for processing in the "Begin" field. The default is company 1. If you are processing multiple companies, enter the ending company number in the "End" field.

***Subsystem - Detail Report Only** - Enter the subsystem you desire if you ONLY desire to print a single subsystem. Valid entries are shown on the screen.

The function keys are now explained.

F0=BEGIN PRINT
Press this key to begin printing after entry of the desired codes on the screen.

F1=ALIGN FORMS
Press this key to print a forms alignment pattern for use in having the printer properly set before pressing F0.

F1=PROGRESS REPORT (during printing)
After F0 is pressed to begin printing, the use of the F1 key changes to progress report. If you press this key during printing, it will display how far it has progressed in printing your report.

F7=EXIT SCREEN
Press this key to exit this screen and return to the previous one.

F7=CANCEL PRINT
After F0 is pressed to begin printing, the use of the F7 key is changed to cancel print. If you press this key during the printing process, printing will be terminated.

This completes the explanation of option 4.

Purge Data - Option 5 - Screen #PBSCFP5

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+
| 01/01/05  04:00 p.m.     PROMPT Business Systems                 #PBSCFP   |
| Forecast: (FORECAST)        Cash Flow Planner                    #PBSCFP4  |
| Actual:   (ACTUAL  )           Purge Data                                  |
+       Purge Forecast or Actual.....: (F) (F,A)                             +
|       Purge Records Marked Keep?...: (N)                                   |
|        Selection              Selection Parameters:                        |
|        Category               Begin ("*"=ALL)  End (optional)              |
+        ===================    ==============   ==============              |
|        Period (Dates).......: ( *     )        (      )                    |
|        Company Number.......: ( 1 )            (    )                      |
|        Subsystem by Account#:                                              |
+         Cash................: (       )        (      )                    +
|         A/R.................: ( *     )        (      )                    |
|         Sales...............: (       )        (      )                    |
|         A/P.................: ( *     )        (      )                    |
+         P.O.................: ( *     )        (      )                    +
|         Payroll.............: (       )        (      )                    |
|         User +..............: (       )        (      )                    |
|         User -..............: (       )        (      )                    |
+                                                                            +
|                                                                            |
|____________________________________________________________________________|
| F0=Start Purge      F1=              F2=              F3=                  |
| F4=                 F5=              F6=              F7=Exit Screen       |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+----+
```

Upon selection of option 5, the above screen #PBSCFP5 will appear. The purpose of this screen is to select specific subsystems and time parameters to purge. Use of this option is not required during normal operation since data collection purges as it runs, but this option can purge 'KEEP' records or entire files as desired.

Each field to be entered is now explained.

***Purge Forecast or Actual (F,A)** - Enter 'F' to purge forecast files or 'A' to purge actual files.

***Purge Records Marked "Keep"? (Y/N)** - Enter 'Y' to purge records marked for keep, otherwise, enter 'N'.

***Period Dates: Begin (   ) End (   )** - Enter an asterisk '*' to purge all dates. Otherwise, enter the begin and end dates for the records to be purged.

***Company Number: Begin (   ) End (   )** - Enter the company number (or range of company numbers) to be purged.

***Subsystem by Account #: Begin ( ) End ( )** - To purge all records in a subsystem, enter an asterisk in the begin field. A blank entry in both the begin and end field means no purging for the subsystem.

To purge a specific account number in a subsystem, enter the account number in the begin field for the subsystem.

To purge a range of account numbers in a subsystem, enter the lowest number in the begin field and the highest number in the end field.

The function keys are now explained.

F0=START PURGE
Press this key to begin the purge process. Once the purge process has been started, it cannot be cancelled.

F7=EXIT SCREEN
Press this key to exit this screen and return to the previous one.

This completes the explanation of option 5.