



BUSINESS SYSTEM

PROCEDURE MANUAL

OUR GOAL IS AUTOMATION EXCELLENCE

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# PROMPT Business System Procedure Manual

## TABLE OF CONTENTS

	<b>Page</b>
Chapter 1. Introduction, Check Lists and Getting Started	1
Chapter 2. PROMPT Accounts Payable Procedures	7
Chapter 3. PROMPT Accounts Receivable Procedures	19
Chapter 4. PROMPT General Ledger Procedures	31
Chapter 5. PROMPT Inventory Control Procedures	49
Chapter 6. PROMPT Order Processing Procedures	70
Chapter 7. PROMPT Payroll Procedures	79
Chapter 8. PROMPT Database Management SYSTEM	89
Chapter 9. PROMPT Data File Import and Export	92

## **CHAPTER 1. INTRODUCTION, CHECK LISTS AND GETTING STARTED**

### **Introduction**

The PROMPT Business System Procedure Manual is prepared to guide you through execution of the PROMPT System menu options. Successful utilization of the PROMPT System requires that certain options be run at specific times. This manual will assist you with this task.

Accounts receivable, inventory control and order processing are so interrelated they should be operated as one large customer and product module. The accounts payable interrelationship with inventory control and purchase orders should be similarly viewed.

Finally, it all comes together with general ledger, which receives journal entries sent by all modules.

### **Using This Procedure Manual**

Different sections of this manual are important at different times. When you are building files, the file-building portion of the manual guides you through the correct steps to build your database. However, once the primary files are built, you will rarely need to refer to this section of the manual again.

Once the files are built, following the daily, weekly, monthly and end of year procedures becomes the KEY to successful operation of the PROMPT System.

Reference to these procedures each month is ADVISABLE. Getting it right the first time will save time.

Reference to these procedures at the end of each year is ESSENTIAL, because it is hard to remember what you did one year ago!

### **Check List**

We have included checklists to use as a guide for daily, weekly, monthly and end of year operation. Leave the checklists in the manual and make copies for your use.

They do not eliminate the need to refer to the procedure or user manual, but are an aid to avoid accidentally skipping menu options or running options out of sequence.

### **Getting Started**

Following the checklist, you will find a section explaining how to get started.

**PROMPT Business System**  
**Daily Processing Check List**

Menu Option	See Page No.
AR 1. Accounts Receivable.....	26
1,1 a) Process payments, adjustments, misc. cash receipts	
1,3 b) Print daily reports	
c) Balance payments report to deposit	
d) Put reports in binder	
AP 2. Accounts Payable.....	15
a) Enter invoices, credit memos and debit memos	
1 b) Process quick pay or manual checks, if applicable	
1 c) Pay vendors using batch checks	
5. d) Process void checks, if applicable	
6. e) Print daily report	
2,1 f) Balance entries in a) above to audit trail report	
g) Balance check reports to total checks written	
h) Put reports in binder	
IC 3. Inventory Control .....	62
1,1 or 2,3 a) Process purchase orders as needed	
1,1 b) Receive inventory for all merchandise delivered	
1,2 c) Print receiving reports and compare to pack list	
1,1 d) Adjust quantity or cost as required	
1,1 e) Issue, transfer or produce inventory as needed	
1,2 f) Print audit trail to support processing in e) above	
1,3 g) Print journal entries, preferable as each function is done such as receiving, issue, transfer or production.	
h) Put reports in binder	
OP 4. Order Processing.....	76
1 a) Process orders, invoices, quotes, etc. as needed	
2,1 b) Run end of day procedure. If the last day of month and/or year, answer month and/or year question with 'Y'	
c) Balance point-of-sale payments report to daily point-of-sale cash deposit	
d) Balance daily sales report to adding machine tape of invoices processed	
e) Resolve items on daily exception report	
f) Put reports in binder	
5. Payroll.....	85
2,1 a) Enter time records, if applicable	
b) Balance adding machine tape of time records to time record report	
2,3 c) Run payroll calculation	
d) Balance gross pay with manual controls	
e) Review deductions total for accuracy	
2,4 f) Print checks, add or check to controls	
2,5-7 g) Print registers, check totals	
2,8 h) Run update, get journal entry report	
i) Put reports in binder	
GL 6. General Ledger.....	38
1,1 a) Post journal entries for the day	
b) Put reports in binder	
7. Backup Files	

**PROMPT Business System** **Page 1 of 2**  
**End of Month (and Year) Processing Check List for Use After**  
**Daily Processing Check List is Complete for the Last Day of the**  
**Month**

Menu Option	See Page No.
OP	77
2,1	77
2,8	
9,3	
AR	28
2,1	
1,1	
2,2	
2,3	
2,4	
2,7	
2,8	
3,1	
IC	69
4,2	
4,3	
4,1	
4,5	
4,6	
4,7	
4,8	
4,9	
4,10	
	67

**PROMPT Business System  
End of Month (and Year) Check List**

Menu Option	See Page No.
PR 4. Payroll.....	88
4,1 a) You MUST run end of month reports & initialization	
4,2 b) If it is the end of quarter, you MUST run end of quarter reports and initialization. End of quarter dates are: March 31, June 30, September 30 and December 31	
4,3 c) If it is the end of your fiscal year which is _____, you MUST run end of fiscal year	
4,4-5 d) If it is the end of the calendar year (Dec 31), you MUST run end of calendar year reports, establish W2 files, and initialization	
e) Put reports in binder	
AP 5. Accounts Payable - Note, it can be held open past the last day of the month!.....	17
5,1 a) Calendar End of Month Close - Run option 1 on the last day of the month.	
6,2 b) If it is the end of the year, you MUST go to menu option 6 where option 2 must be run.	
5,2 c) Final End of Month Close - Run option 2 when you have processed the last A/P invoice for the month.	
2,6 d) If you ran option 1, then immediately ran option 2 thereby not holding AP open print the open payables	
5,3 e) Print Select Subsidiary Report - Run option 3 after executing option 2 above. It is for balancing the A/P general ledger account. The Begin date is the first day of the month, and End Date is the last day of the month. If you forget to run this option 3, it can be run later.	
5,4 f) Print Select Check Register. Run as desired to print a check register for the month. Also, this option is used to print check recon schedules.	
g) Put reports in binder.	
5,5 h) Check reconciliation can be done when the checks are sent by the bank.	
GL 6. General Ledger.....	40
a) Be sure all entries are transferred to the general ledger from each subsystem (refer to each subsystem)	
1,1 b) Post entries for the month not already posted, including recurring and reversing entries.	
3,3 c) Print trial balance and reconcile subsidiary ledgers (or journals), such as AR, AP, etc.	
1,7,1-5 d) Print statements and review variances for possible posting errors to incorrect accounts.	
1,1 e) Make correcting entries, if necessary	
3,1 f) Close the Month. The last month in the year is just like any other month.	
4,1 g) You can keep the year open for up to nine months into the new year, then it must be closed. Adjusting entries can be made against last year using 1,1 and 13 month trial balance can be printed using 1,3,5.	

## Getting Started

This procedure manual, was written based on the assumption that the PROMPT System has been loaded on your computer including the starter files. When you power on your server, you will see a couple of screens that indicate the hardware you are using, then you will arrive at a message on the screen that will pause for 7 seconds at:

Red Hat Linux

Then continue displaying several pages with ( OK ) on the right side of the screen.

1. When all Linux services are started there will be a prompt for login like this:  
prompt login:  
Type **edx** (press **enter**)- edx must be in lower case  
Password: **prompt**(press **enter**)- prompt must be in lower case
2. You will get [edx@prompt edx]\$  
Type **edx** (press **enter**) - edx must be in lower case  
The PROMPT start up routine will run as explained below:
  - A cleanup routing runs to fix problems if the system was not shut down properly
  - The Database Manager will load
  - The database usage is checked and if more that 80% of the allocated space is used the terminal will beep 5 times but the startup will not stop
  - A quick file unlock routine will run
  - All network terminals will start and the PROMPT system is up when you see:

PROMPT JOBSTREAM LANGUAGE INITIALIZATION COMPLETE

3. Next to set the screen to scroll, press F8 and type **\$1 Rollon** and press enter. You will see "Loading Rollon".
4. Press **Alt F2** and workstation (#SYSLOG) will appear and you can use PROMPT by logging in as explained on the next page.
5. To have a LINUX logon prompt press **AltF3** and login as: **edx**  
Password: **prompt**  
You will get [edx@prompt edx]\$
6. Now that all windows are open, pressing **Alt F1** changes the console to show \$SYSLOG, pressing **Alt F2** shows #SYSLOG, and **Alt F3** gives a LINUX prompt.
7. ALT F1, \$SYSLOG, is primarily for display of log messages of the PROMPT System.  
ALT F2, #SYSLOG is a working terminal on the PROMPT System.  
ALT F3, is for LINUX commands.  
Press **ALT F2** to get to the PROMPT window.

### **Learn how to properly shut down the system**

Before we explain the logon procedure to get into PROMPT system. It is necessary to learn how to shutdown the system, even though this will not often be required.

Normally, you leave the system up and running 24 hours each day and 7 days a week. However, you will have the need to shut down the system from time to time, and a specific procedure that is explained below must be followed:

1. **DO NOT TURN THE POWER OFF OR ALT CTRL DEL (BOOT) THE COMPUTER TO SHUT DOWN THE SYSTEM.** ALSO, WE STRONGLY RECOMMEND A BATTERY BACKUP UNIT TO KEEP A CLEAN AND CONSTANT POWER SUPPLY TO THE COMPUTER.
2. You can only shut down the computer from the server screen. If the server screen is not on \$SYSLOG press **Alt F1** to get to \$SYSLOG.
3. Then press **F8** to get > then type **pr stop all**  
(This is to shut down PROMPT) You will get: Are you sure?  
Type **Y** and press **enter**. All terminals will stop, unless someone left a program up on a workstation, then the Job Language System will stop, then the Database Manager (#PDBCP).
4. Next press **F8** to get > and type **\$skilledx** and press **enter** You will get: Cancel EDX/MAX (Y/N) Type **Y** and press **enter**.  
You will see: [edx@prompt edx]\$
5. At this point you can safely press **Alt Ctrl Del** to restart the Linux System. This is a reboot, see 8 to power down
6. You will get a couple of pages of text showing services being stopped with ( OK ) on the right side of the screen, then the system will restart as explained above under Getting Started.
7. If you should ever encounter a situation where the system freezes and you can't do step 3, skip it and go to step 4.

If you can't do step 3 or 4 press **Alt F3** and continue with step 5 as if the other two steps had been done properly. This brings Linux down properly even though PROMPT and the filesystem manager could not be brought down properly.

8. To completely power down, type **su -** at the **\$** and press enter. A password will be requested and you must enter the root password for your system in lower case and press enter. You will get **#**.

Next, type this information and press enter **shutdown -y -g0**  
You will get a message to turn off (power down) the computer.  
(the 0 after z above is a zero)

This is the PROMPT Security Screen that appears on each PROMPT workstation once the system has been started.

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+>
|
|
|
|
+       P P P P P P P P P P R R R R R R R R R R O O O O O O O O O M M M M M M M M M P P P P P P P P P P T T T T T T T T T T T
|       P P P P P P P P P P R R R R R R R R R R O O O O O O O O O M M M M M M M M M P P P P P P P P P P T T T T T T T T T T T
|       P P P   P P P R R R   R R R   O O O   O O O   M M M M M M M M M   P P P   P P P   T T T
|       P P P   P P P R R R   R R R   O O O   O O O   M M M M M M M M M   P P P   P P P   T T T
|       P P P P P P P P P P R R R R R R R R R R O O O   O O O   M M M M M M M M M   P P P P P P P P P P T T T
+       P P P P P P P P P P R R R R R R R R R R O O O   O O O   M M M   M M M   P P P P P P P P P P T T T
|       P P P       R R R R R R R R R R O O O   O O O   M M M   M M M   P P P       T T T
|       P P P       R R R R R R   O O O   O O O   M M M   M M M   P P P       T T T
|       P P P       R R R   R R R   O O O   O O O   M M M   M M M   P P P       T T T
+       P P P       R R R   R R R   O O O O O O O O O O M M M   M M M   P P P       T T T
|       P P P       R R R   R R R   O O O O O O O O O O M M M   M M M   P P P       T T T
|
|
|
+
|
|
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

PROMPT is the Registered Trademark of  
Mid-American Control Corporation  
Shelbyville, Kentucky

The procedure to follow in order to use the PROMPT System is the same on the server and each workstation in the PROMPT network.

Press the enter key and a logon screen like the one on the next page will appear.

This is the PROMPT logon screen.

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     |                                     |                                     |
|      Mid-American Control Corporation      #PJLCP02 |
|      PROMPT Data Base Manangement System V3.0 |
|      PROMPT Jobstream Language           |
|                                     |                                     |
|                                     |                                     |
|      Your Terminal ID Is: #SYSLOG         |
|                                     |                                     |
|                                     |                                     |
|      Enter Your User ID: ( OPEN          ) |
|      Enter Your Password:(              ) |
|                                     |                                     |
|                                     |                                     |
|                                     |                                     |
|      F0=Accept Screen  F1=              F2=              F3=              |
|      F1=              F5=              F6=Function Key   F7=Logo Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
```

The cursor will be ready for your user ID, which is **OPEN**. Then press the **TAB KEY** and enter the password **PBS**, then press **enter**.

If this does not work, it is probably because you did not press the **TAB KEY** after entering the User ID. Do it exactly as instructed! You will arrive at the menu shown on the next page.

This is the PROMPT System Master Menu from which you have full system access, unless you get a "Restricted Option" message. In this event, start over but use the password SEC instead of PBS.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05                PROMPT Business System                #PJLCP  +
|                               Master Menu                               #PBSMENU |
|                                                                           |
|           MK - Marketing/Word Processing   OP - Order Processing   |
|           (Prospects)                     (Sales)                 |
+                                                                           +
|           AR - Accounts Receivable         IC - Inventory Control   |
|           (Customers)                     (Products)               |
|                                                                           |
|           AP - Accounts Payable           PC - Project Costing     |
|           (Vendors)                       (Analysis)               |
+                                                                           +
|           PR - Payroll/Personnel          GL - General Ledger     |
|           (Human resources)               (Bookkeeping)                 |
|                                                                           |
+           MI - Management Information      PD - PROMPT DATABASE     +
|           (Planning, Control)             (System Functions)           |
|                                                                           |
|                               Enter Option                             |
|                                                                           |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|F0=Accept Option                F7=Exit Screen                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

There is a separate PROMPT User's Manual for each option on this menu except MI. The MI menu is for top management staff that want to view information without going through menus to find it. Each option on the MI menu is the main subsystem program.

If not already done, go to [www.prompt-usa.com](http://www.prompt-usa.com), Support, Application Support - User's Manuals and print the Procedure Manual.

Each chapter in this procedure manual covers one of the master menu options above except MK and PC. Refer to the user manuals for Marketing and Word Processing and Project Cost for all information involving these subsystems.

## **CHAPTER 2. PROMPT ACCOUNTS PAYABLE PROCEDURES**

The purpose of this procedure is to explain WHAT TO DO when using the PROMPT Accounts Payable System. This manual is to be used in connection with the PROMPT Accounts Payable User's Manual that is designed to explain HOW TO USE the PROMPT Accounts Payable System.

The following items are covered in this procedure manual.

### **I. Build and Maintain A/P Data Files**

- A. Planning for Implementation
- B. Start Entering A/P Data
  - 1. General Ledger Requirements
  - 2. Accounts Payable System - File Maintenance Menu
    - a) Enter Company Controls
    - b) Enter Account Group or Groups
    - c) Enter Bank Accounts
    - d) Enter Terms Codes
    - e) Enter Vendor Class Codes
    - f) Enter 1099 Codes
    - g) Enter Ship Via Codes
    - h) Enter JE Consolidation Accounts
    - i) Enter Vendor Data
  - 3. Enter Open Invoices at Start Up
    - a) What Invoices are to be entered
    - b) Turn off Journal Entries While Entering Open Invoices
    - c) Enter Open Invoices
    - d) Print Audit Trail for Start Up Invoices
    - e) Print Open Payables Report
    - f) Set Journal Entry Control Back to 'Y'
    - g) Close the A/P Month

### **II. Daily Processing of Accounts Payable**

- A. What the Daily Functions Program Does
- B. Session Date - Interface to General Ledger
- C. Daily Processing Tasks
  - 1. Entry of Invoices, etc.
  - 2. Quick Pay and Manual Checks
  - 3. Batch Check Writing
  - 4. Void an A/P Check
  - 5. A/P Check Reconciliation
- D. Print Daily Reports
  - 1. Required Reports
  - 2. Optional Reports
    - a) Print Check Register
    - b) Open Invoices - for review by management

**III. End of Month Processing for Accounts Payable**

- A. When to Close A/P
- B. Closing A/P
- C. Check Reconciliation

**IV. End of Year Processing for Accounts Payable**

- A. Print Vendor Analysis
- B. Zero Annual Accumulation
- C. Display 1099 Menu
- D. Purge Closed Invoices

## **I. Build and Maintain A/P Data Files**

### A. Planning for Implementation

Plan your work and work your plan

The first step in using the PROMPT Accounts Payable System is to locate your PROMPT Accounts Payable User's Manual.

Read pages 1-4 to get a feel of the AP system. We have provided all starter data necessary to get you ready to enter vendors therefore you can skip to B 2 and enter your company name.

These questions could be reviewed before you get started.

1. How many companies are involved?

A company should not be treated as a separate company unless it is an entirely separate entity. Separate companies are best established in separate software directories.

2. How many account groups are involved?

Account groups determine which general ledger accounts to use. You may wish to use several different accounts payable, cash or discount account numbers. The use of multiple groups allows you to do this. The account groups also contain your bank numbers; one for each separate bank account.

3. Do you have subsidiary companies?

The accounts payable system has the capability to handle a parent subsidiary company situation. You can enter invoices and pay them through the subsidiary company and transfer the entries to the parent.

4. How many bank accounts are to be used?

If you are writing accounts payable checks out of more than one bank account, the system can accommodate this by setting up multiple account groups with different bank numbers.

5. Do you need to divide your vendors into classifications such as merchandise, service, utility, etc., using the account grouping code?

You may find that you need to subtotal reports by classification of Vendors. This can be accomplished by giving these vendors a unique class code.

6. Do you need to print 1099's?

You can define codes for different types of 1099 reporting requirements such as 'I' for interest, 'R' for rent, 'L' for labor, etc.

7. What ship via codes are needed?

Purchase orders require shipping methods that are coded in the vendor file. The accounts payable system shares the ship via code file with the accounts receivable system.

8. What terms codes are needed?

Your vendors may offer several different discounts and due dates. The PROMPT Accounts Payable system shares the same terms file with the PROMPT Accounts Receivable system.

9. Will vendors have their numbers automatically assigned?

The system will allow you to assign your own vendor numbers if you choose. If you would like the system to assign their numbers, a starting vendor and an incremental value can be entered in the company file and the numbers will automatically be assigned when a vendor is added.

10. What general ledger account journal entries do you want to consolidate?

In order to save paper and disk space, you should summarize journal entries for accounts payable, cash and A/P suspense.

11. Are your checks to be pre-printed or do you wish to print your name and address from the group file?

You have the choice of having your accounts payable checks preprinted with your name and address or you can print it at check printing time. This allows you to print checks with multiple names and addresses, if you have the need.

B. Start entering A/P data

1. General Ledger Requirements (this requirement is satisfied by the starter files)

The first requirement is to go to the general ledger menu, select the daily processing menu option, then select option 5 on the daily processing menu - Enter, Inquire, Maintain Companies.

If the desired general ledger company has not previously been established, enter the general ledger company or companies to be used in the system. This is required because the accounts payable system will need to know what general ledger company are to be used for journal entries.

Next, select option 6 on the same menu - Enter, Inquire, Maintain Accounts.

The following general ledger accounts must be established, if they are not already set up, with appropriate account numbers:

Cash  
Accounts Payable  
Discounts Available  
Discounts Lost  
Accounts Payable-Suspense  
Freight  
Transfer from Subsidiary Company (if Parent and Subsidiary Companies are used)  
Transfer to Parent Company (if Parent and Subsidiary Companies are used)

The purpose of setting up these accounts is that they will be needed to tell the accounts payable system how to interface with the general ledger system.

## 2. Accounts Payable System - File Setup

First, select the accounts payable system main menu, option 4 - Display File Maintenance Menu. See page 78 of the user's manual.

- a) Enter Company Controls  
**Select option 1 and enter the correct accounts payable company in place of the Demonstration Company, Inc.**  
You can now skip to 3 Enter Vendor Data.
- b) Enter Account Group or Group or groups. Remember, the account group records determine the account numbers to use for the interface to the general ledger system and allow the establishment of separate bank numbers. You probably can use what is in the starter a file. If a second bank account is involved, go to option 3 and set it up, then come back here and enter the account group involved.

c) Enter Bank Accounts

One bank account is already set up for your use.

d) Enter Terms Codes

Select option 4 and enter the terms codes needed.

Each vendor will have a default terms code and each time an invoice is entered, the code can be used or changed, if desired.

e) Select option 5 to enter vendor class codes, which are optional. They are simply to categorize vendors, such as SERV for service, MDSE for merchandise, UTIL for utility, etc.

f) Select option 6 to enter 1099 codes. You will find that three are already set up. These are to be used for vendors who require 1099 forms.

g) Select option 7 to enter ship via codes for use in preparation of purchase orders. Several are already set up for your use.

h) Enter Journal Entry Accounts to be Consolidated Select option 8 and enter the accounts to be summarized when passing the journal entries to the general ledger system. This is an optional step. The purpose of which is to allow you to enter the general ledger accounts to be consolidated when passing journal entries from accounts payable to the general ledger. For example, you might desire to enter the account numbers for cash and accounts payable. If you do not make entries here now, you can do so at any time in the future. A/P, Cash and A/P Suspense are already set up.

3. Enter Vendor Data

**You have now established the files required to enter vendors, then invoices if you are coming from a manual system, or a computer system with no path for data conversion. Return to the main menu and select option 1 - Daily Functions. Choose program option 2 to add vendors to your accounts payable system. See pages 18-20 in the user's manual for detailed instructions.**

4. Enter Open Invoices at Start Up

a) What Invoices are to be entered?

First, let's define what we mean by open invoices. Specifically, we mean invoices that are outstanding at the time you are setting up the accounts payable files AND HAVE ALREADY BEEN EXPENSED INTO THE GENERAL LEDGER.

For example, assume you are setting up the system in April and your manual system, or former computer system included invoices that have not been paid and still have an open balance at the end of March. We are talking about the entry of these invoices.

The April and subsequent invoices will not be entered at this time, BECAUSE THEY HAVE NOT YET BEEN EXPENSED TO THE GENERAL LEDGER, whereas, the March and prior outstanding invoices have been expensed to the general ledger.

- b) Turn Off Journal Entries While Entering Open Invoices It is necessary to prevent journal entries from being generated to the general ledger while entering the open invoices. This is accomplished by first going to the Accounts Payable Main Menu, then select option 4 - Display Maintenance Menu. Then select option 1 - Company Controls.

Finally, answer the question "Create G/L JE for Invoices?" N for no and create G/L JE for Payments? N for no. This will prevent the invoice entry program from creating journal entries to the general ledger while you enter the open invoices. YOU MUST RETURN TO THIS MENU OPTION AND SET THESE FLAGS TO 'Y' AFTER YOU HAVE ENTERED ALL OPEN INVOICES AT START UP.

- c) Enter Open Invoices  
From the A/P Master Menu, select option 1 - Daily Functions. Refer to pages 26-35 in the user's manual for detail instructions. Remember, the journal entry distribution screen shown in the user's manual will not be active when entering invoices because you have journal entries temporarily turned off.

BE SURE TO ENTER A SESSION DATE AT THE END OF THE MONTH FOR WHICH YOU ARE ENTERING OPEN INVOICES. USING THE EXAMPLE ABOVE, USE MARCH 30 AS THE SESSION DATE WHEN ENTERING ALL OPEN INVOICES FROM A MANUAL SYSTEM OR PREVIOUS COMPUTER SYSTEM.

Use program option 5 - Invoice Entry/Maintenance to enter all invoices. If partial payments have been made on an invoice, they can be processed as a manual check payment.

5. Print Audit Trails for Start Up Invoices and Reset Controls

- a) To print an audit trail of all open invoices entered, select master menu option 2 - Display Reports Menu from the Daily Processing Menu then select option 1 - Print Daily Reports. You do not have to wait until all invoices are entered to make this selection, as it can be run whenever desired, printing all invoices entered up to this time.
- b) When all invoices are entered, use option 6 - Print Open Payables report or option 9 for other reports to obtain reports for all open invoices.

Set Journal Entry Control Back to 'Y'  
REFER TO ITEM 4b) ABOVE, AND SET THE JOURNAL ENTRY CONTROL  
BACK TO 'Y'.

- c) Close the A/P month as explained in section III.

You have now successfully established your open accounts payable files on the PROMPT Accounts Payable System. You are ready to enter new payables that have not yet been distributed to the general ledger, and/or write accounts payable checks.

## II. Daily Processing of Accounts Payable

### A. What the Daily Functions Program Does

The daily functions - PROMPT Accounts Payable program performs most accounts payable functions. This program integrates with several other functions within PROMPT Business System.

This module is used to accomplish the following:

- Enter open invoices into the system updating the vendor balance.
- Enter checks written manually into the system updating the vendor file as well as the check reconciliation file.
- Enter credit memos to either reduce an existing invoice or create a negative invoice (credit memo).
- Enter debit memos to increase existing invoice amounts.
- Inquire into a vendor's invoices whether paid or outstanding.
- Maintain information on an invoice.
- Search for a vendor's account number using part or all of the vendors search name.
- Inquire into a vendor's account seeing things such as address, invoice to date totals, amounts paid to date and last check information.
- View the audit trail for an invoice.
- Select invoices for on-line or batch payment.
- Inquiry on a check.
- Void a check previously written.
- Maintain a vendor's basic information such as name, address, discount codes, due date codes, etc.
- Add a new vendor to your system.

### B. Session Date - Interface to General Ledger

It is important to enter a correct session date when entering invoices because the session date determines the general ledger accounting period to which the journal entry will be directed.

### C. Daily Processing Tasks

1. Entry of Invoices, etc. and Check Writing Functions  
Daily processing consists primarily of entering new invoices and payment of existing invoices, plus, normal maintenance of vendor or invoice information. Pages 6-35 of the user's manual explain the entry of invoices, credit memos, debit memos, manual checks, and vendor maintenance to correctly interface with inventory.
2. Quick Pay Checks and Manual Checks  
Pages 36-41 explain processing quick pay and manual checks.
3. Batch Check Writing  
Pages 47-53 of the user's manual explain how to select for payment, modify payment amounts for partial payments, and print A/P batch checks.

4. Void an A/P Check  
Pages 56-57 of the user's manual explain how to void an A/P check that was written either through quick pay or batch check pay.
5. A/P Check Reconciliation  
Pages 100-101 of the user's manual explain how to reconcile A/P checks with the bank account.

D. Print Daily Reports

1. Required Reports  
Pages 58-62 of the user's manual explain the daily reports menu. Option 1 MUST BE RUN WHEN YOU HAVE PROCESSED ALL INVOICES AND PAYMENTS FOR THE DAY.  
You will get up to three reports, which are:

- a) Daily Audit Trail
- b) Detail Journal Entries
- c) Summarized Journal Entries

The daily audit trail should balance with all invoices, credit memos, etc. entered during the session.

The journal entry reports trace individual entries to the general ledger, and need to be filed for future reference.

2. Optional Reports

- a) Print Select Check Register  
To print a list of checks written during a particular time period, refer to page 63 of the user's manual.
- b) Open Invoices - for review by management  
There are three separate reports you will want to print to determine the most appropriate report for management review of open payables. Refer to menu option 2 - Open Payables Report, and option 9 - Aging Report and Cash Requirements Report.

### III. End of Month Processing for Accounts Payable

#### A. When to Close A/P

Refer to pages 95-101 of the user's manual for an explanation of how to execute end of month processing.

Option 2 MUST ONLY BE RUN WHEN ALL INVENTORY ITEMS RECEIVED THROUGH THE LAST DAY OF THE MONTH HAVE BEEN PROCESSED THROUGH THE INVENTORY SYSTEM RECEIPTS PROCESSING AND ALL INVOICES FOR THE MONTH HAVE BEEN PROCESSED THROUGH ACCOUNTS PAYABLE.

As you learn how all subsystems of PROMPT Business System are closed at the end of each month, you will realize that accounts payable can remain open for several days in order to allow invoices for the previous month to be received and processed in accounts payable. However, this can cause frustration to top management because they desire a financial statement for the month as soon as possible after the close of the month.

Assuming the invoices yet to be received are for purchase of inventory items, you do not have to delay generation of financial statements to top management and you can do it in one of two ways.

1. Close A/P within a day or two after the last day of the month after receiving all inventory shipments through the PROMPT Inventory Control System. This will book the payable to A/P Suspense that will cause the financials to be accurate (excluding freight). Using this approach, you would also close general ledger in connection with the generation of financial statements, if desired.
2. Same as above except do not close A/P or G/L and give top management "tentative" financial statements that will be very close to the final statements. Then when all invoices are in, close A/P and do the final set of financial statements.

#### B. Closing A/P

At the end of the last day of the month, or beginning of the first day of the first day of the next month, run menu option 1 -- Calendar End of Month Close. This clears accumulations for MTD values.

When you have finished processing all invoices for the month, for example by the 10<sup>th</sup> of the next month, you MUST run menu option 2 - - Final End of Month Close.

Options 3 and 4 can then be run, but timing of their printing is not critical. They can be run anytime you desire because the files are date stamped and will be available to run at any time as long as you have not purged the invoices involved.

#### C. Check Reconciliation (see pages 100-101 of the user's manual)

#### **IV. End of Year Processing for Accounts Payable**

- A. **Printing Vendor Analysis**  
This is an optional report that can be printed at anytime during the year, but especially at end of year to show the volume of business done by vendors during the year. If you desire to print a vendor analysis, it should be done before item B. below.
- B. **Zero Annual Accumulation**  
Please note that vendor analysis **MUST** be printed prior to running this menu option. This option should be run at the end of the calendar year even if the last month of the year has not been through a final close. See page 103 of the user manual.
- C. **Display 1099 Menu**  
You can go to this menu any time towards the end of year or after the end of year and use option 1 to create the 1099 print work file. Option 1 uses the audit trail file to accumulate 1099 payments by vendor into a print work file. Therefore, you must have processed the final payment for the year before running this option. Next, you can edit the work file making any desired changes or corrections prior to printing the 1099 report, then 1099 forms. Timing of creation, edit and print does not matter as long as the last payment has been made for the year. Also, the create option can be re-run as needed. See pages 104-107 of the user manual.
- D. **Purge Closed Invoices**  
This is an optional selection to reduce the disk space allocated to closed invoices. Remember, when you purge closed invoices, you lose the duplicate checking capability if a vendor should inadvertently submit the same invoice number for payment again. Also, you lose the ability to look up the audit trail for a paid invoice on the system if it has been purged. See page 108 of the user manual.

### **CHAPTER 3. PROMPT ACCOUNTS RECEIVABLE PROCEDURES**

The purpose of this procedure is to explain WHAT TO DO when using the PROMPT Accounts Receivable System. This manual is to be used in connection with the PROMPT Accounts Receivable User's Manual that is designed to explain HOW TO USE the PROMPT Accounts Receivable System.

The following items are covered in this procedure.

#### **I. Build and Maintain A/R Data Files**

- A. Planning for Implementation
- B. Start Entering A/R Data
  - 1. General Ledger Requirements
  - 2. Accounts Receivable System - File Maintenance Menu
    - a) Enter Company Data
    - b) Enter Account Group or Groups
    - c) Enter Territory and Salesperson Codes
    - d) Enter Source Codes
    - e) Enter Status Codes
    - f) Enter Terms Codes
    - g) Enter Tax Jurisdiction Codes
    - h) Enter Ship Via Codes
    - i) Industry Codes
    - j) Enter JE Consolidation Accounts
  - 3. Enter Customers
  - 4. Entering Open Invoices at Start Up
    - a) Invoice Number
    - b) Terms Codes
    - c) Coming from a Balance forward System
  - 5. Aging the Start up Invoice File
    - a) Set Interest Rate to Zero
    - b) Display End of Month Menu
    - c) Initiate End of Month
    - d) Age Invoices
    - e) Print Aged Accounts
    - f) Print a Few Statements
    - g) Set Interest Rate to Desired Percentage

#### **II. Daily Processing of Accounts Receivable**

- A. What the Daily Functions Program Does
- B. Session Date - Interface to General Ledger
- C. Daily Processing Tasks
- D. Miscellaneous Cash Receipts
- E. Print Daily Reports
- F. The Last Day of the Month

**III. End of Month Processing for Accounts Receivable**

- A. Initiate End of Month
- B. Final Payments Processing for the Month
- C. Aging Invoices
- D. Print Aged Accounts
- E. Other Reports
- F. Finalize End of Month

**IV. End of Year Processing for Accounts Receivable**

## I. Build and Maintain A/R Data Files

### A. Planning for Implementation

Plan your work and work your plan

The first step in using the PROMPT Accounts Receivable System is to locate your PROMPT Accounts Receivable User's Manual.

Read pages 1-5 to get a feel of the AR system. We have provided all starter data necessary to get you ready to enter customers therefore you can skip to B 2 and enter your company name.

These questions could be reviewed before you get started.

1. How many companies are involved?

A company should not be treated as a separate company unless it is an entirely separate entity. Separate companies are to be established in separate software directories.

2. How many account groups are involved?

An account group is a division or profit center within a company.

3. Do you wish to code your customers by a) source of customer account, b) account status, c) geographic territory, and d) industry type?

If the answer to 3 is yes, determine the codes you plan to use.

4. Will you determine sales commissions at the SKU level or the salesperson level?

The order processing system allows two methods for computing sales commissions. A percentage of the sale amount or margin for an entire invoice, or a percentage of the sale amount or margin for each line on the invoice, i.e. each SKU.

If you choose to compute commissions at the SKU level, you will have to define a commission rate for each SKU and have it in the commission plan file. However, if you compute commissions at the salesperson level, you only need to have a commission rate entered for each salesperson.

5. What are the different terms you will extend to your customers?

The terms files is shared between the accounts receivable and accounts payable systems.

B. Start entering A/R data

1. General Ledger Requirements (this requirement is satisfied by the starter files)

The first requirement is to go to the general ledger menu, select the daily processing menu option, then select option 5 on the daily processing menu - Enter, Inquire, Maintain Companies.

If the desired general ledger company has not previously been established, enter the general ledger company or companies to be used in the system. This is required because the accounts receivable system will need to know what general ledger company is to be used for journal entries.

Next, select option 6 on the same menu - Enter, Inquire, Maintain Accounts. The following general ledger accounts must be established, if they are not already set up, with appropriate account numbers:

- Cash
- Accounts Receivable
- Sales Tax Payable
- Freight Billed
- Handling Billed
- Bad Debts
- Service Charge

The purpose of setting up these accounts is that they will be needed to tell the accounts receivable system how to interface with the general ledger system.

**2. Accounts Receivable System - File Setup**

First, select the accounts receivable system main menu, option 4 - Display File Maintenance Menu. See page 77 of the user's manual.

- a) Enter Company Data

**Select option 1 and enter the correct accounts receivable company information in place of the Demonstration Company, Inc. You can now skip to 3 Enter customers.**

- b) Enter Account Group or Groups

Select option 2 and enter the account group or groups. The PROMPT Order Processing system checks the account group in a customer record to determine if it is the nearest warehouse to the customer. THEREFORE, YOU MUST ESTABLISH AN ACCOUNT GROUP FOR EACH INVENTORY WAREHOUSE DEFINED IN THE PROMPT INVENTORY SYSTEM.

- c) Enter Territory and Salesperson Codes

Select option 9 and enter the desired territory codes, then select option 3 and enter the desired salespersons.

- d) Enter Source Codes  
Select option 4 and enter the desired source codes.
- e) Enter Status Codes  
Select option 5 and enter the desired status codes.
- f) Enter Terms Codes  
Select option 6 and enter the desired terms codes.
- g) Enter Tax Jurisdiction Codes  
Select option 7 and enter the required tax jurisdiction codes.
- h) Enter Ship Via Codes  
Select option 8 and enter the ship via codes.
- i) Enter Industry Codes  
Select option 10 and enter the desired industry codes.
- j) Enter Journal Entry Accounts to be Consolidated  
Select option 13 and enter the accounts to be summarized when passing the journal entries to the general ledger system. This is an optional step. The purpose of which is to allow you to enter the general ledger accounts to be consolidated when passing journal entries from accounts receivable to the general ledger. For example, you might desire to enter the account numbers for cash and A/R. If you do not make entries here now, you can do so at any time in the future.

### **3. Enter Customers**

You have now established the files required to enter customers, then open invoices. Return to the main menu, and select option 1 - Display Daily Processing Menu.

Select option 1 - Daily Functions and get to screen #BARPAY1 and select program option 2 - Add New Customers. Refer to pages 20-25 for details of entering customers. You must now enter your customers.

### **4. Entering Open Invoices at Start Up**

From the Daily Processing menu, select option 2 - Display EDI - Batch Menu. This takes you to a menu where you use option 1 to enter existing invoices, option 2 to print and balance prior to using option 3 to update these invoices into the A/R system. Refer to pages 46-53 of the user's manual.

The following items are important when entering invoices at start up.

a) Invoice Number

If you have been on a manual system with no invoice numbers, you must assign an invoice number for each existing invoice.

For example, you could use invoice 1000, 1001, 1002, etc. for each open invoice.

If you used invoice numbers from 1000 to 3000 for your existing open invoices, you could start your PROMPT Order Processing system assigning invoice numbers at 4000 to clearly show what were old invoices and what invoice numbers were generated by the computer.

b) Terms Code

The terms code is important because it determines the due date of the invoice (which is not reflected on the screen). If you are entering open invoices in a start up situation, you must pay careful attention to the due date generated from the terms code because this is the date from which service charges will be computed when you execute the first end-of-month aging.

c) Coming from a Balance Forward System

There are two approaches you can consider in entering balance forward amounts in order to retain the account aging from your previous system.

1) Enter a separate invoice for each aging category.

For example, assume a customer balance forward amount of \$3,000 with \$500 current, \$2,000 that is 30 days past due and \$500 that is 60 days past due.

You can create three separate invoices each back dated from the last aging date to cause the proper aging to occur.

2) Enter one invoice with a date that is approximately the average past due. In the above example, you might use 30 days past due for the entire \$3,000.

5. Aging the Start Up Invoice File

After all invoices are entered into the system, but prior to processing any invoices with PROMPT Order Processing, you need to do a one-time aging with an interest rate of 0. The purpose of this is to correctly set the appropriate values in each invoice as of the last aging date. For example, if you have an invoice 120 days old and you fail to execute this one time aging with the interest rate in the company control file set to zero, you would calculate service charges on this invoice for 120 days.

This is how you perform this one time process.

- a) Set interest rate to zero. From the main menu, select option 4 - Display Maintenance Menu, then select option 1 - Company Controls. Next, change the annual interest rate to zero and press F4 to accept the change.
- b) From the main menu, select option 2 - Display End of Month menu. See page 63 of the A/R user's manual.
- c) Select option 1 - Initiate End of Month, which will print sales analysis reports for all sales entered at this point, then enter the aging date as the date the open invoices just entered were aged. Next, enter the "Last Aged on Date" as one month prior. Refer to page 64 of the user's manual for the other questions on the screen. When the initialization is complete, press F7 which will return you to the end of month menu.
- d) Age Invoices  
Read pages 66-68 of the user's manual, then select option 2 and age the invoices.
- e) Print Aged Accounts  
Select menu option 3 and print the aged accounts. This report reflects the aged open invoices at start up. The total of all invoices entered must balance to either a previous A/R ledger and or the general ledger A/R account.
- f) Print a Few Statements  
If you like, you could print an analysis copy of a statement or two to review the statement to determine if you are printing as desired. Note on pages 70 and 71 of the user's manual several print options.
- g) See item (a) above. Return to the company controls and set the interest rate to the desired percentage for use with your next aging.

You have now successfully established your accounts receivable files for the PROMPT Accounts Receivable System.

## II. Daily Processing of Accounts Receivable

### A. What the Daily Functions Program Does

- Allows location of a customer by search name as opposed to using the account number
- Permits inquiry or maintenance of customer information
- You can add prospects or customers
- You can enter or maintain notes relating to a customer
- You can enter or maintain credit cards for a customer
- You can establish standing ship to addresses and related information
- Application of payments and adjustments to invoices Payment inquiry by customer or invoices is allowed
- Invoice inquiry and limited maintenance to invoices
- Miscellaneous cash receipts can be entered for non-A/R items

### B. Session Date - Interface to General Ledger and Memo Processing

It is important to enter a correct session date when processing payments and adjustments because the session date determines the G/L accounting period to which the journal entry will be directed.

### C. Daily Processing Tasks

Daily processing consists primarily of processing payments and adjustments as explained on pages 32-37 of the user's manual, plus, normal maintenance of customer information.

### D. Miscellaneous Cash Receipts

It is important to use the miscellaneous cash receipts screen (option 9 in Daily Functions) for processing non-accounts receivable cash. A miscellaneous cash receipts customer account must be entered in order for this function to work. We recommend using a customer account number of -1.

The reason for using miscellaneous cash receipts for non-A/R cash is to 1) allow balancing of the Daily Cash report to the bank deposit, and 2) the journal entry is automatically generated, thereby, eliminating the need to prepare a manual journal entry.

### E. Print Daily Reports

Page 59 of the A/R User's Manual explains the daily report which **MUST BE RUN WHEN YOU HAVE PROCESSED ALL PAYMENTS AND ADJUSTMENTS FOR THE DAY.**

You will get up to three reports, which are:

1. Payments, Adjustments and Miscellaneous Cash Receipts
2. Detail Journal Entries
3. Summarized Journal Entries

The report of payments must balance with the daily bank deposit. Point-of-sale payments will be added if you are running the PROMPT Order Processing system in a point-of-sale environment. The adjustment report is your audit trail of non-cash changes to the A/R accounts.

The journal entries should be filed for reference if required to trace a summarized entry back to a detail journal entry.

#### F. The Last Day of the Month

There is nothing unique about processing for the last day of the month except to be sure you have processed all payments and adjustments for the month before you begin the end of month processing, except you can run the step to initialize end of month, then process final payments for the month, prior to running the step to age.

Note that if you are running PROMPT Order Processing, the last order processing End of Day for the month MUST be run before you begin the accounts receivable end of month processing.

### **III. End of Month Processing for Accounts Receivable**

#### **A. Initiate End of Month**

See page 64 of the A/R User's Manual that explains Initiate End of Month. Also, see order processing procedure manual section IV.

If you are using the PROMPT Order Processing system, you must complete invoicing for the month, and run end of day processing setting the end of month flag as a 'Y' before running Initiate End of Month. You must run this option before processing order entry invoices for the next month. If you are not using the order entry system, you may initiate end of month after all payments and adjustments have been made for the month. It does not matter if you have run the Initiate End of Month for inventory control, because you can run this A/R option either before or after you run the Initiate End of Month for inventory control.

#### **B. Final Payments Processing for the Month**

Assume the last day of the month is Wednesday, and you have run Initiate End of Month on Thursday morning. You pick up the mail on Thursday, and desire to process A/R payments in the mail as if they had been received on the last day of the month. You have the flexibility to do this PROVIDED YOU PROCESS THESE PAYMENTS PRIOR TO AGING INVOICES as explained below.

#### **C. Aging Invoices**

See pages 66-68 of the user's manual for an explanation of the aging program. YOU MUST EXECUTE AGING PRIOR TO PRINTING STATEMENTS because it calculates service charges and updates the aging categories of all open invoices.

#### **D. Print Aged Accounts - Your A/R Subsidiary Ledger**

YOU MUST PRINT THIS REPORT FOR BALANCING TO THE ACCOUNTS RECEIVABLE ACCOUNT OF THE GENERAL LEDGER. You may prefer to use option 6 - Print Worksheet as the A/R Subsidiary Ledger because it is a more detailed listing. It does not matter if you print this report before or after printing statements, but IT MUST BE RUN PRIOR TO EXECUTING OPTION 8 - Finalize End of Month.

E. Other Reports

Printing of the Accounts Owing \$?? (option 5) is optional, and you need to understand that options 3 and 5 can be run at any time during the month, as well as at the end of month. Option 6 is a detail report that should be printed to obtain a printed report of all A/R accounts at the end of the month showing all open invoices. Option 7 is required to get a copy of all payments and adjustments for the month and to print the service charges and transfer the service charge journal entries to the general ledger.

F. Finalize End of Month

This option MUST BE RUN WHEN END OF MONTH PROCESSING IS COMPLETE.

#### **IV. End of Year Processing for Accounts Receivable**

There is only one option to run and if you do not compute service charges on past due account it does not need to be run.

However, if you do compute service charges on past due accounts, YOU MUST RUN THIS OPTION AFTER YOU HAVE FINALIZED THE END OF MONTH PROCESSING. Order processing can be running while you execute this option.

## **CHAPTER 4. PROMPT GENERAL LEDGER PROCEDURES**

The purpose of this procedure is to explain WHAT TO DO when using the PROMPT General Ledger System. This includes what to do at the end of the month in reconciliation of each PROMPT Business System subsystem. This manual is to be used in connection with the PROMPT General Ledger User's Manual that is designed to explain HOW TO USE the PROMPT General Ledger System.

The following items are covered in this procedure.

### **I. Build and Maintain G/L Data Files**

- A. Planning for Implementation
- B. Start Entering G/L Data
  - 1. Enter Company Information
  - 2. Enter Chart of Accounts
  - 3. Enter Financial Formats
  - 4. Is the Setup OK?
  - 5. Entry of Account Balances

### **II. Subsystem Processing and Manual Journal Entries**

- A. Subsystem Processing
  - 1. Accounts Payable
  - 2. Accounts Receivable
  - 3. Inventory Control
  - 4. Order Processing
- B. Manual Journal Entries

### **III. End of Month G/L Processing and Reconciliation**

- A. Reconcile Subsidiary Ledgers to General Ledger
  - 1. Subsidiary Ledgers
  - 2. Reconcile Accounts Payable
- B. Closing Accounts Payable
- C. Reconciliation of A/P Subsidiary with the General Ledger
  - 1. Reconcile Accounts Receivable
  - 2. Reconcile Inventory
  - 3. Reconcile Inventory Valuation Report with General Ledger
  - 4. Reconcile Other Balance Sheet Accounts

**IV. G/L Financial Statements, Reports and Audit Trails**

- A. Print Financial Statements
- B. Print Account Analysis
- C. Print Trial Balance and/or Account Summary
- D. Close the Month

**V. End of Year Processing for General Ledger**

- A. Closing the Last Month in the Year
- B. Annual Closing

**VI. Special Management Level Controls for G/L**

## **I. Build and Maintain G/L Data Files**

### **A. Planning for Implementation**

Plan your work and work your plan

The first step in using the PROMPT General Ledger System is to locate your PROMPT General Ledger User's Manual.

Read pages 1-4 to get a feel for the GL system. We have provided a starter chart of accounts and all related setup of a balance sheet and income statement started therefore you can skip to B 1 and enter your company name.

These questions can be reviewed before you get started.

1. How many companies are involved?

A company is a separate legal entity, and it is possible to have multiple profit centers within each company.

2. What is the accounting year for each company?

You need to know the ending date for each month of the accounting year.

3. What chart of accounts is to be used?

The system comes with a standard chart of accounts. You can use it or enter your own chart of accounts.

4. Do you desire profit center (division) or similar breakdown of profit and loss within a company or companies?

Read page 50 of the PROMPT General Ledger User's Manual to understand the group reporting capabilities. Your chart of accounts must be coded in order to accomplish this group reporting.

5. What financial statements do you desire to print?

The sample chart of accounts included with the PROMPT General Ledger System also includes these financial statements already defined.

- a) Balance Sheet
- b) Income Statement - Dollar and Percent vs. Variance Previous
- c) Income Statement - Percent of Sales
- d) Budget Statement - Dollar and Percent vs. Actual

If you prefer to design your own financial statements, read pages 60-64 of the PROMPT General Ledger User's Manual. There are good examples shown and, if necessary, you can print the sample chart of accounts provided with the system to assist with your understanding.

6. Do you prefer to enter previous year account balances for purposes of comparative statements?

If so, you can enter this information as you enter the chart of accounts. Or you can enter the chart of accounts first, and enter the prior year data in a later session.

7. Do you prefer to enter budget data?

If so, you can enter this information as you enter the chart of accounts. Or you can enter the budget information in a later session.

B. Start Entering G/L Data

**1. Enter Company Information**

The first place to enter data is the general ledger company file. Select option 5 on the PROMPT General Ledger Daily Processing Menu and turn to page 34 of the PROMPT General Ledger User's Manual for detail information on entering the required data. The starter files will have a demonstration company, and you only need to enter your company name and address, and if in a fiscal year basis, change the date tables to correspond to your fiscal year.

**2. Enter Chart of Accounts**

Next, select option 6 on the PROMPT General Ledger Daily Processing Menu and turn to page 43 of the PROMPT General Ledger User's Manual for detail information on entering the required accounts data. A chart of accounts is already set up for you in the starter files. If you need to add to the starter chart of accounts refer to the General Ledger User's Manual page 45.

**3. Enter Financial Formats**

If you are designing your own financial formats, select option 2 on the Main Menu - Display Statement Setup Menu. This selection brings up the Financial Statement Setup menu that is explained beginning on page 65 of the PROMPT General Ledger User's Manual.

a) **Headers and Conditions**

You will need to select this option even if you use the sample files provided with the general ledger system. Here is where you change the headings to include your company name instead of "Mid-American Control Corporation."

Page 67 of the User's Manual begins the explanation of the entry or maintenance process.

b) **Print Controls**

You probably will find the print controls acceptable if you use the sample files provided with the general ledger system. Otherwise, enter or maintain the controls as desired.

Page 71 of the user's manual begins the explanation of the entry or maintenance process.

c) **Calculation**

If you use the sample files, you will probably find acceptable the sample calculations that are provided with the system. Otherwise, enter or maintain the calculations as desired.

Page 75 of the user's manual begins the explanation of the entry or maintenance process.

c) Detail Print Lines

If you use the sample files, you will probably find acceptable the detail print lines included with the system. Otherwise, enter or maintain the detail lines as desired.

Page 77 of the user's manual begins the explanation of the entry or maintenance process.

d) Enter Revised Format Line Numbers

If you do not use the sample files or you add some new accounts, be sure that each account in the accounts file is properly cross referenced to the appropriate print line in the format file. Otherwise, each account will not properly print on the desired statement or statements.

This cross check can be done easily using option 2 on the Statement Setup Menu which is explained beginning on page 82 of the user's manual.

You will observe that the format line numbers in the accounts file can also be maintained using option 6 on the Daily Processing Menu.

4. Is the setup ok?

a) Create and Print Cross Reference

You can use option 3 and option 5 on the setup menu to see the format line that each general ledger account points to for statement printing.

b) Print G/L Format Line Numbers

This report reflects all general ledger format line numbers for your review in checking for setup errors.

5. Entry of Account Balances

a) Prerequisites

1) You must have previously entered the company file information. This includes the retained earnings and current income account numbers in the company file for the company or companies for which you desire to enter account balances.

2) You must have previously entered the general ledger accounts file information for the company or companies for which you desire to enter account balances.

3) It is NOT a requirement that the financial formats be entered prior to entry of account balances, but you cannot print financial statements until the format information is entered. However, you can print a trial balance or trial balance summary report.

4) Use the company file maintenance program (option 5 of the Daily Processing Menu) and the supervisory authority codes provided with the general ledger accounting period to set the period you are beginning your general ledger system.

b) Enter Trial Balance as Journal Entries  
Menu option 1 - Process Journal Entries is explained beginning on page 8 of the User's Manual. Use this program to enter the trial balance from your manual general ledger system. This will establish your opening entries under the PROMPT General Ledger System.

c) Enter Previous Year Data  
Refer to pages 54 and 55 of the User's Manual which shows an example of screens #BGLAFM4 and #BGLAFM5.

The previous year's data must be entered, or you can use the system for one full year before the comparison reports show previous year numbers.

To enter previous year information, use the appropriate supervisory authority code found in section VI to open the fields. Then you simply enter the prior year's data. Credits are entered with a minus and debits are positive numbers. The previous year information is year-to-date only as this is adequate for the computer to calculate the previous year monthly amounts.

d) Enter Budget Data, if desired  
Use of the budget portion of the system is optional. If you desire to enter budget data, refer to page 56 of the User's Manual for detail information.

## II. Subsystem Processing and Manual Journal Entries

### A. Subsystem Processing

#### 1. Accounts Payable

The PROMPT Accounts Payable subsystem passes journal entries to the general ledger each time that option 1 on the Daily Processing Reports Menu of the Accounts Payable System is executed. Refer to the PROMPT Accounts Payable User's Manual, pages 58-62.

These accounts payable entries are then available for printing, editing or posting using option 1 of the general ledger Daily Processing Menu - Process Journal Entries.

#### 2. Accounts Receivable

The PROMPT Accounts Receivable subsystem passes journal entries to the general ledger each time that option 3 on the Daily processing Menu of the accounts receivable system is executed.

Also, interest calculated as revenue from service charges generates general ledger entries. Refer to the PROMPT Accounts Receivable User's Manual, pages 59-61.

These accounts receivable entries are then available for printing, editing or posting using option 1 of the general ledger Daily Processing menu - Process Journal Entries.

#### 3. Inventory Control

The PROMPT Inventory Control subsystem passes journal entries to the general ledger each time that option 3 on the daily processing menu of the inventory control subsystem is executed. Refer to the Inventory Control User's Manual page 55. Also, closing the physical inventory system generates journal entries when the physical inventory system is closed, assuming some on-hand balances are adjusted due to the physical count.

These inventory control entries are then available for printing, editing or posting using option 1 on the general ledger Daily Processing menu - Process Journal Entries.

#### 4. Order Processing

The PROMPT Order Processing subsystem passes journal entries to the general ledger each time that the order-processing end of day processing is executed. Refer to the Order Processing User's Manual page 111.

These order-processing entries are then available for printing, editing or posting using option 1 on the general ledger Daily Processing menu - Process Journal Entries.

B. Manual Journal Entries

In addition to the entries generated by each PROMPT subsystem, you can enter, print, edit and post manual journal entries by using option 1 on the general ledger Daily Processing menu - Process Journal Entries.

This includes reversing entries and recurring entries, in addition to, adjusting entries as may be required to complete your books each month.

### III. End of Month G/L Processing and Reconciliation

#### A. Reconcile Subsidiary Ledgers to General Ledger

##### 1. Subsidiary Ledgers

Every general ledger account is supported by an audit trail of journal entries and may be supported by a subsidiary ledger. Where subsidiary ledgers exist, they usually are the by-product of another PROMPT Business System subsystem. Examples of subsidiary ledgers are as follows:

Subsystem	Subsidiary Ledger
A/P	Accounts Payable Subsidiary Report (APSUBRPT)
A/R	Aged Customer Report (ARBALRPT) or (AROPNRPT)
I/N	Inventory Valuation Report (INVLSRPT)

##### 2. Reconcile Accounts Payable

###### a) Holding Accounts Payable Open

The Accounts Payable system allows processing in two separate months at the end of each month, whereby, you can enter invoices etc., for the current month when the previous month is not yet closed.

In other words, you have a period of time where you can process invoices to either the previous month or the current month.

The check writing process permits the writing of checks only in the current month. This means you can pay invoices entered in previous months, or the current month, while holding the prior month open for processing invoices in the previous month.

The idea is to hold the previous month open for final processing of expenses while processing accounts payable payments or expenses in the current month.

#### B. Closing Accounts Payable

Essentially, closing means that you will no longer process A/P transactions for the previous month. Page 95 of the Accounts Payable User's Manual reveals the end of month menu and you will execute the options on this menu as previously explained in this manual.

Option 2 MUST be run when you have processed the final invoice for the month.

C. Reconciliation of A/P Subsidiary with the General Ledger

The A/P Subsidiary Report should agree with the accounts payable balance in the general ledger. Some items that could prevent reconciliation are:

1. A/P entries left sitting in the A/P subsystem because of failure to print the daily journal entries report (see page 58 of A/P User's Manual). To correct this problem, print the report, and then post the entries to the general ledger.
2. A/P entries sent to the general ledger, but not yet posted. To correct this problem, post the entries to the general ledger.
3. A batch of A/P entries entered with future invoice dates, but not entered as memo update - yes. This is easily found by comparing the balance on the subsidiary report to the G/L account balance. The difference will be the incorrectly entered batch of A/P entries.
4. Incorrect memo update on a future check will not make G/L entry but will show as paid on the subsidiary report.
5. About the only other problem that could cause you not to balance would be to have posted a batch of A/P entries to a future month rather than current month. This problem can be corrected using the general ledger option - Process Journal Entries - option 2 - Transfer Entries from Subsystem, Function Key 5 Copy Posted Entry. (See page 24 of the General Ledger User's Manual for details).

D. Reconcile Accounts Receivable

1. Memo Processing

The memo processing used by A/R is set when you close order processing for the month, and execute option 1 on the A/R end of month menu. (See the A/R User's Manual pages 64-65 for a detailed explanation).

2. Closing Accounts Receivable

- a) The initiation of memo processing means that new invoices will not appear in the statements, or on the aged customer report. This simply means that you can begin the current month invoicing while simultaneously preparing statements and posting final payments for the previous month.
- b) Any A/R payments deposited to the bank for the previous month must be processed before aging, printing statements and printing the aged customer report.
- c) The aging process, printing of statements, print aged accounts etc., as explained on pages 66-74 of the A/R User's Manual must be completed before the month end processing for A/R is considered complete.
- d) Print Other Reports MUST be run if interest is charged. It is required to run option 7 on the End of Month menu - Print Other Reports. This step will transfer journal entries resulting from the calculation of interest on past due accounts.

### 3. Reconciliation of A/R Aged Customer Report with the General Ledger

The A/R report (ARBALRPT) is the subsidiary ledger to balance with the general ledger. The total A/R column per general ledger should agree with the total A/R column on this report. Some items that could prevent reconciliation are:

- a) A/R entries left sitting in the A/R subsystem because of failure to print the daily journal entries report. (See page 59 of the A/R User's Manual). To correct this problem, print the report and then post the entries to the general ledger.
- b) A/R entries sent to the general ledger, but not yet posted. To correct this problem, post the entries to the general ledger.
- c) Failure to run the order-processing end of day process that generates A/R journal entries for sales. To correct this problem you may have to determine the manual journal entries required splitting an O/P batch between two months.

Order processing journal entries accumulate until the process is run to prepare the journal entries. Therefore, if the process is not run at the end of month, you could inadvertently accumulate two separate months of sales information together.

- d) Failure to post O/P journal entries generated for the month you are reconciling. To correct this problem, post the batch.
- e) About the only other problem that could cause you not to balance would be to have posted a batch of A/R entries to a future month rather than current month. This problem can be corrected using the general ledger option Process Journal Entries - option 2 - Transfer Entries from Subsystem, Function Key 5, Copy Posted Entry. (See pages 24 of the General Ledger User's Manual for details).

### E. Reconcile Inventory

1. Closing Inventory Control As of the last day of the month, you must process all inventory receipts and adjustments applicable to the month.
2. Closing Order Processing for the Month  
When order processing is ended for the month and you have processed the order-processing end of day option for the last day of the month, select the End of Period menu option on the Inventory Control Main menu (see page 117 of the Inventory Control User's Manual). Execute option 3 which will print an Inventory Valuation Report by Product. Refer to the Inventory Control User's Manual for a full explanation for executing this menu.

F. Reconcile Inventory Valuation Report with General Ledger

The Inventory Valuation by Product report is the subsidiary ledger for the inventory control subsystem. This report should balance with the general ledger inventory account or accounts even though it may not balance to the penny with the Warehouse Valuation report due to rounding. Some items that could prevent reconciliation are:

1. Unposted inventory control journal entries. To correct this problem, post such entries to the general ledger.
2. Unposted order-processing journal entries. To correct this problem post such entries to the general ledger.
3. About the only other problem that could cause you not to balance would be to have posted a batch of inventory entries to a future month rather than current month. This problem can be corrected using the general ledger option Process Journal Entries - option 2 - Transfer Entries from Subsystem, Function Key 5, Copy Posted Entry. (See pages 24 of the General Ledger User's Manual for details).

G. Reconcile Other Balance Sheet Accounts

1. Cash Account

The cash account should be reconciled to the bank statement or statements. Items to consider in reconciliation are:

- a) You must enter manual journal entries for bank service charges.
- b) You must enter (or convert from a PROMPT Version 9 or other payroll system) payroll journal entries for the month.
- c) You must enter manual journal entries for receipts or disbursements not processed through A/R, A/P, I/C, O/P or Payroll. There should be no such entries because any receipts that are not A/R can be processed through the miscellaneous cash screen of A/R. (See page 44 of the A/R User's Manual).

Also, the audit trail is better if all disbursements go through A/P, even if manual checks are written.

2. Property, Plant and Equipment

If you maintain a Fixed Assets system, the following steps are applicable:

- a) Add any fixed assets purchased during the month.
- b) Process as sales any fixed assets sold during the month.
- c) Run the compute depreciation option for the month.
- d) Enter and post resulting journal entries from steps a-c to the general ledger.
- e) Print the depreciation schedule that should balance with the property, plant and equipment accounts.

### 3. A/P Suspense

No balance should appear in the A/P Suspense account except where merchandise has been received into inventory and the A/P invoice has not been received and processed during the month.

### 4. Prepaid Expenses, Amortization, etc.

#### a) Prepaid Expenses

The prepaid expenses, if any, will generally be processed through accounts payable as a debit to prepaid expenses and a recurring journal entry set up for month processing to distribute the expense over the desired months.

#### b) Amortization

A recurring journal entry is also useful for monthly distribution of amortization of goodwill or other such non-A/P cost.

### 5. Notes Payable

Periodic payments of notes payable will normally be processed through the accounts payable system, and the notes payable account balanced to an amortization schedule from the lending institute.

### 6. Taxes Payable

The taxes payable accounts should reflect only unpaid payroll or sales taxes that are supported by appropriate payroll reports or the monthly sales tax report from the order processing system.

### 7. Analyze Posted Accounts

Pages 26-36 of the General Ledger User's Manual explain how to use this program. It is the key to account analysis, review and reconciliation. You can display to the screen or generate a printed report of posted journal entries for evaluation.

### 8. Reconciliation Summary and Conclusion

The procedures explained are not intended to be a complete accounting manual, but useful guidelines in using the PROMPT General Ledger System.

The principal involved is to reconcile all balance sheet asset and liability accounts to the printed subsidiary ledgers or external documents to be sure your general ledger is accurate. The distribution of revenue and expenses to the proper general ledger accounts is only as good as your database set up and accurate entry of manual journal entries. Generally, you can easily spot coding errors in revenues and expenses by comparisons against prior periods, or reviewing the income statement for abnormal results.

#### **IV. G/L Financial Statements, Reports and Audit Trails**

##### **A. Print Financial Statements**

Option 7 on the general ledger Daily Processing Menu will display the statement print menu.

When the reconciliation process as previously explained is complete, print the desired statements from the menu option. Financial statements can be printed for previous periods up to two years.

##### **B. Print Account Analysis**

The menu option 2 - Analyze Posted Accounts on the Daily Processing Menu is used to print the general ledger for the month. Simply enter 'ALL' as the 1<sup>st</sup> and last account and the report will be printed. This is your detail audit trail for every account in the general ledger. Account analysis can be printed for any period until journal entry transactions are purged.

##### **C. Print Trial Balance and/or Account Summary Report**

The general ledger reports menu (all or selected companies) offers two similar trial balance reports. Print the trial balance report and/or if preferred, print the account summary report that includes future period information. This is your separate audit trail of the ending balance for all general ledger accounts.

Make sure you print the trial balance as the last step of your end of month balancing. You cannot go back and reprint a trial balance for a previous month unless you use the Report Writer.

##### **D. Close the Month**

Upon completion of the above reports, select the menu option 3 - Display End of Month Menu, and then close the general ledger for the month.

## **V. End of Year Processing for General Ledger**

### **A. Closing the Last Month in the Year**

There is nothing unique in closing the last month in the year. The procedures are the same, the difference being that the system will automatically prepare closing journal entries for all revenue and expense accounts. Also, the current income account will be zeroed and the year to date gain or loss will automatically update retained earnings. Refer to page 98 of the user's manual for more details.

### **B. Annual Closing**

The annual close can be postponed until year-end adjusting entries are determined.

Year-end adjusting entries are processed like any other journal entries, except when posted the code used is 'Y' for "Year End".

It does not matter what the current period is when posting year-end adjusting entries, except the annual close must occur before the eleventh month of the next year is opened for processing.

For those interested in a field by field detail information, please refer to the appendix in the back of the General Ledger User's Manual.

## **VI. Special Management Level Controls for G/L**

The general ledger system has certain special supervisory functions that are to be known only at management levels. Each of these special supervisory functions is explained below.

### **PERMIT MAINTENANCE TO GENERAL LEDGER BALANCES**

When you first start up the general ledger system, it might be easiest to enter the account balances directly into the file as opposed to entering journal entries from the trial balance.

If you elect to enter account balances in this manner, you must be sure that your accounts balance before termination of the special supervisory function, so you begin active processing with a general ledger that is in balance.

To obtain the special supervisory authority to maintain account balances, go to screen #BGLCFM1 in the Company File Maintenance Menu option 4 and position the cursor to F4=SET CURSOR=.

There are several special codes available for entry depending on your objective as follows:

- DC - Display Codes
- DA - Display Change Authority
- CA - Alter to Changes Allowed
- NA - Alter to Changes Not Allowed
- DB - Display Next JE Batch Number
- CB - Change Next JE Batch Number
- DP - Display Current Accounting Period
- CP - Change Current Accounting Period
- DU - Display User Auto Status
- AB - Alter to Auto Batch # Creation
- UB - Alter to User Batch # Creation

To implement any of these seven special supervisory functions, first enter the appropriate code immediately to the right of F4=SET CURSOR=. Next, tab backward two fields that will position the cursor just above the F2 key. Then, type an exclamation mark (!) and press the F3 function key. Do not F7 from the screen. To update, press the F4 key, enter an 'E' next to the F4 key, and press F4 again.

The appropriate supervisory authority will be displayed and the system will remain in this mode until changed by invoking the above procedure.

PERMIT THE DELETION OF ALL ACCOUNTS IN THE ACCOUNTS FILE, EVEN IF SOME ACCOUNTS HAVE BALANCES

If you are providing an accounting service to several companies and terminate the relationship with an account, it is necessary to provide a way to delete the accounts without first bringing their balances to zero. Likewise, the problem could exist where a company is sold.

To delete all active accounts for a company, follow this procedure.

Go to screen #BGLCFM1 in the Company File Maintenance Menu option 4. Position the cursor to F4=SET CURSOR=. Next, enter the special supervisor code "DL", then tab backward two fields which will position the cursor just above the F2 key, then, enter an exclamation mark (!) and press the F5 function key. You will get the following message:

DELETE COMPANY XX ARE YOU SURE (Y/N)? ( )

To continue the delete procedure, respond with a 'Y', otherwise, respond with an 'N'. If you respond with a 'Y' this question will appear:

CASCADE DELETE TO ACCOUNTS FILE (Y/N)? ( )

To continue, respond with a 'Y' and all accounts will be deleted regardless of whether they have a balance. If you respond with an 'N', the accounts will not be deleted, and the company record will only be deleted if there are no accounts.

PERMIT THE POSTING OF AN OUT-OF-BALANCE BATCH

If your system crashes while posting is in progress, the possibility exists that a batch will be split, causing the unposted part of the batch to be out-of-balance. To post a batch that is out-of-balance, follow this procedure.

Go to screen #BGLJEM4 in the process journal entry program menu option 1. Tab past six fields that will position the cursor above the F2 key. Then enter an exclamation mark (!). Just to the right of the exclamation mark is another field. Enter the code 'OB' and press the F3 function key. You will get the following message:

AUTHORIZED TO POST ONE OUT-OF-BALANCE BATCH

To start the post procedure, enter the accounting period code that is to be posted. Then tab to the batch field and enter the specific batch number that is out-of-balance due to a system crash. Hit the send key to begin posting.

## **CHAPTER 5. PROMPT INVENTORY CONTROL PROCEDURES**

The purpose of this procedure is to explain WHAT TO DO when using the PROMPT Inventory Control System. This manual is to be used in connection with the PROMPT Inventory User's Manual that is designed to explain HOW TO USE the PROMPT Inventory Control System.

The following items are covered in this procedure.

### **I. Build and Maintain I/C Data Files**

- A. Planning for Implementation
- B. Start Entering I/C Data
  - 1. General Ledger Requirements
  - 2. Accounts Payable Requirements
  - 3. Inventory System - File Maintenance Menu
    - a) Enter Company Data
    - b) Enter Warehouse Data
    - c) Enter Physical Count Codes
    - d) Enter Location Master
    - e) Modify Company Data
    - f) Enter Group/Class Data
    - g) Enter Product Messages
    - h) Enter Product Commission Plan Data
    - i) Enter General Ledger Interface
    - j) Enter Buyer Master Data
    - k) Enter Product Master Data
      - 1) Cross Reference
      - 2) Superseded
      - 3) Lot/Serial Number
    - l) Quantity Discounts
    - m) Product Kit Specification
    - n) Special Customer Pricing
    - o) Additional Purchasing Information
    - p) Enter JE Consolidation Accounts
- C. Price Maintenance

### **II. Daily Processing of Inventory Control**

- A. What the Daily Functions Program Does
- B. Session Date-Interface to General Ledger
- C. Integration with Purchasing Menu
- D. Receive Inventory
- E. Adjust Inventory Quantity or Cost
- F. Issue Inventory
- G. Transfer Inventory
- H. Production
- I. Other Required Daily Processing Functions
  - 1. Print Select Audit Trail
  - 2. Print Journal Entries
  - 3. A suggested daily procedure

### **III. Purchasing**

- A. Using Purchase Orders

### **IV. Physical Inventory**

- A. Determine What to Count
- B. Store On-Hand Balances
- C. Print Count Sheets
- D. Enter/Maintain Counts
- E. Maintain Batch Counts/Update Batch Counts
- F. Print Variance Reports
- G. Close Physical Inventory

### **V. End of Period I/C Processing and Reports**

- A. Inventory Valuation Reports
  - 1. Group/Class Valuation
  - 2. Product Valuation
  - 3. Location Valuation
- B. Required End of Period Initialization

## I. Build and Maintain I/C Data Files

### A. Planning for Implementation

Plan your work and work your plan

The first step in using the PROMPT Inventory Control System is to locate your PROMPT Inventory Control User's Manual.

Read pages 1-6 to get a feel of the IC system. We have provided all starter data necessary to get you ready to enter vendors therefore you can skip to B 2 and enter your company name.

These questions could be reviewed before you get started.

1. How many companies are involved?

A company should not be treated as a separate company unless each company is on an entirely separate entity.

2. How many warehouses are involved?

Do not have unnecessary warehouses, as a warehouse should not be set up separately unless it has a unique shipping address. Remember, you can use bin location to identify where merchandise is stored.

3. How are bin locations defined?

The system is much easier to use if each SKU has its own bin location as opposed to multiple locations for a single SKU.

For example, if you have five separate warehouses, it is best if each warehouse has the same bin location identification for the same SKU in all five warehouses.

The advantage to this approach is that you can enter for each SKU the default bin location, and then you are never again bothered with entering a bin location when receiving, issuing, selling or transferring merchandise.

4. What is the SKU numbering scheme?

Keep your SKU numbering scheme simple and easy to remember. Do not use blanks in the item number or dashes or special characters unless it serves a special purpose for you. The best system is a simple system of all numeric data. However, you can save effort by simply using the manufacturer's part number if feasible.

5. How will you define group codes?

Group codes are for summary information and generally represent a broad category of merchandise. The best way to set up group codes is to determine what summary reports you want on product sales.

6. How will you define class codes?

Class codes are used as a further breakdown of group codes.

7. What physical inventory codes will you use?

Keep the physical count codes simple, for example:

AN=Annual MT=Monthly QT=Quarterly

8. How many price levels will you use?

Use the number of price levels you need to meet your marketing plans. Just be sure to keep a logical mathematical scheme between each price level so you can define an algorithm for the pricing program to compute the various prices.

For example:

Price 1=List price

Price 2=90% of list

Price 3=80% of list

Price 4=75% of list, etc.

9. Do you have contract pricing or a pricing arrangement where you give a customer a special price break based on an anticipated quantity of business over a period of time?

The system includes a special pricing file for such details.

10. Will you determine sales commissions at the SKU level?

The order processing system allows two methods for computing sales commissions. A percentage of the sale amount, or margin, for an entire invoice, or a percentage of the sale amount, or margin, for each SKU on the invoice.

If you choose to compute commissions at the SKU level, you will have to define a commission rate for each SKU and have it in the commission plan file.

11. How will inventory at the SKU level relate to general ledger accounts?

Each inventory item can point to a unique general ledger account (which would be unusual) or you can go to the other extreme and have all items point to one general ledger account.

The issue is how do you want to book sales to the general ledger?

Simply set up a ledger code to accommodate the way you want to book sales for each SKU. Then within each code, define the cost of goods sold general ledger account number and the inventory general ledger account number.

12. Will you have multiple buyers?

A buyer number is defined to allow for more than one person responsible for purchasing. Use what you need.

13. Will you keep a running count on all inventory items?

The perpetual inventory flag will default to Y=Yes, which means running counts will be maintained. However, if you want to sell labor, then you will set up an SKU number for labor with the perpetual flag set at 'N'. This item will not run an on-hand balance; it is simply used by order processing for selling. This is, of course, true for any services you desire to set up in the inventory system.

14. Are some items taxable and some not?

Determine if some items are not taxable to properly code your inventory items.

15. Are some items hazardous?

A hazardous item can include a message code that points to a hazardous message to print on the invoice or shipping documents.

16. Will you set up kits?

Kits are helpful if they fit your business requirements. They are explained on page 4 of the user's manual.

17. What are your minimum and maximum profit margins?

The order processing system uses the minimum profit margin to warn if you are about to sell an item below the desired profit margin. Also, the order processing inquiry screen computes the lowest acceptable selling price for view on the inventory inquiry screen.

18. What SKU's are alternates (substitutes) for other SKU's?

When you are using order processing and you enter an order that cannot be filled from available quantities, the system will indicate the alternate item number and let you know the available quantity in the alternate item.

19. What primary vendor is associated with an SKU?

You need to set up vendors in the accounts payable system for validation of a vendor number when entering a record in the inventory file. The inventory master file only carries the number of the primary vendor, however, you can enter other vendors for an SKU in the inventory file maintenance menu as explained on page 151 of the user's manual.

20. What search names will be used to do a look up of an SKU when the number is not known?

This is an important issue, because you are establishing the name used by the order-processing program to look up an SKU number when the SKU number is unknown.

The approach is entirely up to you and simplicity is important. For example, if you sell computer items, a printer could have the SKU number XL150 and you might give this item a search name of "PRINTER". This would work fine for a general computer company that sells a few printers, but if your company only sells printers this is not adequate. Possible, you would use a vendor reference (assume Panasonic made the XL150 printer). You might use a search name of "PRNT-PAN", whereas, a printer made by IBM might be "PRNT-IBM".

21. What number will be used as the manufacturer's part number?

The manufacturer's part number is used two ways. First, to purchase the item, therefore, you need the number that the manufacturer desires on a purchase order. The purchase order system will print both your SKU number and the manufacturer's part number of the purchase order.

Also, the manufacturer's part number can be used to do a product search, both in the order entry program and process inventory transactions program, where the SKU number is unknown.

22. What will you use as reorder point, quantity and economic order quantity?

This inventory information is needed for purchasing. There are two approaches to ordering merchandise using the purchasing system. First, you set a reorder point, which means that when inventory reaches this level the item will be reordered.

Next, set the reorder quantity that is the number of units to order when the reorder point is reached.

There is a second method to use when ordering which is an optional method. It is for a seasonable business where you reorder to the minimum during the slow season and reorder to the maximum during the busy season.

Therefore, if you plan to enter quantities in the minimum stock level field, you are entering what you want the purchasing system to order to replenish to this minimum stock level.

The same is true for the maximum, which means if you order for the maximum level and for example you set the maximum level at 10 and your on hand balance is 6, the system would order 4, which is the amount needed to reach the maximum level.

23. What is the vendor lead-time in days?

This information is used by the purchasing system to determine when the merchandise can be expected for delivery.

24. What will be your selling unit of measure?

This will print on the invoice and should be the lowest unit for sale, usually "each".

The selling unit of measure does not have to be the same as your purchasing unit of measure.

25. Is it important to enter the weight of each SKU?

It is used by the purchasing system to calculate the weight of a purchase order that can influence the purchasing program if the vendor has a minimum weight requirement.

26. Will some items be tracked by lot or serial number?

Order Processing provides a way to identify items being sold by lot or serial number. You can set a flag when entering SKU's to require the order-processing program to prompt for lot or serial number when selling a particular SKU. You may, on the other hand, enter the lot or serial number when the merchandise is being picked as opposed to when it is ordered.

27. Do you have cross-reference numbers to your stocking SKU number?

For example, a competitor may sell a product exactly like yours and customers usually ask for the product by your competitor's SKU number. Why not set up this number to cross reference to your number. If a prospect asks for their SKU number, they get your equivalent.

28. Do you have super ceded SKU numbers resulting from a SKU number being super ceded by a new and different SKU number that is basically the same SKU?

The system permits entry of the old SKU number that points to the new SKU number automatically if the old SKU number is entered.

29. Do you wish to print warranty or other messages on invoices or other documents similar to the hazardous materials message?

The system allows printing of a message such as warranty, or hazardous materials, relating to a SKU.

B. Start entering I/C data

1. General Ledger Requirements (this requirement is satisfied by the starter files)

The first requirement is to go to the general ledger menu, select the daily processing menu option, then select option 5 on the daily processing menu - Enter, Inquire, Maintain Companies.

If the desired general ledger company has not previously been established, enter the general ledger company or companies to be used in the system. This is required because the inventory system will need to know what general ledger company is to be used for journal entries.

Next, select option 6 on the same menu - Enter, Inquire, Maintain Accounts.

The following general ledger accounts must be established, if they are not already set up, with appropriate account numbers:

Cash  
Accounts Receivable  
Inventory (as many separate accounts as desired)  
Accounts Payable  
Accounts Payable-Suspense  
Accounts Payable-Sales Tax  
Sales (as many accounts as desired)  
Cost of Goods Sold (as many accounts as desired)  
Freight Billed  
Handling Billed (or similar account used in order processing)  
Discounts Available  
Discounts Lost

The purpose of setting up these accounts is that they will be needed to tell the inventory system how to interface with the general ledger system.

**2. Accounts Payable Requirements**

You must enter the primary vendors in the A/P system prior to entry of inventory items into the product master file.

Refer to the A/P Procedure Manual for further information. If the A/P system has not yet been set up, you will have to use the Miscellaneous Maintenance Menu to set up the required control files before you can enter vendors.

Once the vendors are entered, you can now focus on the inventory system. Only vendor 99999 is entered in the starter files.

### 3. Inventory System - File Setup

First, select the inventory control system main menu, option 5 - Display File Maintenance Menu. See page 125 of the user's manual.

- a) Enter Company Data  
**Select option 1 and enter the correct inventory control company information in place of the Demonstration Company, Inc.**

- b) Enter Warehouse Data  
Selection option 2 and enter the warehouse or warehouses for use. Remember, you should not use unnecessary warehouses because a warehouse is a shipping destination.  
**Warehouse 1 is already set up in the starter files.**

The inventory control system is much easier to use if each SKU in the product master file has a default warehouse and a default bin location. Using this approach, you never have to deal with warehouse or bin location when ordering or receiving merchandise because it becomes a function of an SKU.

Obviously, this will not work in a true multiple warehouse operation, but in this event it is best if each SKU has a default bin location that is the same location in all warehouses.

- c) Enter Physical Count Codes  
Select option 5 and enter additional physical count codes for each warehouse, if needed. These are already entered for you.

AN=Annual MT=Monthly QT=Quarterly

- d) Enter Location Master  
Select option 3 and enter the bin locations within each warehouse. If the warehouse is not set up with bin locations, simply use the starter file bin location of "WHSE".

- e) Modify Company Data  
Now you need to return to option 1 and modify any default information such as:

If you are using more than one location such as "WHSE" or "STORE", blank the default location in the company file. If you use only one, enter it as the default location.

If you use more than one physical count code such as "AN" for annual, and "MT" for month, blank this default code in the company master file.

These defaults are picked up automatically for each SKU record entered in the product master file.

- f) **Enter Group/Class Data Select option 4 and enter the group/class codes.** Remember, these are important for use in sales analysis of your inventory product file. They provide a way to summarize the activity in your inventory system by categories useful to you.
- g) Enter Product Messages, if desired  
Select option 10 to enter product messages, if desired. Refer to page 156 of the Inventory Control User's Manual for more details.
- h) Enter Product Commission Plan data  
Select option 15 to enter the commission plan codes if you will determine commissions at the invoice line level. If not, enter one record in this file, commission plan zero.
- i) Enter General Ledger Interface data  
Please refer to pages 177-182 of the Inventory Control User's Manual for an explanation of how the interface works and how to enter data. Several are already entered, which tie to existing G/L accounts. You will want to change the account names to match your product lines but this is not an immediate requirement.
- j) Enter Buyer Master data  
Select option 17 and enter the buyer or buyers used in purchasing of inventory. If you do not have a use for buyers, enter one record with a buyer number of zero.
- k) **Enter Product Master Data**  
Finally, you can now enter inventory product master data. Select option 6 to get started. Each field to be entered is explained in the Inventory Control User's Manual (pages 138-144) in addition to the information we have previously included in this manual. So you should do just fine!

1) Cross Reference (Record type X)

This can be used in two ways. You might have a long complicated SKU numbers and want a scheme for simple entry. For example, if your SKU number is X4J7925RWHT, you might desire to set up a cross- reference number of 47925 that is much easier to enter. Another use is where you stock a common industry product that has widely accepted reference numbers. You could set up these widely accepted reference numbers to cross reference to your SKU number.

2) Superseded SKU's (Record type S)

The entry is required in reverse order. Enter the new and latest SKU number as a 'normal' SKU. Next, enter the most recent super session SKU number with a status code of 'S' and alternate number pointing to the latest SKU number. If there are prior super sessions, they can be entered by continuing to go back the chain.

### 3) Lot/Serial Number (Ask L/S# Y)

If you track certain SKU's by lot or serial number, you have to decide when the operator will enter the lot or serial number. In a point-of-sale situation where the customer has the merchandise in-hand, you should set the lot/serial flag in the relevant SKU to a 'Y' when the SKU is set up in the inventory system. In this case, the order entry program will prompt for the serial number when the item is being sold.

However, in a wholesale operation, you would generally enter the lot/serial number after the merchandise has been selected for shipment and you are preparing the invoice. In this situation, you would not set the lot/serial flag to 'Y' - as you would enter the lot/serial number later. In the event that both retail and wholesale are utilized at the same location, you need to set the flag to 'Y'; but if you desire to enter the lot/serial number after entry of the order, just press return instead of entering the lot/serial number.

### l) Quantity Discounts

If you sell merchandise using quantity discounts, you first need to select option 11 to set up the discount codes and related percentages. Then, you need to select option 12 to set up the discount ranges for the products involved.

Note, that the product master file records must be entered before you can set up a quantity discount record.

### m) Product Kit Specifications

If you sell merchandise assembled in kits, you will need to select option 14 to specify each kit. It is required that the products be entered in the product master file before the kit specifications can be established.

Please read page 4 of the Inventory Control User's Manual for more information about kits.

### n) Special Customer Pricing

You may desire to give a customer price level 2 on certain groups of merchandise, and price level 1 on all other merchandise. Or, you may have a special deal on an anticipated level of business being purchased by a customer. (See option 13 on the inventory maintenance menu for entry to accomplish these objectives.

### o) Additional Purchasing Information

Two menu options remain for possible use by the purchasing system - options 18 and 19. Both are optional and depend upon your purchasing requirements.

Select option 18 only if you need to enter free freight limits for a vendor and/or minimum order requirements. These amounts are used in the purchasing system if entered; otherwise, it is assumed that no such requirements exist.

Select option 19 where you purchase an SKU from more than one vendor and/or where you purchase from a vendor in a packaging quantity different from the packaging quantity when you sell the merchandise. Also, this cross-reference file is used to indicate quantity price breaks offered by a vendor.

p) Enter JE Consolidation Accounts

Select option 22 and enter the accounts to be summarized when passing the journal entries to the general ledger system. This is an optional step. The purpose of which is to allow you to enter the general ledger accounts to be consolidated when passing journal entries from inventory to the general ledger. For example, you might desire to enter the account numbers for A/P suspense and inventory. If you do not make entries here now, you can do so at any time in the future.

C. Price Maintenance

Menu options 8 and 9 are used for price maintenance.

Read the user's manual pages 147-152 to understand how to maintain prices with the least amount of effort. If price maintenance seems complex, take the time to understand how it works, because effective use can save lots of time.

## II. Daily Processing of Inventory Control

### A. What the Daily Functions Program Does

The Daily Functions - PROMPT Inventory Control program performs many inventory functions and this program integrates with several other functions within PROMPT Business Systems.

This module is used to accomplish the following:

- Receive items into inventory regardless of whether they have been purchased using the purchase order selection.
- Place items on order where you have no need or desire for a printed purchase order.
- Issue items from inventory. There are other means of getting items out of inventory, such as using the PROMPT Order-Processing system.
- Allocate inventory that keeps it from being sold or issued.
- Transfer inventory from one location to another, or from one company to another.
- Adjust quantities to correct an error or to bring into compliance with on hand levels. This is not a physical inventory function, which is a separate menu selection. This is for low volume use.
- Adjust cost to correct an error resulting from incorrect receipt or other error in inventory cost.
- Inquiry into inventory at the master SKU level, location level, plus, group/class and ledger summary files.

### B. Session Date - Interface to General Ledger

It is important to enter a correct session date when receiving inventory because the session date determines the general ledger accounting period to which the journal entries will be directed.

### C. Getting Started with PROMPT Purchasing

1. Go to **IC** and chose Option **2** - Display Purchasing Menu

2. Select Option **11** - Maintain Terminal Controls

This feature is just like Sales Order Processing in that you must set up a record for each terminal that will be allowed to process Purchase Orders.

A record is included in our starter system for the main terminal (#SYSLOG) and it should be okay except the buyer number might not suit you. Purchasing Order entry defaults the buyer number based on the terminal control record of the user entering the PO. Also, you might wish to override the default printer in a terminal control record to cause the PO to print on a printer close to the user entering the PO.

3. To access the Buyer master file go to **IC 5** and select option **17**. We suggest you enter a buyer name like this:

**Buyer: John Doe**

Yes, we do mean to put the text "Buyer:" in front of the buyer name. Remember to also enter the buyer number in each terminal control file as explained in 2 above. When a PO is entered the buyer number is defaulted from the terminal control file, but you can override it if desired.

4. Next go to **IC 2, 12** to review the session control record provided in the starter system. If you do not want users to add vendors on line in the PO entry program change the question "Add Vendors On Line?" to **N**.
5. You might wish to the printer name where PO's print to a different printer. You will note that the form is called "Invoice" but it is the PO and will be found in the forms setup (option 13) as form I R.
6. You are now ready to go to **IC 2, 3** and try out PROMPT Purchasing. First go to look at held orders. The terminology for **Held** is a purchase order that all lines have not been fully received. **Closed** is a purchase order where all lines are fully received. Unlike Sales Order Entry, in Purchase Order entry you do not **close** an order. The receiving program **IC 1, 1** automatically closes a purchase order when all lines have been received.
7. The explanation above raises the question of what the Purchase Order program is doing on the Purchase Order Settlement screen when you get to the last entry on the screen and it puts a **C** beside the text "Complete & Return" ? This is simply the end of the process and a print will occur if you retain the setup provided with the software release. A comma entered at the SKU line on the first page also prints a PO.
8. The two prints are currently the same, but do not have to be. For example if you sometimes want to print a PO with no prices, and at other times want a PO with prices, you could make these two prints different!
9. Next you need to visit **IC 1, 1** to see the to the receiving program. Option 1 is **Order Search**. We suggest you go to option **0** Receive and use the **F5** =Order Search key so you will return to the receive screen after the search. Obviously this is the exact same search found in Purchase Order Entry.
10. Once a purchase order line has been received it can **never** be viewed again on the #BINTEP3 screen, as this function is provided in **F5** =Order Search. There is the added ability to press **F6** for a detail search where you can view the full PO a page at a time. The primary view shows the quantity ordered and by pressing **F4** you get the remaining on order quantity (reduced by quantity received).
11. Remember you have the same features as sales order entry when you are on the Purchase Order Detail Generic Search screen you can use **F5** for Previous Vendor Order, or **F6** for next vendor order.

Also, remember when you are entering a PO using option **IC 2, 3** you can press **F2** when the cursor is on PC and get the price you paid for this SKU the last time the product was ordered from this vendor.

#### D. Receive Inventory

Pages 26-32 of the user's manual explain how to receive inventory. When receipt occurs, a journal entry is created with a debit to inventory (possibly multiple accounts) for the total cost of the merchandise received and accounts payable-suspense is credited for the same amount. If you include freight cost when receiving, this amount is also treated as an inventory cost.

After receiving merchandise into inventory option 2 on the daily processing menu, Print Select Audit Trail should be run selecting report type 'R'. A receiving report will print for each purchase order received. Each receiving report should be filed for later comparison to the invoice when received.

When the invoice is received, the invoice amount must reconcile with the previous receipt of merchandise by comparing the total merchandise on the receiving report to the total merchandise on the invoice. If there is a discrepancy, a cost or quantity adjustment may be required as explained in 'E' below.

#### E. Adjust Inventory Quantity or Cost

When a purchase order is received into inventory, it is received at the cost printed on the purchase order, unless the cost is modified at the time of receiving. When the invoice is received, it is possible that a discrepancy exists between the cost used at the time of receipt of the merchandise and the cost reflected on the invoice. If the invoice cost is different, it is necessary to correct the inventory cost or quantity or possibly both. If there is a discrepancy in quantity, go to option 5 of daily functions and adjust the quantity on hand to reflect the correct amount. BE SURE TO ENTER THE P.O. NUMBER, AND THE OPTIONAL G/L ACCOUNT SO A/P WILL RECOGNIZE THE CORRECTION.

If the discrepancy is in cost, go to option 6 of daily functions and correct the cost. Be sure you scroll to the correct record in the location file and correct the unit cost, last cost (if this was the last receipt for this SKU no.) and increase or decrease the aggregate cost by the amount of the correction. BE SURE TO ENTER THE P.O. NUMBER, AND THE OPTIONAL G/L ACCOUNT SO A/P WILL RECOGNIZE THE CORRECTION.

#### F. Issue Inventory

When an item is consumed in the business, it can be reduced from inventory using this option within the process inventory transactions program.

A journal entry is created to reduce inventory and expense the cost of the item or items based on the optional general ledger account entered on the screen. If no account is entered, the inventory cost of goods sold account is used.

#### G. Transfer Inventory

You may transfer from warehouse to warehouse and/or location to location and/or company to company.

#### H. Production

Raw materials can be converted to finished goods, including labor and overhead costs, using this inventory control feature.

#### I. Other Required Daily Processing Functions

##### 1. Print Select Audit Trail

Review item 'D' above - receive inventory. In addition to a receiving report, you can use this menu option to review any type of change to an inventory item (except a sale through PROMPT Order Processing). This is very helpful in trying to track down a problem with a quantity discrepancy in an SKU.

Also, you can go to the End of Period menu and print an item sales analysis for a specific SKU to get sales information, which means that by using the select audit trail and item sales analysis you can follow the movement of an inventory item over time.

##### 2. Print Journal Entries

This option MUST be run in order to generate journal entries to the general ledger. If you desire consolidation of entries, go to option 22 on the file maintenance menu and enter the account numbers to be consolidated.

##### 3. A suggested daily procedure

Using the daily functions program, you can process all desired transactions for one day then run an audit trail (receiving report), plus, other detail reports (excluding receipts) that produces reports to reflect the days' activity.

Next, you print the journal entries producing the G/L support for the daily transactions. This provides you with supporting information for all inventory changes made for the day (except sales, which comes from the order processing program).

### III. Purchasing Menu

#### A. Using Purchasing to automatic regenerate stock

Page 76 of the user's manual begins the explanation of the purchasing system. The steps to follow in purchasing are to generate a recommended order, maintain the recommended order, and print the purchase order. It is possible to perform this entire process without keying a single SKU or quantity.

The first step towards using the purchasing menu successfully is the entry of valid data for use by the recommended purchase order programs such as reorder point, economic order quantity and, if used, minimum stock level, and maximum stock level. (See IC 5,6 of the user's manual where a products are entered).

Next, valid data is required in the purchasing vendor file if you have minimum order requirements associated with a vendor, or free freight levels. (See page 184 of the user's manual).

Finally, valid data must be entered in the purchasing product cross-reference file if you have the need to purchase a product from multiple vendors. (See page 186 of the user's manual).

Once the data is entered in these files, you are ready to generate a recommended order, edit the recommended order, and then print the purchase order. This process places on order, in the inventory control system, all items on the purchase order.

When the merchandise is shipped, use the Receive Inventory function of Process Inventory Transactions as explained in Section II, item D to receive the merchandise into inventory.

When purchase orders are used, the only requirement in A/P for entering the invoice is to enter the invoice number and P.O. numbers. Everything else is automatic to establish the payable.

The generate recommended orders program explained on pages 76 - 79 of the Inventory Control User's Manual explains two ways to generate purchase orders from sales orders.

1. One sales order can be turned into multiple purchase orders, for example an equipment sales business where a sales quote was accepted by their customer can automatically turn the quote into purchase orders.
2. You can scan any time period of sales, for example a month, and gather replacement reorder information automatically generating the purchase orders with no typing to create the reorders.

These are very powerful purchasing functions and should be carefully considered in planning your approach to automated purchasing.

#### **IV. Physical Inventory**

##### **A. Determine What to Count**

The first step in taking a physical inventory is to indicate the portion of the inventory to be counted.

Option 1 on the physical inventory menu allows you to select the portion of the inventory you desire to count. (See page 84 of the user's manual).

You have the option of selecting the entire inventory or only a specific cycle count code, or a group or class of inventory. Also, you can choose to count only a portion of a group or class if desired. (See batch counts, item E below.)

You can enter the selection criteria with this menu option before cut-off time (the point at which you desire to count inventory) because the storing of on-hand balances is not done until you execute the option.

##### **B. Store On-hand Balances**

When you reach the cut-off point where you desire to take the physical count, and order processing is stopped, select menu option 2, which freezes the on-hand balances for the physical inventory count.

The on-hand balance established here will be used to reconcile with the physical inventory count when entered. If you resume order processing after this point, you must count what is sold after storing the on-hand balance as being on hand at the count. Also, you have the option of only including on the count sheets SKU's where there is an on-hand balance, or you can choose to include all SKU's to print on the count sheets.

##### **C. Print Count Sheets**

After execution of menu option 2, you then execute menu option 3 - to print count sheets.

The count sheets reveal the location and SKU number, but do not reveal the on-hand balance, because this count is to be entered after taking the physical count. You are now ready to count your inventory.

D. Enter/Maintain Counts

Option 4 on the physical inventory menu is used to enter the physical count for each SKU where the on-hand balance was stored in item B above (option 2). An entry must be made even if the count is zero. Remember when counting, you must include all merchandise allocated, but not billed because it is included in the inventory on-hand balance. If you choose not to include all SKU's in the count and discovered an on-hand balance in an SKU not printed on the count sheet, use option 5 on the inventory menu to enter the count for this SKU, and you do not need to execute menu option 6 for this situation.

E. Maintain Batch Counts/Update Batch Counts

These options are used in lieu of menu options 2-4. You would use these options where you desire to count only a partial group or class of inventory items that might not be easily selected using options 2-4. The task is to enter the SKU number and count using menu option 5. Then execute menu option 6 to store the on-hand balance for these counts. You are then ready to print variance reports and close as indicated below.

F. Print Variance Report

Option 7 on the physical inventory menu is used to print a variance report to determine where actual and physical counts are different. You may choose to recount certain items where differences occur. You can use option 4 to enter corrections to erroneous count data previously entered.

You can continue this count, enter, and print cycle until the Close Physical Inventory selection is run.

G. Close Physical Inventory

Option 8 on the physical inventory menu is used to 1) identify the category of inventory to be closed, and 2) execute the close process.

You simply mark the category or categories to be closed and then initiate the close process.

The program will reconcile the stored on hand balance with the physical count and correct the inventory files. Where a difference exists, a journal entry will be made in the amount of the unit average cost times the unit quantity difference between the on-hand balance and the physical inventory count.

## V. End of Period I/C Processing and Reports

This menu option MUST be executed when inventory transactions and order processing end of day are completed for the last day of the month. Please review the Order Processing Procedure Manual Section III. Options 2 or 3 or 4 and option 10 explained below are the required options to process. The other reports and purges are optional, but you need to run Product Sales Analysis to get MTD and YTD sales units and dollars.

### A. Inventory Valuation Reports

There are three valuation reports on the "Other Inventory Reports" menu that report the value of the inventory files with different levels of detail information. At least one of these reports should be printed at the close of the month as a subsidiary ledger to the inventory account in the general ledger. The choice of which to print will be determined by the size of your inventory file.

#### 1. Group/Class Valuation

This report prints the inventory value at cost from the group/class file. Therefore, the report is not a long report, unlike the product or location valuation report explained below.

#### 2. Product Valuation

This report prints the inventory value at cost for each SKU in the product master file, with sub-totals by group/class.

Essentially, the sub-totals are the same as from the group/class report; however, with this report you get the detail by SKU to support the sub-totals.

#### 3. Location Valuation

This report may be seldom printed because it has so much detail. It is a report of each SKU, with a line for each record in the location file for each SKU, with sub-totals by group/class. The report sequence is by warehouse number.

### B. End of Period Initialization

Menu option 10 must be executed at the end of each month to initialize sales and cost statistics, plus, it calculates weighted age and turnover for each SKU.

## **CHAPTER 6. PROMPT ORDER PROCESSING PROCEDURES**

The purpose of this procedure is to explain WHAT TO DO when using the PROMPT Order Processing System. This manual is to be used in connection with the PROMPT Order Processing User's Manual that is designed to explain HOW TO USE the PROMPT Order Processing System.

The following items are covered in this procedure.

### **I. Enter and Maintain O/P Controls**

- A. Planning for Implementation
- B. Enter O/P Controls Data
  - 1. General Ledger Interface
  - 2. Special Sales Analysis Reporting
  - 3. Order Processing Session Controls
  - 4. Maintain Terminal Controls
  - 5. Enter the Last Order Number
  - 6. Check order number entry, enter restocking charge formula and review sales analysis and history collection controls

### **II. Daily Processing of Order Processing**

### **III. End of Day, Week, Month and Year for Order Processing**

## I. Enter and Maintain O/P Controls

### A. Planning for Implementation

Plan your work and work your plan

The first step in using the PROMPT Order Processing System is to locate the following PROMPT User Manuals.

- PROMPT Order Processing
- PROMPT Accounts Receivable
- PROMPT Inventory Control

Generally, order processing begins after the customer and related files have been entered in accounts receivable and the product and related files have been entered in inventory control.

However, it is possible to use order processing with only one record in the product file (the cash customer), and this is how we deliver the system.

This procedure manual is written with the assumption that the accounts receivable files are entered, as are the inventory files, before order processing begins. You should be able to begin entering orders on the main workstation attached to the server with no additional set up effort.

These questions must be resolved before you get started.

1. How many terminals will run order processing?  
Order processing can be run on one, a few, or all terminals.
2. Will all terminals have the same session controls, such as:
  - a) Automatic backorder subject to product and customer authority? Generally, a point-of-sale terminal will not have the option to backorder, whereas, a non-point-of-sale terminal will be granted authority to backorder.
  - b) Automatic inventory update? A terminal can be set up for training with no inventory updating whatsoever. However, once an order is processed in training, it should be killed prior to running end of day. Also, turning off inventory does not turn off accounts receivable.
  - c) Process only quotes, without the ability to settle orders. This is an ideal setup for salespeople.
  - d) Authorization for override of credit limits or ability to process a credit such as returned merchandise? An easy setup, if needed.
  - e) Ability to add new customers while in order processing? Another easy setup.
  - f) Automatic retention of credit cards? No problem.
  - g) Will the warehouse number be automatically defaulted, or grant the ability to draw from multiple warehouses? A simple system control.

- h) Will the G/L code default from the operator terminal or the product master file? Be sure to understand your options on overrides with these codes, such as yes, no, reseller, maintenance. Read the user's manual carefully.
  - i) Will the salesperson number default from the customer file with right to override, or will it automatically default based on the terminal operator? More controls at your disposal.
3. Which terminals will be granted what authority to override fields, such as:
- a) Terms Code?
  - b) Price Code?
  - c) G/L Code?
  - d) Drop Ship?
  - e) Line Tax Code?
  - f) Settlement Tax Code?
  - g) Order Discount Rate?
  - h) Bill To Customer Number?
4. Which terminals will be granted what "add on" charges? There are up to three add-ons which can appear on the settlement screen, such as:
- Freight
  - Other
  - Insurance
- You define them by terminal, as desired.
5. What default number of days, if any, will be used for ship lead-time per order? If you have a policy of shipping all orders in two days, use 2. The settlement screen provides the opportunity to modify this default, if needed.
6. What default package count, if any, will be used if shipping labels are to be printed? The PROMPT system allows a default that should be the typical number of packages per order. You can override this default on the settlement screen, if needed.
7. Will sales tax be based on the customer who ordered or the bill to customer? It's one or the other!
8. What is the desired cursor control path for the settlement screen, such as:
- a) Should the cursor begin at ship via?
  - b) Should the screen pause after closing an order, or automatically return to the entry screen, except where the amount of change is displayed?
  - c) Do you wish to have the ability to enter a cash description, or disable this field to save a tab keystroke on the settlement screen?

These issues a) - c) can vary by terminal to allow the most efficient execution of the settlement screen based on individual need.

9. Should order margins be displayed on all, some or no terminals? This feature was designed for quotes or entry of orders in a private environment to allow the operator information for haggling where necessary.
10. If cash drawers are to be used, what codes must be set up to automatically open the cash drawer from what terminal? Not a big deal to set up.
11. What terminals should print what form and when? Forms can range from the very simple setup to a very sophisticated production varying depending upon your needs.
12. Will the end of day reporting be modified for your business? The standard package should do, but you might desire to add or take away automatic reports.
13. What will be the starting order number for order processing? It has to be defined to the system.
14. Will restocking charges be automatically calculated and what is the formula? A fixed amount or fixed percentage can be used.
15. Review the inventory setup for automatic capture of sales analysis and unit sales history to be sure it is what you desire.

With these questions answered, you are ready to enter control information.

B. Enter O/P Controls Data

1. General Ledger Interface

Order entry does not require anything different than inventory control for general ledger interface. Please review the Inventory Control Users Manual Section I B1 "General Ledger Requirements." The general ledger interface occurs in end of day processing that posts each invoice header and line record to the file INACTFLE, which produces summarized journal entries when end of day is run.

2. Special Sales Analysis Reporting from the File INACTFLE

A review of this file field description (FFD) will reveal that it has two uses. One is to hold journal entry data for end of day, and two is to hold accumulated sales dollars and units for today, week-to-date, month-to-date, and year-to-date.

This file is set up with both sequence fields and print control fields in the event you desire to report the sales analysis in a sequence different than general ledger link code.

You can locate these special fields on the Inventory Supervisory Authority menu under the option Ledger Codes.

3. Order Processing Session Controls

From the Order Processing Main Menu select option 7 - Maintain Session Controls. Appropriate supervisory authority is required to access this menu.

A session control record holds the rules for some screen features used during Order Processing and determines what form will print, if any, when an order is placed on hold or settlement. Refer to the Order Processing Users Manual page 163.

4. From the Order Processing Main Menu, select option 6 - Maintain Terminal Controls. Enter one record in this file for each terminal. To determine the terminal name if unknown, go to the sign on security screen where you enter the user i.d. and password and you will see the terminal name displayed.

5. Enter the Last Order Number

a) To enter the last order number for a single company operation, go to the PD - PROMPT Database menu, select option FS - File Sequencer and enter the following parameters:

- 1) Data File Name (INCOMFLE)
- 2) Field Number ( 23 )
- 3) Starting Value ( 1000 )\* See below
- 4) Incremental Value ( 0 )

\*Enter the last order number where the example order number 1000 is entered. Press the send key to enter the order number.

- b) To enter the last order number for a multiple company operation go to the PD - PROMPT Database menu, select option FG - File Flag and enter the following parameters:
- 1) Data File Name (INCOMFLE)
  - 2) Flag Field Number ( 23 )
  - 3) Flag Value ( 1000 )\* see below
  - 4) Conditional Field Number ( 1 )
  - 5) Conditional Operator ( = )
  - 6) Conditional Value ( 1 )\*\*

\*Enter the last order number where the example order number 1000 is entered.

\*\*Enter the inventory company number for the order number entered above where the example company 1 is entered. Press the send key to enter the order number.

6. Check order number entry, enter restocking charge formula and review sales analysis and history collection controls.
  - a) From the Inventory Control Master Menu select option 5 - Display File Maintenance menu. Then select option 1 - Company Master.
  - b) This will bring up the screen #BINCOM0.
    - 1) Look for the order number, towards the bottom of the screen, to be sure you have entered it correctly.
    - 2) Enter the restock charge code either \$ or %, and enter the restock charge value such as 5. This would mean \$5 if the code is \$ or 5% if the code is %.
    - 3) Review these screen fields:
 

"Collect item sales analysis data" means every single invoice line will be summarized to an item sales analysis file for printing a report as explained on page 119 of the Inventory Control User's Manual.

"Collect unit sales history" means that a history of unit sales will be maintained for the benefit of reviewing unit sales by month, in connection with purchasing.

#### More About Sales Analysis

You can answer the question "Collect item sales analysis data" with an 'N' and still get excellent item sales analysis using the main order processing menu option 5. This sales analysis data comes from the order header and line file rather than a separate file.

## II. Daily Processing of Order Processing

The daily processing procedure involves:

- A. Processing orders using menu option 1 - Daily Processing for use in entering orders and generating invoices and other forms, and 2 - End of Day Processing for use in generation of reports.

The order-processing program includes a session date that is used to determine the date for a day's business.

The end of day procedure is initiated by entry of a Begin Date and Process Through date. Generally, this will be one day, but the end of day procedure can be run for multiple dates, if desired.

- B. In summary, the daily procedure is simple. Orders are entered, work orders, pick tickets, or both are printed based on defined requirements. Orders are settled with invoices printed.

At the end of the day, a batch end of day procedure is executed as explained in Section III.

- C. Menu option 3 on order processing includes reports based on order headers and order lines.

The purpose of this menu is to serve as a starting point for user-defined reports for use as needed.

For example, an audit trail to show the detail amounts to support the summarized sales journal entries for one day. The list of possibilities is endless and the idea is to set up your own menu options and associated reports.

### III. End of Day, Week, Month and Year for Order Processing

A. Menu option 2 - End of Day Processing will usually be run at the end of each workday. However, this is not a requirement. Multiple days can be combined in running end of day, in fact you could run this process only once per week, or once a month, but this frequency is very unusual as most users run the procedure daily. Please refer to the order processing user's manual page 111 - 112 for more details.

#### B. Requirements for Running End of Day Procedure

1. It is NOT required that order entry be ended. It can remain in use for inquiries, even for orders. HOWEVER, IF ORDERS ARE TO BE ENTERED WHILE RUNNING END OF DAY, THE SESSION DATE FOR EACH TERMINAL RUNNING ORDER PROCESSING MUST BE ADVANCED TO THE NEXT WORK DAY.

THE ORDER ENTRY SESSION DATE DOES NOT CHANGE WITH A CHANGE IN THE COMPUTER CLOCK. YOU MUST ADVANCE THE SESSION DATE IF THE PROGRAM IS LEFT IN USE OVERNIGHT.

#### 2. Receiving of Inventory

All inventory items invoiced should be received before running the end of day procedure. This is because costing and margins are computed for each invoice line, invoice, product, salesperson, inventory group and class, etc., etc.

#### 3. End of Day

Run the procedure as explained in the user's manual page 111. Answer the end of day question as 'Y', end of week, month and year as 'N'.

#### 4. End of Week

Respond exactly as in 3 above except answer the end of week as 'Y' in addition to the end of day as 'Y'.

#### 5. End of Month

Answer the end of month question with a 'Y', plus, end of day as 'Y' and if it happens to be the end of a week, answer with 'Y' for end of week, in addition to end of day and week.

#### 6. End of Year

Same as 5 above but answer 'Y' to end of year too.

#### C. Coordination of End of Month and Year with Accounts Receivable and Inventory Control

1. You MUST run the last end of day procedure in order Processing BEFORE you run the initialize step which begins the accounts receivable end of month processing.

#### 2. More About Accounts Receivable End of Month

When you indicate to order processing that it is the end of month, a flag is passed to the A/R company file that sets A/R into memo processing. This means that all invoices will be processed as memo invoices which are not included in the month end process of statements, reports, etc.

This means you can take a day or two (actually up to a month!) to complete end of month A/R processing. When the last step on A/R end of month processing is run, the memo flag is cleared and it is business as usual. The accounts receivable procedure manual and user manual state that the first step in A/R end of month processing - Initialize End of Month sets the memo flag. Above, we said the flag is set when you indicate end of month-in the end of day procedure Both statements are true!

Since it is possible that some users may not use the PROMPT Order Processing, we set the memo flag in two separate programs.

3. Also, you MUST run the last end of day procedure in order processing BEFORE you run the end of month inventory options.
4. More About Inventory Control End of Month After the Last End of Day is Run for the Month  
When order-processing end of day is completed for the last day of the month, YOU MAY THEN run the end of month options for inventory control.

You MUST complete the end of month inventory control processing before executing the next end of day for order processing.

However, there is adequate flexibility because you do not have to run order-processing end of day, as explained previously, just because the day has ended.

It is essential to run the desired valuation report(s) and inventory initialization before running the first end of day for the new month.

There is nothing unique about the end of year, just treat it like the end of a month, but be sure to respond to the questions about end of year in the inventory control system.

## **CHAPTER 7. PROMPT PAYROLL PROCEDURES**

The purpose of this procedure is to explain WHAT TO DO when using the PROMPT Payroll System. This manual is to be used in connection with the PROMPT Payroll User's Manual that is designed to explain HOW TO USE the PROMPT Payroll System.

The following items are covered in this procedure.

### **I. Build and Maintain P/R Data Files**

- A. Planning for Implementation
- B. Start entering P/R Data
  - 1. General Ledger Requirements
  - 2. Payroll System - File Maintenance Menu
    - a) Enter Company Data
    - b) Enter Account Group or Groups
    - c) Enter Check Literals
    - d) Enter Transaction Master
    - e) Update Misc. Federal Tax Tables
    - f) Update Federal Tax Tables
    - g) Update State/Local Tax Tables
    - h) Enter W2 Print Controls
    - i) Enter JE Accounts to be Consolidated
    - j) Enter Check Print Control
  - 3. Enter Employees
  - 4. Enter Pay Transactions per Employee
  - 5. Enter Leave/Docking
    - a) Leave Balances
    - b) Docking Rates
    - c) Leave Increments

### **II. Payroll Installation NOT AT Beginning of the Year**

### **III. Run Cycle Processing for Payroll**

- a) Process Exceptions
- b) Payroll Calculation
- c) Print Payroll Checks
- d) Print Registers
- e) Post Check Update

### **IV. Check History/Reconciliation**

### **V. End of Period Processing for Payroll**

- A. End of Month
- B. End of Quarter
- C. End of Fiscal Year
- D. End of Calendar Year
- E. W2s

## I. Build and Maintain P/R Data Files

### A. Planning for Implementation

Plan your work and work your plan

The first step in using the PROMPT Payroll System is to locate your PROMPT Payroll User's Manual.

Read pages 1 to get a feel of the PR system. We have provided most starter data necessary to get you ready to enter employees therefore you can skip to B 2 and enter your company name.

These questions could be reviewed before you get started.

1. How many companies are involved?  
A company should not be treated as a separate company unless it is an entirely separate entity. Separate companies are to be established in separate software directories.
2. How many account groups are involved?  
An account group is a division or profit center within a company.
3. Do you need to separate employee's monthly, weekly, semi-monthly, or hourly, salaried to run separate payrolls?
4. If the answer to 3 is yes, determine the run codes you plan to use for each payroll. For example, 1 could be weekly, 2 could be monthly, 3 could be semi-monthly, 4 could be part time, 5 could be hourly, 6 could be salaried, etc.
5. What are the different payroll transactions needed, i.e. regular earnings, salary, deductions, benefits, etc.? The PROMPT Payroll is an exception payroll that is transaction driven. Each payroll transaction has a numeric code.
6. What is the coding scheme for transactions in item 5? See the payroll user's manual page 40.
7. What summary levels will be used to print on the check stub? For example, will salary, bonus, commission be separated or summarized on the check stub.
8. What check literals will be printed on the check stub? This ties back to the summary levels in item 7.

## B. Start entering P/R data

1. General Ledger Requirements (this requirement is satisfied by the starter files)

The first requirement is to go to the general ledger menu, select the daily processing menu option, then select option 5 on the daily processing menu - Enter, Inquire, Maintain Companies.

If the desired general ledger company has not previously been established, enter the general ledger company or companies to be used in the system. This is required because the payroll system will need to know what general ledger company is to be used for journal entries.

Next, select option 6 on the same menu - Enter, Inquire, Maintain Accounts, and the following general ledger accounts must be established, if they are not already set up, with appropriate account numbers:

Cash	Retirement Payable (Employee)
Salary Expense Accounts	FUI, SUI, UCT Payables
FICA Tax Payable (Employer)	Accrued Payroll
FICA Tax Payable (Employee)	FIT Tax Payable
Medicare Payable (Employer)	State Tax Payable
Medicare Payable (Employee)	Local Tax Payable
Retirement Payable (Employer)	EIC Account
FUI, SUI, UCT, FICA, Medicare and Retirement Expenses	

The purpose of setting up these accounts is that they will be needed to tell the payroll system how to interface with the general ledger.

## 2. Payroll System - File Setup

First, select the payroll system main menu, option 1 - Display File Maintenance Menu. Select option 8 - Display Control File Menu.

- a) Enter Company Data

**Select option 1 and enter the correct the payroll company in place of the Demonstration Company, Inc.**

You can now skip to c to review check literals.

- b) Enter Account Group or Groups

Select option 3 and review the starter file account group or groups. The PROMPT Payroll System checks the account group in a pay transaction record to determine if it is valid. Therefore, you need an account group established before entering pay transactions. See pages 35-36 of the Payroll User's Manual.

- c) **Enter Check Literal Records**

Select option 4 and enter the desired literals. See page 37 of the Payroll User's Manual. If starting up for go to e on the next page and review the bold headings.

- d) Enter Transaction Master Records  
Select option 5 and enter the desired records. It is very important to understand the payroll transactions. Read pages 39-44 of the Payroll User's Manual.
- e) **Update Misc. Federal Tax Tables**  
Select option 6 and update any miscellaneous tax information. See page 45 of the Payroll User's Manual.
- f) **Update Federal Income Tax Tables**  
Select option 7 and update any tax tables. See page 47 of the Payroll User's Manual.
- g) **Update State/Local Tax Tables**  
Select option 8 and update any state or local tax tables. See page 49 of the Payroll User's Manual.
- h) Enter W2 Print Controls  
Select option 9 and enter W2 print control information. See page 56 of the Payroll User's Manual.
- i) Enter Journal Entry Accounts to be Consolidated  
Select option 10 and enter the accounts to be summarized when passing the journal entries to the general ledger system. This is an optional step. The purpose of which is to allow you to enter the general ledger accounts to be consolidated when passing journal entries from accounts receivable to the general ledger. If you do not make entries here now, you can do so any time in the future. See page 57 of the Payroll User's Manual.
- j) Enter Check Print Control  
See page 77 of the user's manual for defining the check printer control information.

### 3. **Enter Employees**

You have now established the files required to enter employees. Return to the main menu then select option 1 - Display File Maintenance Menu.  
Select option 1 - Enter/Maintain Employees. Refer to page 4 of the payroll user's manual for details on entering employees. Two sample employees are included in the starter files, one is salaried and the other hourly. You can type over these examples if desired but by all means use them as a template to entering your data.

### 4. **Entering Pay Transactions per Employee**

From the file maintenance menu, select option 2 - Enter/Maintain Pay Transactions. This will allow you to enter all pay transactions for all employees. Refer to page 8 of the payroll user's manual. Sample entries are included for the two employees in the starter files.

5. Enter Leave Docking In order to process leave taken with automatic docking, you must enter leave balances, leave taken, increment values, docking rates, and docking points.

a) Leave Balances/Taken/Docking Rates

From the main menu, select option "SA" and choose option 10 - Maintain Employee Leave Balances. You may enter/change each employee's docking rate, increment value, leave taken (if starting in middle of year), and leave balances.

b) Docking Points

Select option 1 - File Maintenance Menu. From this menu, select option 8 - Display Control File Menu and then option 2 - Leave Docking. This will allow you to enter the docking points for all five leaves. When leave taken is entered in process exceptions and the employee's balance goes below the docking point, he will be docked automatically at the rate entered in a) above. See page 25 of the payroll user's manual.

You now have entered the control information and the employee data to enable the processing of a payroll, if this is the first payroll of the calendar year.

c) Leave increments

If you increase all the leave balances at one time, this can be done by entering the leave increment for each employee, such as five days, then running the step "Increment Leave Balances" and all the leave balances will be increased by the increment value. See page 26 of the Payroll User's Manual.

## **II. Payroll Installation NOT At Beginning of the Year**

### A. Follow steps 1-5 in Section I.

Make sure all employees who worked for you this year are entered, including those terminated.

### B. Cumulative Data

Using the supervisory menu options 5-8, you must enter the MTD, QTD, Fiscal Year to Date, and Calendar Year to Date totals for earnings, taxes and deductions for each employee.

Also, you need to update the master transaction file using supervisory menu option 4 with MTD, QTD and YTD accumulated totals.

Using supervisory menu option 17, the employee's pay transaction records must be updated with accumulated totals of salaries, deductions, etc.

The employee's leave taken and balances must be updated using step 5 of Section I above.

### III. Run Cycle Processing for Payroll

A. A payroll cycle consists of the following steps:

1. Entering Exceptions - Includes time records, leave taken, adding or overriding earnings or deduction transactions, canceling earning or deduction transactions or stopping the paying of an employee for this cycle only. See pages 60-70 of the Payroll User's Manual.
2. Printing Exception Reports. See page 71 of the User's Manual.
3. Calculating the payroll for each employee and printing audit reports.

If you find errors on the audit reports, you need to maintain your files, add/remove employee's transactions or process additional exceptions and rerun this step. See page 72 of the user's manual.

4. Print the Checks - see page 77 of the user's manual.
5. Print the Post Check Register - see page 79 of the user's manual.
6. Print the Direct Deposit List (if applicable).
7. Print the Registers.
8. Post Check Update - This step must be run to update all period to date records, add to the check reconciliation file, create journal entries and prepares the files for the next run cycle. See page 80 of the Payroll User's Manual.

After this step has run, you MAY NOT recalculate and print checks. It is necessary to void the check or checks and do it right the second time.

9. Backup Payroll Files - This step should be done at the end or at beginning of each pay cycle. This is an optional step and is now rarely used due to automatic backup at night. Each step is explained in greater detail below.

B. Process Exceptions

- Allows entry of time records with G/L account and/or job number
- Allows temporary entry of additional pay or deductions
- Permits override of existing pay or deductions
- Allows you to cancel, for this cycle only, any pay transactions or deductions
- Permits leave entry which creates docking transactions if the employee's balance falls below the leave's docking point
- Permits you to stop the payment of any employee for this cycle

You can get a printout of the exceptions, if desired, by choosing the option - Print Exceptions.

C. Payroll Calculation

This option calculates the gross and net pay for each group of employees you choose based on run code and cycle code. This option can be rerun as often as necessary until option 8 - Post Check Update has been run.

If you try to run the calculation after the checks have printed, you must clear field 57 of PRCOMFLE. You can use either File Flag Facility or File Sequencer to do this.

D. Print Payroll Checks

This option prints or reprints the checks calculated in the step above. If spooling is active, you must stop the writer and restart it changing the forms to CHEK. See page 80 of the Payroll User's Manual. The printer control file must have the payroll print process added (#BPRPRT0) using \$SYSPRTR (or any printer name) and 42 lines.

E. Check Register, Direct Deposit List and Registers

These are optional steps and can be printed using options 5-7 on the Run Cycle Menu.

F. Post Check Update

This step updates the cumulative file with this cycle's information. It also updates the files PRDESFILE (transaction master file) and PRPAYFILE (employee's transaction file).

Journal entries are created, printed, summarized, printed again and sent to the general ledger for posting.

#### **IV. Check History/Reconciliation for Payroll**

- A. To enter a manual check, void a check or enter a check # as voided, choose option 3 - Check History Menu off the Main Menu and choose option 1 - Enter Manual/Void Checks. This option permits you to reuse a voided check as a manual check if you desire.

If check history and pay history are being accumulated, you will not have to enter any detail to void a check. If they are not, you must enter all the information on the check. See pages 89-95 of the Payroll User's Manual.

- B. Options 2-6 on the Check History Menu are assorted reports and inquiries dealing with check and payment history.
- C. To reconcile the payroll checks and allow you to reconcile, enter different amounts or leave alone any check in the file. You can also view reconciled or voided checks.
- D. You can get listings of outstanding, reconciled, voided, non-reconciled, or the entire check file using options 8-12 of the Check History Menu.
- E. To purge the check history file, the pay history file or the check reconciliation file or records, choose option 6 - Selectively Purge Checks. See the user's manual for details.

## V. End of Period Processing for Payroll

- A. At the end of the month, after the last payroll has been processed, you MUST choose option 4 - End of Period Menu off the Main Menu and then option 1 - End of Month Reports and Initialization. This will print monthly reports and initialize your month-to-date totals. See page 107 of the Payroll User's Manual.
- B. At the end of the calendar quarter, you MUST run the normal end-of-month in A. above and then you MUST select option 2 - End of Quarter Reports and Initialization. This will print quarterly reports and initialize your quarter-to-date totals. See page 108 of the Payroll User's Manual.
- C. At the end of your fiscal year, after you have ended the month and quarter as explained in A. and B. above, you need to choose option 3 - End of Fiscal Year Reports and Initialization. This will initialize your fiscal year totals. There are no fiscal year end reports.

See the user's manual if your calendar and fiscal years are the same for information on eliminating the fiscal year option.

- D. At the end of the calendar year after closing the month and quarter (and possibly fiscal year), you MUST choose option 4 - End of Calendar Year Reports, Establish W2 Files, Initialization. See page 109 of the user's manual.

This option prints end-of-year reports, establishes files for W2 print and magnetic media and will initialize the calendar year-to-date totals.

- E. Display Annual W2 Preparation Menu  
This option prepares and prints W2 forms and can also be used to generate magnetic media data for the Social Security Administration. Refer to pages 110-114 of the user's manual for detailed information about running these menu options.

NOTE: After processing step D above (end of calendar year), the system is ready for payroll processing for the first pay period in the New Year, even though W2 processing has not been done.

## CHAPTER 8. PROMPT DATABASE MANAGEMENT SYSTEM

The purpose of this chapter is to create an understanding of the potential use of the PROMPT Database Management System options and to explain how to recover from a crash such as loss of power.

PROMPT Database Management System

There is a user's manual for the PROMPT Database Management System that covers the options on the "PD" menu.

The principal functions that can be accomplished using the PROMPT Database Management System options are:

- Determine the file field layout
- Change reports and create new reports
- Modify screens, menus and procedures and create new ones
- Extract data from files to process with PROMPT or take out of the PROMPT System to another system
- Import data from another computer system in the PROMPT System
- Modify PROMPT data "in mass" rather than one record at a time, including the ability to purge data
- Perform low level utility functions on the disk
- Create new indexes for data files
- Perform all types of data manipulation on flat files
- Alter the security set up delivered with your system

How to Accomplish These Functions

Use the PROMPT Database Management System manual, plus, other reference manuals defined therein.

The PROMPT System is a very powerful system and if you desire to go beyond the PROMPT Business System applications the potential is significant, but read carefully prior to making changes in order to avoid breaking standard system setups delivered with the PROMPT System.

Recovering From a Computer Crash

The information on the next two pages is found in the PROMPT Database Management System manual, but repeated here in this procedure manual for ease of reference.

## File Close and Unlock Instructions for PROMPT Business System

The primary use of these options is for system cleanup after crash recovery. For example, you might experience a loss of power to the computer while programs are running and cause everything to stop.

In this event, the only loss of data that could occur is where data has been entered on a video but the send/enter key has not been pressed.

However, it is possible that one or more data files might have been open for use by a computer program when the system experienced a loss of power. It is also possible that one or more data records within a data file might have been locked for exclusive use by a program at the time the system experienced a loss of power.

Therefore, the purpose of the first two columns of the backup/unlock menu which is found on the main menu option PD, then BKU is:

1. Close All Files - these options close all files within a subsystem
2. Close Data Files & Unlock Records - these options close only data files, and unlock all records in data files

## Crash Recovery Instructions

There are two approaches to running the various options after a loss of power to the computer. (1) Reset everything, or (2) reset only what you know to have been in use.

### Reset Everything

To reset everything, run the option ALF which will close all files which include data files, file field definition (FFD) files, index files (X001, etc) menus and procedure files. This menu will take approximately 2-3 minutes to run.

Next, run the option ALR that will close only data files and reset any locked records in the data files. The length of time it takes this option to run depends upon the size of your data files. It could range from 5 minutes up to an hour or so if you have very large data files. A typical running time is 15 minutes.

### Reset Only What You Know to Have Been in Use

It is wise to first select the option ALF in this event because it runs quickly. Next, if you know for example that the only subsystem in use was general ledger, you would only select the option GLR which would close data files and unlock records for only the general ledger system.

Please note that if order processing was in operation during a loss of power, it is necessary to run the options ARR, INR and OPR.

#### Risk of Failure to Unlock a Record

If you take a short cut and fail to unlock a record that was locked during a loss of power, the only risk you are taking is that you will encounter the locked record and the program will unexplainably wait on the record.

If this should occur, simply run the Close Data Files and Unlock Records option for the subsystem where the unexplained wait occurs and the unlocked record will be reset. Thereby, allowing the program to continue operation.

#### For Users With Very Large Data Files

There is one final short cut to using the ALR option if it takes a long time to run because you have very large data files. The approach is to reboot and resume running after a crash, and unlock the record (or records) that are locked when a program encounters a locked record.

This is accomplished by using supervisory authority menu options and pressing the F8 key on maintenance programs to obtain the unlock record function key (F5), then unlocking the record, then pressing F8 again.

Here is a guide to the programs involving the principal data files:

Supervisory Menu	Data File
IC, SA, 5	Inventory location file (INLOCFLE)
IC, SA, 6	Inventory ledger interface (INISAFLE)
IC, SA, 7	Inventory product file (INPROFLE)
AR, SA, 1	Customer invoice file (ARINVFLE)
AR, SA, 2	Customer summary file (ARSUMFLE)
AR, SA, 7	Customer master file (ARCUSFLE)
AR, SA, 8	Customer payment file (ARPAYFLE)
OP, SA, 1	Order header file (OPORHFLE)
OP, SA, 2	Order detail file (OPORDFLE)

A locked record is discovered by going to the appropriate program, scrolling to the suspected record and looking towards the top of the screen for the word "\*LOCKED\*". If you do not see this word and can use F4 to maintain the record, the record you suspect is not locked.

If you see "\*LOCKED\*", press F8, then F5 which will unlock the record, then press F8 again.

## CHAPTER 9. PROMPT DATA FILE IMPORT AND EXPORT

### I. ASCII File import and export

The purpose of this chapter is to provide a guide for importing and exporting data into and out of the PROMPT System.

#### A. Importing Data from a Symphony Spreadsheet to PROMPT

This example procedure is documented for the purpose of explaining in detail the import of a spreadsheet from Symphony or Lotus 1-2-3 to the PROMPT System. Then a detail procedure is provided to explain the export from Symphony using the technique of sending a spreadsheet report to a file instead of a printer. The procedure assumes the reader has knowledge in the use of Symphony or Lotus 1-2-3.

These same rules work for any text file with fixed length records such as Microsoft Access or Excel.

1. Symphony file rules:
  - a) A Symphony report file cannot exceed 240 characters in width. Note: You will be using a report file to export from Symphony and 240 characters is the maximum width for a report file.
  - b) Eliminate the spreadsheet headings that are keyed into the spreadsheet.
  - c) Print the spreadsheet TO A FILE with no headings, no attributes, top, bottom, left or right margins.
  - d) For example, assume the spreadsheet has 13 columns like shown on page 109 under item 7a). Column A is the SKU number, columns B-J the nine prices from the PROMPT Inventory System and column K is the alternate price multiplier used by the PROMPT System to convert from regular unit of measure pricing to alternate unit of measure pricing. Column L is the product description and column M is ABC code.
2. At this point, you have a spreadsheet saved as a print file in the Symphony directory. Example, PRICE.PRN where PRICE is the spreadsheet name. PRN is automatically appended to the file name by Symphony.
3. First we recommend that you create a directory just for import of data. Use the command "mkdir import" to create a directory named "import" off the edx directory. Make the ownership of this directory "edx" and the group "other" using these commands: `chown edx import, then, chgrp other import`
4. To copy the file to the PROMPT System go to the UNIX window on the file server by pressing Alt F3.
  - a) Insert the diskette with the file price.prn.
  - b) Type the command "cd import" to set to the import directory.
  - c) Type this command at the \$prompt.  
`doscp a:price.prn /edx/import/price`
  - d) When the \$ prompt returns the file is copied.

- e) Take out the diskette.
  - f) Press Alt F2 to return to the PROMPT Business System window.
5. Enter the PROMPT System and select the Master Menu option PD, then select the option UTL, then select the option FC. Respond to these prompts as follows:
- ```
Command(?) ae press enter
UNIX ASCII INPUT FILE(PATH)/edx/import/price (enter)
EDX EBCDIC Output (NAME,VOLUME):workshet,pdfvol (enter)
WORKSHET,PDFVOL created
999 EDX Records converted
Command (?): en
```
6. When you have executed the above steps 4 - 5, the file PRICE.PRN is now migrated to the PROMPT System and is on the volume PDFVOL under the name WORKSHET.
7. Next, some processing is required to prepare the file for use by PROMPT. Each of the following steps must be executed.
- a) Put an FCB (file control block) and EOF (end of file) marker on the file.
- ```
PROMPT main menu option PD, then PDT, then D15
Enter PROMPT filename (8 char) INPRAFLE (enter)
Enter target volume name PDFVOL (enter)
Enter #logical records to allocate 150
or whatever size (enter)
INPRAFLE already exists (message may not occur)
Do you want to delete old file(Y or N) Y (enter)
Enter source datafile name WORKSHET (enter)
Enter source volume name PDFVOL (enter)
```

This step requires that an FCB be established under the name INPRAFCB. See Exhibit 9-5 for this specification that has already been set up in PARMFILE,PDFVOL.

- b) Convert the file to match the PROMPT Inventory Price File format.
- ```
PROMPT Data Tools menu option C3
Refer to Exhibit 9-2 for the Conversion Map
Enter input filename (8 char) INPRAFLE (enter)
Enter output filename(8 char) INPRCFLE (enter)
Enter CVMAP extension (3 char)PRD (enter)
Initialize output records etc. (Y=Yes) N (enter)
Press return to continue,'R'to reenter screen (enter)
```

This step requires that an FCB be established under the name INPRCFCB. See Exhibit 9-4 for this specification that also has been set up in PARMFILE,PDFVOL. You will note that the flat file specification for INPRCFCB is an exact image of the PROMPT Database Management System file BSIN.INPRCFLE.FFD, which is shown in Exhibit 9-3.

8. At this point, the spreadsheet file is an exact image of the PROMPT Inventory System price maintenance file and holds the prices included in the spreadsheet.

9. Migrate to PROMPT Database

The next step is to migrate the file INPRCFLE to the PROMPT Inventory Control System as a price change work file.

PROMPT main menu option PD, then option FMR will cause the following screen to appear.

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| January 1, 2005      Mid-American Control Corporation      #PDBFMU  +
|                    PROMPT Data Base Management System V3.0  #PDBFMU0 |
|                    File Migration Utility                  |
|  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|
| Options available:
|
| ED - Migrate from EDX to PROMPT DATABASE
| ID - Migrate from IBM $IAM V.2 to PROMPT DATABASE
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| PD - Migrate from PROMPT V.9 to PROMPT DATABASE
|
| DE - Migrate from PROMPT DATABASE to EDX
| DI - Migrate from PROMPT DATABASE to IBM $IAM V.2
| DP - Migrate from PROMPT DATABASE to PROMPT V.9
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|
| Enter Option:  ( PD )
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Input    F1=                F2=                F3=
| F4=                F5=                F6=Function Key    F7=Exit Program
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
```

Enter option PD and press the enter key.

The following screen will appear for entry of the appropriate file migration information.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ January 1, 2005      Mid-American Control Corporation      #PDBFMU +
|                      PROMPT Data Base Management System V3.0      #PDBFMU3 |
|                      File Migration Utility                      |
|  |
|                      -- Migrate From PROMPT V.9 to PROMPT DATABASE --      |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Input Dataset Name.....: ( INPRCFLE )                      |
| Input Volume Name.....: ( PDFVOL )                          |
| Field Number of Key....: ( 1 )                               |
| Convert FCB to an FFD?..: ( N )                             |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Output File Name.....: ( BSIN.INPRCWRK.DATA )                |
| Output Directory Name..:                                     |
| ( BSIN.DIRECTORY   )                |
| (   )                |
+ (   )                +
| (   )                |
| Output FFD Name.....: ( BSIN.INPRCWRK.FFD )                 |
| Output Record Size.....: ( 125 )      Output Key Size.....: ( 17 ) |
| Replace Output File?...: ( N )      Replace Duplicate Records?: ( Y ) |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|  |
| F0=Accept Input      F1=                F2=                F3=                |
| F4=                  F5=                F6=Function Key    F7=Cancel Option    |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Enter the information as shown on the above screen and press enter. After the information is validated, press F4 and the data will be migrated into the PROMPT inventory file INPRCWRK.

10. There may be the need to set a beginning sale date in the file after migration, and possibly the need to set an ending sale date. If neither is required, proceed to step 10 on the next page.
  - a) Beginning sale date required.

PROMPT main menu option PD, then option FS.

```
SDNAME          INPRCWRK  (tab)
Field Number    ( 18 )   (enter)
Start Value*    (03/15/01) (enter)
* Note the example assumes a beginning sale date of
03/15/2001.
```
  - b) Ending sale date required.

Exactly the same as a) above EXCEPT the field number is ( 19 ) instead of ( 18 ).

## 11. Copy to Price File - INPRCFLE

The standard file name for the PROMPT Inventory Control Price Maintenance file is INPRCFLE. We have used a temporary file name of INPRCWRK to permit processing without risk to the standard file.

Once we are finished with the file processing of INPRCWRK, it can be copied to the standard file name as follows.

PROMPT main menu option PD, then option DU.

```
Command: SE BSIN.DIRECTORY (enter)
Using BSIN.DIRECTORY
Command: CO/R (enter)
Source: BSIN.INPRCWRK.DATA (enter)
Target: BSIN.INPRCFLE.DATA (enter)
```

Upon completion of the file copy, the PROMPT inventory price maintenance file is available to be updated, just as if it had been keyed into the PROMPT System using main menu option IC, then option 5, then option 8.

Also, realize that the file INPRCWRK still holds all records that were copied into INPRCFLE. If you wish to empty INPRCWRK, select option PD, then FE, enter the SDNAME of INPRCWRK and press enter.

This completes the explanation of importing data from a Symphony spreadsheet to PROMPT.

If the need exists to frequently import data files into the PROMPT SYSTEM all steps beginning with 4-12 can be set up in a job stream.

B. Export a PROMPT File to a Symphony Spreadsheet

The example given involves creation of a price file from the PROMPT Inventory master file, then moving this file from PROMPT into a spreadsheet report file for import to Symphony.

1. The first step is to create the price file that uses the price work file name INPRCWRK in the PROMPT Inventory System.

PROMPT main menu option PD, then option FC. Upon selection of option FC, this screen will appear.

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 16:27:58   *** Generalized File Conversion ***           #CONVER0  +
|Direction F/R:( F )   |
|      Input File SDNAME:.( INPROFLE )  Output File SDNAME:( INPROWRK )  |
||-----Input Field Range-----|                             |
|1st Input Field  Last Input Field      1st Output Field      |
+   1  (  2  )      (  3  )              (  2  )              +
|   2  (  4  )      (  5  )              (  5  )              |
|   3  (  8  )      (  8  )              ( 26  )              |
|   4  ( 36  )      ( 36  )              (  7  )              |
|   5  ( 15  )      ( 23  )              (  8  )              |
+   6  ( 33  )      ( 35  )              ( 17  )              +
|   7  ( 24  )      ( 25  )              ( 20  )              |
|   8  ( 40  )      ( 40  )              ( 27  )              |
|   9  (    )      (    )              (    )              |
|  10  (    )      (    )              (    )              |
+  11  (    )      (    )              (    )              +
|  12  (    )      (    )              (    )              |
|  13  (    )      (    )              (    )              |
|  14  (    )      (    )              (    )              |
|  15  (    )      (    )              (    )              |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|
| F0=Begin Conversion  F1=                F2=                F3=
| F4=                F5=                F6=                F7=Exit Screen
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
```

To enter the information shown above, PRESS THE TAB KEY to move from screen field to field, THEN PRESS THE ENTER KEY after all information is entered.

When the conversion is finished, (press F7) the price work file has been created from the prices in the inventory master file into the file name INPRCWRK.

## 2. Migrate from the Database to a Flat File

Our next step is to get the file out of the PROMPT Database to a flat file to be exported to a spreadsheet.

PROMPT main menu option PD, then option FMR will produce this screen.

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| January 1, 2005      Mid-American Control Corporation      #PDBFMU  +
|                    PROMPT Data Base Management System V3.0  #PDBFMU0 |
|                    File Migration Utility                    |
|  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|  |
|                    Options available:                        |
|  |
|                    ED - Migrate from EDX to PROMPT DATABASE |
|                    ID - Migrate from IBM $IAM V.2 to PROMPT DATABASE |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                    PD - Migrate from PROMPT V.9 to PROMPT DATABASE |
|  |
|                    DE - Migrate from PROMPT DATABASE to EDX  |
|                    DI - Migrate from PROMPT DATABASE to IBM $IAM V.2 |
|                    DP - Migrate from PROMPT DATABASE to PROMPT V.9 |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                    Enter Option:  ( DP )                      |
|  |
|  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Input    F1=                    F2=                    F3=                    |
| F4=                F5=                    F6=Function Key      F7=Exit Program      |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
```

Enter option DP and press the enter key.

Upon selection of option DP, the following screen will appear.

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| January 1, 2005          Mid-American Control Corporation          #PDBFMU  +
|                          PROMPT Data Base Management System V3.0  #PDBFMU6 |
|                          File Migration Utility                    |
|                          -- Migrate From PROMPT DATABASE to PROMPT V.9 -- |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|
| Input File Name.....: ( BSIN.INPRCWRK.DATA )
| Input Directory Name...:
| ( BSIN.DIRECTORY                      )
+ (                                       ) +
| (                                       ) |
| (                                       ) |
| (                                       ) |
|
+ Output Dataset Name....: ( INPRCWRK )
| Output Volume Name.....: ( PDFVOL )
| Field Number of Key....: ( 1 )
| Replace Output File?...: ( Y )
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|
| F0=Accept Input      F1=                F2=                F3=
| F4=                  F5=                F6=Function Key    F7=Cancel Option
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
```

Enter the information as shown on the screen, PRESSING TAB to move from screen field to field. When all is entered, PRESS ENTER and the information will be verified, then press F4 to migrate.

When the program finishes, the price file will now be a flat file on the volume PDFVOL under the name INPRCFLE.

3. Put Carriage Return/Line Feed Controls at the End of each Record for Recognition by the Spreadsheet.

This is a one-time task when you first enter the PROMPT Conversion map PRC that is shown in Exhibit 9-1. The task you must execute is explained in detail in exhibit 9-6 and must be done before running the conversion that follows in step 4 below.

4. Convert to a Special File Format for Export to a Symphony Spreadsheet.

PROMPT main menu option PD, then option PDT,  
then option C3.

Refer to Exhibit 8-1 for the Conversion Map

Enter input file name (8 char) INPRCFLE (enter)

Enter output file name (8 char) INPRAFLE (enter)

Enter CVMAP extension (3 char) PRC (enter)

Initialize output records (Y=Yes) N (enter)

Press return to continue, 'R' to reenter screen (enter)

Do you want to delete old file (Y or N) Y (enter)

(Above question will not appear first time)

5. Strip the PROMPT File Control Block (FCB) off the File and put the Data in a File called WORKSHET.

Option PDT, then option D16

Enter source volume name PDFVOL (enter)

Enter target volume name PDFVOL (enter)

Enter source file name (8 char) INPRAFLE (enter)

Enter target file name (8 char) WORKSHET (enter)

Delete source file? (Y=Yes) (enter)

Empty source file? (Y=Yes) (enter)

Press return to continue, 'R' to reenter screen (enter)

WORKSHET already exists

Do you want to delete old file (Y or N)? Y (enter)

(Above message will not appear first time)

6. The PROMPT file is now ready to export to an ASCII file as a Symphony spreadsheet. Our approach assumes the file will be copied from the PROMPT file server by diskette.
  - a) Convert the file to an ASCII file by selecting the UTL menu option from the PROMPT Database Management System menu.  
 Select Memu Option FC.  
 Command(?) ea (enter)  
 EDX EBCDIC input file workshet,pdfvol (enter)  
 UNIX ASCII Output(path)/edx/import/price (enter)  
 Command(?) en (enter)
  - b) At this point the file price is in the directory /edx/import and ready to copy to diskette.
  - c) Press Alt F3 to get to a UNIX prompt window.
  - d) Insert a diskette.
  - e) Type this command at the \$ prompt  
 cd /edx/import  
 doscp -r price a:price.prn
  - f) When the \$ prompt returns the file is copied.  
 It can take a while to copy a large file to floppy.
7. Enter Symphony Spreadsheet Program.
  - a) F9 (select file) then IMPORT, then STRUCTURED, then the file name PRICE.PRN.

The columns will be as follows:

|     |     |     |     |     |     |     |     |     |     |       |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|-----|
| A   | B   | C   | D   | E   | F   | G   | H   | I   | J   | K     | L   | M   |
| SKU | PR1 | PR2 | PR3 | PR4 | PR5 | PR6 | PR7 | PR8 | PR9 | ALMTM | DES | ABC |

- b) You will have to set the width for column A to 15 characters because the SKU can be up to 14 characters, and set the width of column L to 40 characters.
- c) In order to perform calculations, you will have to set the decimal precision on columns B-K because they are now alpha data. Columns B-J can be either two or three decimal precision. Column K must be five decimals.
- d) You may now process as desired using the Symphony spreadsheet program.

Exhibit 9-1 For Use in Conversion of INPRCFLE to INPRAFLE

Conversion Map (CVMAP) Listing

Page 1

CVMAPRPT/CVMAPPRC

| CVMAP<br>Seq # | Old Field<br>ID Number | New Field<br>ID Number | Constant<br>Value | Indicator/# Of<br>Constant Char. |
|----------------|------------------------|------------------------|-------------------|----------------------------------|
| 10             | 0                      | 1                      | "                 | 1                                |
| 20             | 2                      | 2                      |                   | 0                                |
| 30             | 0                      | 3                      | "                 | 1                                |
| 40             | 7                      | 5                      |                   | 0                                |
| 50             | 8                      | 7                      |                   | 0                                |
| 60             | 9                      | 9                      |                   | 0                                |
| 70             | 10                     | 11                     |                   | 0                                |
| 80             | 11                     | 13                     |                   | 0                                |
| 90             | 12                     | 15                     |                   | 0                                |
| 100            | 13                     | 17                     |                   | 0                                |
| 110            | 14                     | 19                     |                   | 0                                |
| 120            | 15                     | 21                     |                   | 0                                |
| 130            | 16                     | 23                     |                   | 0                                |
| 140            | 0                      | 24                     | "                 | 1                                |
| 150            | 25                     | 25                     |                   | 0                                |
| 160            | 0                      | 26                     | "                 | 1                                |
| 170            | 26                     | 27                     |                   | 0                                |
| 180            | 0                      | 30                     | <b>*SETCRLF*</b>  | 2                                |

NOTE: Field 2, which is SKU, is surrounded with double quotes because Symphony requires this for a character field, as is 25 (description) and 27 (ABC code). Line 180 includes a control word that causes a carriage return line feed to be posted into field 30 and this value will become 0D25 in hex.

Exhibit 9-2 For Use in Conversion of INPRAFLE to INPRCFLE

Conversion Map (CVMAP) Listing

Page 1

CVMAPRPT/CVMAPPRD

| CVMAP<br>Seq # | Old Field<br>ID Number | New Field<br>ID Number | Constant<br>Value | Indicator/# Of<br>Constant Char. |
|----------------|------------------------|------------------------|-------------------|----------------------------------|
| 10             | 0                      | 1                      | 1                 | 1                                |
| 20             | 2                      | 2                      |                   | 0                                |
| 30             | 5                      | 7                      |                   | 0                                |
| 40             | 7                      | 8                      |                   | 0                                |
| 50             | 9                      | 9                      |                   | 0                                |
| 60             | 11                     | 10                     |                   | 0                                |
| 70             | 13                     | 11                     |                   | 0                                |
| 80             | 15                     | 12                     |                   | 0                                |
| 90             | 17                     | 13                     |                   | 0                                |
| 100            | 19                     | 14                     |                   | 0                                |
| 110            | 21                     | 15                     |                   | 0                                |
| 120            | 23                     | 16                     |                   | 0                                |
| 130            | 25                     | 25                     |                   | 0                                |
| 140            | 27                     | 27                     |                   | 0                                |

NOTE: Field 1 gets a constant 1 for company number.

Definition Name: BSIN.INPRCFLE.FFD  
 Definition Directory Path: BSIN.DIRECTORY

-- Field Definition Table --

| Fld # | C/N | Len | Dec | Fld Name | Field Description   | Fix? | RDEF? | Offset |
|-------|-----|-----|-----|----------|---------------------|------|-------|--------|
| 1     | C   | 17  | 0   | PCKEY    | Key Field           | N    |       | 0      |
| 2     | N   | 2   | 0   | PCCOMP#  | Company Number      | Y    | Y     | 0      |
| 3     | C   | 14  | 0   | PCSKUNO  | SKU Number          | N    | Y     | 2      |
| 4     | C   | 1   | 0   | PCGLOBAL | Global Change Ind.  | N    | Y     | 16     |
| 5     | C   | 4   | 0   | PCGROUP  | Group Number        | N    |       | 17     |
| 6     | C   | 4   | 0   | PCCLASS  | Class Number        | N    |       | 21     |
| 7     | N   | 4   | 0   | PCVENDOR | Vendor Number       | Y    |       | 25     |
| 8     | N   | 4   | 3   | PCPRICE1 | Price #1            | Y    |       | 29     |
| 9     | N   | 4   | 3   | PCPRICE2 | Price #2            | Y    |       | 33     |
| 10    | N   | 4   | 3   | PCPRICE3 | Price #3            | Y    |       | 37     |
| 11    | N   | 4   | 3   | PCPRICE4 | Price #4            | Y    |       | 41     |
| 12    | N   | 4   | 3   | PCPRICE5 | Price #5            | Y    |       | 45     |
| 13    | N   | 4   | 3   | PCPRICE6 | Price #6            | Y    |       | 49     |
| 14    | N   | 4   | 3   | PCPRICE7 | Price #7            | Y    |       | 53     |
| 15    | N   | 4   | 3   | PCPRICE8 | Price #8            | Y    |       | 57     |
| 16    | N   | 4   | 3   | PCCOST9  | Cost #9             | Y    |       | 61     |
| 17    | N   | 4   | 5   | PCALTMLT | Alternate Prc Mult  | Y    |       | 65     |
| 18    | N   | 4   | 0   | PCBEGDAT | Beginning Sale Date | Y    |       | 69     |
| 19    | N   | 4   | 0   | PCENDDAT | Ending Sale Date    | Y    |       | 73     |
| 20    | N   | 2   | 2   | PCMING%  | Minimum Gross %     | Y    |       | 77     |
| 21    | N   | 2   | 2   | PCMAXG%  | Maximum Gross %     | Y    |       | 79     |
| 22    | C   | 1   | 0   | PCBGMAIN | Begin Maint. Exec.  | N    |       | 81     |
| 23    | C   | 1   | 0   | PCENMAIN | End Maint. Exec.    | N    |       | 82     |
| 24    | N   | 4   | 0   | PCMNTDAT | Maint. Applied Date | Y    |       | 83     |
| 25    | C   | 8   | 0   | PCMNTTIM | Maint. Applied Time | N    |       | 87     |
| 26    | C   | 40  | 0   | PCDESCRI | Description         | N    |       | 95     |
| 27    | C   | 1   | 0   | PCABCODE | ABC Code Change     | N    |       | 135    |

Exhibit 9-4 PROMPT Data Tools Flat File Layout of INPRCFLE  
 FCB File Name \*\* INPRCFCB \*\* Date 01/01/05 Time 23:35:25

Customer ID MAC Last Update Date 01/01/05  
 Application INVENT No. Fields/Record 26  
 No. Bytes/Record 256 No. Bytes Used 256

| * F C B * |       |      |      | * S C R E E N * |                    |     |     | Msg | Lfd | Next   |
|-----------|-------|------|------|-----------------|--------------------|-----|-----|-----|-----|--------|
| Field     | Bytes | Type | Char | Prompter        | Message            | Row | Col | Row | Col | Screen |
| 1         | 2     | I    | 4    | *               | Company No         |     |     |     |     |        |
| 2         | 14    | A    | 14   | *               | SKU Number         |     |     |     |     |        |
| 3         | 1     | A    | 1    | *               | Global Change No.  |     |     |     |     |        |
| 4         | 4     | A    | 4    | *               | Group              |     |     |     |     |        |
| 5         | 4     | A    | 4    | *               | Class              |     |     |     |     |        |
| 6         | 4     | I    | 8    | *               | Vendor No.         |     |     |     |     |        |
| 7         | 4     | F    | 8    | *               | Price 1            |     |     |     |     |        |
| 8         | 4     | F    | 8    | *               | Price 2            |     |     |     |     |        |
| 9         | 4     | F    | 8    | *               | Price 3            |     |     |     |     |        |
| 10        | 4     | F    | 8    | *               | Price 4            |     |     |     |     |        |
| 11        | 4     | F    | 8    | *               | Price 5            |     |     |     |     |        |
| 12        | 4     | F    | 8    | *               | Price 6            |     |     |     |     |        |
| 13        | 4     | F    | 8    | *               | Price 7            |     |     |     |     |        |
| 14        | 4     | F    | 8    | *               | Price 8            |     |     |     |     |        |
| 15        | 4     | F    | 8    | *               | Price 9            |     |     |     |     |        |
| 16        | 4     | H    | 8    | *               | Alt Price Mult     |     |     |     |     |        |
| 17        | 4     | I    | 8    | *               | Begin Sale Date    |     |     |     |     |        |
| 18        | 4     | I    | 8    | *               | End Sale Date      |     |     |     |     |        |
| 19        | 2     | E    | 4    | *               | Min Gross %        |     |     |     |     |        |
| 20        | 2     | E    | 4    | *               | Max Gross %        |     |     |     |     |        |
| 21        | 1     | A    | 1    | *               | Begin Maint Exec   |     |     |     |     |        |
| 22        | 1     | A    | 1    | *               | End Maint Exc      |     |     |     |     |        |
| 23        | 4     | I    | 8    | *               | Maint Applied Date |     |     |     |     |        |
| 24        | 8     | A    | 8    | *               | Maint Applied Time |     |     |     |     |        |
| 25        | 40    | A    | 40   | *               | Description        |     |     |     |     |        |
| 26        | 1     | A    | 1    | *               | ABC Code Change    |     |     |     |     |        |

NOTE: To migrate a file from the PROMPT Database Management System to a flat file, you must have an IDENTICAL file layout using PROMPT Version 9 conventions.

Exhibit 9-5 PROMPT Data Tools Flat File Layout of INPRAFLE  
 FCB File Name \*\* INPRAFCB \*\* Date 01/01/05 Time 23:35:25

Customer ID           MAC                   Last Update Date     01/01/05  
 Application           INVENT               No. Fields/Record    30  
 No. Bytes/Record     256                  No. Bytes Used       256

| Field | Bytes | Type | Char | * F C B * | * S C R E E N *                               | Msg     | Lfd     | Next   |
|-------|-------|------|------|-----------|-----------------------------------------------|---------|---------|--------|
|       |       |      |      |           | Prompter Message                              | Row Col | Row Col | Screen |
| 1     | 1     | A    | 1    |           | * Double Quotes                               |         |         |        |
| 2     | 14    | A    | 14   |           | * SKU                                         |         |         |        |
| 3     | 1     | A    | 1    |           | * Double Quotes                               |         |         |        |
| 4     | 1     | A    | 1    |           | * Space for Numeric                           |         |         |        |
| 5     | 10    | A    | 10   |           | * Price 1                                     |         |         |        |
| 6     | 1     | A    | 1    |           | * Space for Numeric                           |         |         |        |
| 7     | 10    | A    | 10   |           | * Price 2                                     |         |         |        |
| 8     | 1     | A    | 1    |           | * Space for Numeric                           |         |         |        |
| 9     | 10    | A    | 10   |           | * Price 3                                     |         |         |        |
| 10    | 1     | A    | 1    |           | * Space for Numeric                           |         |         |        |
| 11    | 10    | A    | 10   |           | * Price 4                                     |         |         |        |
| 12    | 1     | A    | 1    |           | * Space for Numeric                           |         |         |        |
| 13    | 10    | A    | 10   |           | * Price 5                                     |         |         |        |
| 14    | 1     | A    | 1    |           | * Space for Numeric                           |         |         |        |
| 15    | 10    | A    | 10   |           | * Price 6                                     |         |         |        |
| 16    | 1     | A    | 1    |           | * Space for Numeric                           |         |         |        |
| 17    | 10    | A    | 10   |           | * Price 7                                     |         |         |        |
| 18    | 1     | A    | 1    |           | * Space for Numeric                           |         |         |        |
| 19    | 10    | A    | 10   |           | * Price 8                                     |         |         |        |
| 20    | 1     | A    | 1    |           | * Space for Numeric                           |         |         |        |
| 21    | 10    | A    | 10   |           | * Price 9                                     |         |         |        |
| 22    | 1     | A    | 1    |           | * Space for Numeric                           |         |         |        |
| 23    | 10    | A    | 10   |           | * Alt Price Multiplier                        |         |         |        |
| 24    | 1     | A    | 1    |           | * Double quotes                               |         |         |        |
| 25    | 40    | A    | 40   |           | * Description                                 |         |         |        |
| 26    | 1     | A    | 1    |           | * Double quotes                               |         |         |        |
| 27    | 1     | A    | 1    |           | * ABC code                                    |         |         |        |
| 28    | 40    | A    | 40   |           | * Filler - This field and field 29 are to pad |         |         |        |
| 29    | 45    | A    | 45   |           | * Filler - out the record to use all bytes    |         |         |        |
| 30    | 2     | A    | 2    |           | * Carriage Return Hex 0D and Line Feed Hex 25 |         |         |        |

NOTE: To get a file from EBCDIC to ASCII, you have to get all numbers into alphabetic fields that are type 'A' fields. The double quotes for character fields and the space for numeric are Symphony requirements.

Also, the file must use all bytes and have a carriage return and line feed at the end of each record.

